



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government
Services Canada/Réception des
soumissions/Travaux publics et Services
gouvernementaux Canada

See herein for bid submission

instructions/

Voir la présente pour les

instructions sur la présentation

d'une soumission

NA

Manitoba

REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right
of Canada, in accordance with the terms and conditions
set out herein, referred to herein or attached hereto, the
goods, services, and construction listed herein and on any
attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la
Reine du chef du Canada, aux conditions énoncées ou
incluses par référence dans la présente et aux annexes
ci-jointes, les biens, services et construction énumérés
ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Western
Region

Victory Building/Édifce Victory

Room 310/pièce 310

269 Main Street/269 rue Main

Winnipeg

Manitoba

R3C 1B3

Title - Sujet Ergonomic Dispatch Workstations	
Solicitation No. - N° de l'invitation M5000-220274/A	Date 2021-08-12
Client Reference No. - N° de référence du client M5000-220274	
GETS Reference No. - N° de référence de SEAG PW-\$WPG-006-11247	
File No. - N° de dossier WPG-1-44026 (006)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Central Daylight Saving Time CDT on - le 2021-09-07 Heure Avancée du Centre HAC	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Graham, Danielle	Buyer Id - Id de l'acheteur wpg006
Telephone No. - N° de téléphone (204) 292-2872 ()	FAX No. - N° de FAX (418) 566-6167
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: ROYAL CANADIAN MOUNTED POLICE ASSET & CONTRACTING BRANCH 111140-109TH ST Edmonton Alberta T5G2T4 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein – Voir ci-inclus	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Federal Contractors Program for Employment Equity – Certification and any other annexes.

1.2 Summary

RCMP 'K' Division Operational Communication Centre has a requirement to dismantle, remove and install thirty-seven (37) new dispatch workstations in their offices located in Edmonton and Red Deer.

The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 2020-05-28 Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

2.2 Submission of Bids

Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation:

PWGSC Western Region Bid Receiving Unit

Suppliers are strongly encouraged to submit bids electronically using the Canada Post epost Connect application for the subject bid solicitation. The Bidder must send an email requesting to open an epost Connect conversation to the following address:

roreceptionSoumissions.wrbidreceiving@tpsgc-pwgsc.gc.ca

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions 2003, or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

It is the Bidder's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the solicitation closing date.

Faxed bids will be accepted at 1-418-566-6167.

Hard copy (submitted in person or via mail/courier) bids will not be accepted for the subject bid solicitation.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** () **No** ()

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** () **No** ()

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 7 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba _____ (*insert the name of the province or territory*).

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

2.6 Improvement of Requirement during Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 14 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.7 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

The Bidder is strongly encouraged to submit its bid electronically in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications
Section IV: Additional Information

Faxed bids will be accepted at 1-418-566-6167.

Hard copy (submitted in person or via mail/courier) bids will not be accepted for the subject bid solicitation.

Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that

Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the "Basis of Payment in Annex B.

3.1.2 Exchange Rate Fluctuation

[C3011T](#) 2013-11-06 Exchange Rate Fluctuation

3.1.3 SACC Manual Clauses

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical evaluation criteria.
- (b) An evaluation team composed of representatives of Canada and BR2 Architecture will evaluate the bids.

4.1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Annex A.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

SACC Manual Clause [A0220T](#) 2014-06-26, Evaluation of Price-Bid

4.2 Basis of Selection

4.2.1 Basis of Selection - Highest Combined Rating of Technical Merit and Price

To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation; and

- b. meet all mandatory criteria;
2. Bids not meeting (a) or (b) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60 % for the technical merit and 40 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40 %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid list at the time of contract award.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the ["FCP Limited Eligibility to Bid"](#) list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

6.1 Statement of Work

The requirement is detailed under Article 6.2 of the resulting contract clauses.

6.1.1 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex A of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

6.2 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

6.2.1 General Conditions

[2035](#) 2020-05-28 General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

6.3 Security Requirements

6.3.1 There is no security requirement applicable to the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of contract to TBD.

6.4.2 Delivery Date

See Annex A.

6.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Contract.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Danielle Graham
Procurement Specialist
Public Works and Government Services Canada o/a Public Services and Procurement Canada
Suite 310 - 269 Main Street, Winnipeg, MB R3C 1B3
204-292-2872 / danielle.graham@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Project Authority

The Project Authority for the Contract is: [added at contract award](#)

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative

Name: _____

Company: _____

Address: _____

Telephone: _____

E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex B. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.2 Multiple Payments

SACC Manual clause [H1001C](#) (2008-05-12) Multiple Payments

6.7.3 Milestone Payments – Not subject to holdback

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract if:

- a. an accurate and complete claim for payment using [PWGSC-TPSGC 1111](#), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all the certificates appearing on form [PWGSC-TPSGC 1111](#) have been signed by the respective authorized representatives;
- c. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

6.7.4 Schedule of Milestones

a) Edmonton Location

Milestone No.	Description	Firm Amount Northern Alberta OCC	Due Date
A1	Shop Drawing and Submittals	<i>Added at contract award per Annex B</i>	Within twenty (20) business days.
A2 to A7	Onsite Work - Dismantling, Removal, and Installation		Within one-hundred five (105) calendar days of shop drawing approvals.
A8	S.A.T.P.		Within fourteen (14) calendar days prior to the scheduled S.A.T.
A9	S.A.T.		Within five (5) Business days after installation.
A10	Completion of O+M Manuals		Within fifteen (15) to thirty (30) days.
Mandatory completion date	Operational Trial Period		Fourteen (14) days after the completion of the S.A.T.; Restarts after deficiencies have been cleared.
	Final Completion Date		January 31 st , 2022

b) Red Deere Location

Milestone No.	Description	Firm Amount Southern Alberta OCC	Due Date
A1	Shop Drawings and Submittals	<i>Added at contract award per Annex B</i>	Within twenty (20) business days.
A2 to A7	Onsite Work - Dismantling, Removal, and Installation		This will be dependent on the final completion of the Red Deer locations current renovation construction end date. Onsite work is predicted to be able to start November of 2022.
A8	S.A.T.P. - Each Location		Within fourteen (14) calendar days prior to the scheduled S.A.T.
A9	S.A.T. - Each Location		Within five (5) Business days after installation.
A10	Completion of O+M Manuals		Within fifteen (15) to thirty (30) days.
Mandatory completion date	Operational Trial Period		Fourteen (14) days after the completion of the S.A.T.; Restarts after deficiencies have been cleared.
	Final Completion Date		Approximately March 31 st , 2023

6.8 Invoicing Instructions - Progress Payment Claim - Supporting Documentation not required

1. The Contractor must submit a claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment.

Each claim must show:

- a. all information required on form [PWGSC-TPSGC 1111](#);
 - b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
 - c. the description and value of the milestone claimed as detailed in the Contract.
2. Applicable Taxes, must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.
 3. The Contractor must prepare and certify one original and two (2) copies of the claim on form [PWGSC-TPSGC 1111](#), and forward it to the Project Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

The Project Authority will then forward the original and two (2) copies of the claim to the Contracting Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.

4. The Contractor must not submit claims until all work identified in the claim is completed.

6.9 Certifications and Additional Information

6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in TBD.

6.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a. the Articles of Agreement;
- b. the general conditions 2035 2020-05-28 General Conditions - Higher Complexity - Services;
- c. Annex A, Statement of Work;
- d. Annex B, Basis of Payment;
- e. the Contractor's bid dated _____, (*insert date of bid*)

6.12 Insurance

SACC Manual clause G1005C 2016-01-28 Insurance - No Specific Requirement

6.13 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "Dispute Resolution".

6.14 SACC Manual clause

<u>A9068C</u>	2010-01-11	Government Site Regulations
<u>B7500C</u>	2006-06-16	Excess Goods

ANNEX "A"

STATEMENT OF WORK

1 Scope

1.1 Introduction

The Government of Canada has a requirement for new ergonomic dispatch workstations for two locations of Call Centre's in Alberta.

1.2 Objective of the Requirements

The Government of Canada's Call Centre's in Edmonton and Red Deer, Alberta, require the dismantling and removal of its old existing workstations, as well as the installation of eighteen (18) new ergonomic dispatch workstations in Edmonton and nineteen (19) in Red Deer.

1.3 Background and Specific Scope of Requirements

The Government of Canada's Call Centre's serve as vital links between the Government of Canada and Albertans. The current ergonomic workstations were installed in the 2006-07 fiscal year with an expected end of life in the ten (10) to twelve (12) year range.

The Call Centre's are a twenty-four (24) hour a day facility that require their employees to process requests for services from the general public and employees/members. It is critical to consider all of the needs of the sixty-seven (67) various employees in each centre. Employee health and wellness are of the utmost importance in order for them to remain operational.

It is recommended that employees be able to sit or stand during the duration of their shift, reducing strain on their bodies and allowing them to remain operational rather than taking a walk outside to stretch. It is recommended that the workstations the employees use shall be able to accommodate the individualized needs of the employee and provide control over their immediate environments in order for them to remain comfortable while confined to this position for long periods of time. Workstations shall allow for control over things such as heating and cooling, lighting, sit/standing positions, and monitor adjustment.

Replacement parts for these pieces of equipment that allow employees to sit/stand, have environmental control, and minimize physical strain on their bodies while working a combination of shifts in these extremely busy twenty-four (24) hour, seven (7) day a week, three-hundred sixty-five (365) day facilities are becoming increasingly difficult to obtain. As the current workstations reach the end of their life cycle, new workstations shall be installed to replace them. These new workstations shall be capable of providing the employees with everything they need to remain operational and shall maintain their quality and functionality for a period of a minimum of 15 years.

2 Requirements

2.1 Tasks Activities, Deliverables and Milestones

2.1.1 Tasks

.1 Pre-installation

- a) The Contractor shall work with pre-designed floor plans and layouts provided to them by the Government of Canada for both the Edmonton and Red Deer Location.
- b) The Contractor shall submit shop drawings and all finish samples for review and approval by the Government of Canada.

.2 Old workstations

- a) The Contractor shall dismantle and remove all existing workstations and components/devices in both the Edmonton and Red Deer location (currently nineteen (19) in Red Deer and eighteen (18) in Edmonton):
 - i. The Contractor can take the existing workstations (excluding any IT equipment and any existing plexiglass barriers) for a credit to re-sell, or
 - ii. The Contractor is to recycle and dispose of the existing workstations in accordance with the provincial laws and regulations.
 - iii. The dismantling and removal of the Edmonton location will be a one in one out system, whereas in Red Deer, removal, and dismantling, as well as the installation of the new stations, can be done in a single mobilization.

.3 New workstations

- a) The Contractor shall provide and install new dispatch workstations, as well as all components and accessories as outlined in section **3.2** for each location.
 - i) Provide and install eighteen (18) new workstations in the Edmonton Federal Building.
 - ii) Provide and install nineteen (19) new workstations in the Red Deer Federal Building.
- b) The Contractor shall provide two (2) extra work surfaces in addition to the workstation for two (2) workstations in each location that are designated as the supervisor's workstation to allow for the extra space that their duties require.
- c) The Contractor shall provide lockable storage systems for all employee's personal belongings.
 - i) Eighteen (18) storage systems shall be provided for Edmonton.
 - ii) Nineteen (19) storage systems shall be provided for Red Deer.

.4 Site Acceptance Test

- a) Site Acceptance Test Plan (S.A.T.P.)
 - i) Within fourteen (14) days prior to the scheduling of the Site Acceptance Test (S.A.T.), the contractor shall provide a Site Acceptance Test Plan to the Government of Canada's Technical Authority (T.A.) for review and final approval. The Government of Canada's T.A. reserves the right to modify the vendors proposed test plan.
- b) Site Acceptance Test (S.A.T.)
 - i) Within five (5) days after the installation, the vendor shall complete a separate Site Acceptance Test (S.A.T.) for each location, based on the approved S.A.T.P., to the satisfaction of The Government of Canada's T.A. The Government of Canada's T.A. or representative will witness the S.A.T.
 - ii) The S.A.T. shall be conducted during regular work hours, Monday to Friday from 08:00 to 17:00 Hour's local time with the Government of Canada's T.A. or delegate present.
 - iii) If any technical problems occur during the testing, the Contractor shall resolve them in cooperation with the Government of Canada's T.A. The Contractor shall resolve them in cooperation with the Government of Canada T.A. or its delegate within five (5) working days after the S.A.T. If any failures occur during the S.A.T., the contractor shall document them on the report. Report severity levels are defined as Major or Minor deficiencies.

.5 In-Service Support

- a) The Contractor shall provide on-going hardware warranty support for all supplied equipment for a period of fifteen (15) years commencing with issuance of certificate of substantial completion.
- b) The Contractor may have equipment housing area with lights/lighting capability for improved work area when technicians are servicing.
- c) If any workstation requires a repair that costs more than five hundred dollars (\$500), the contractor shall replace the entire workstation.

2.1.2 Activities

- a) Receiving, unloading, storing, and transporting all products and accessories to staging and/or work sites, including but not limited to all construction requirements, etc. for both locations.
- b) The Red Deer location will require the product to be stored until the facility is ready for installation, and both locations will have separate delivery and installation dates.
- c) Unpack and inspect all products and accessories for shipping damage.
- d) Make any minor repairs as necessary on site including touching up all minor nicks and scratches that may have occurred during shipping and installation.

- e) Install all products and accessories as per manufacturers specification, including any required adjustments, alignments, or programming.
- f) Fully clean products.
- g) Clean up the staging and/ or work site including removing debris and shipping materials. The staging and / or work site shall be maintained in a neat, orderly and workman like appearance at all times during the dissemination, removal, and installation process. Noise and dust shall be kept to a minimum.
- h) Flexible installation start time is required. The possible window for work is Monday to Friday. Work shall be completed between 0830 to 1530 hours each day. If necessary, there is the possibility of increased work hours.
- i) Operations trial period will consist of fourteen (14) calendar days, where the Government of Canada will note and communicate and deficiencies to the Contractor. The Contractor is required to correct the deficiencies within the next seven (7) calendar days. A deficiency report shall be generated for the problems and for those that fall within the Contractors scope of work.

The fourteen (14) calendar day operational trial period shall restart at day zero (0) after all deficiencies have been cleared and agreed to by the Government of Canada's T.A.

2.1.3 Deliverables

The Contractor shall provide the following:

- a) Shop drawings – within twenty (20) business days of Contract Award
- b) Finish samples – To be reviewed and approved by The Government of Canada.
- c) Dismantling/removal/installation of furniture and devices – within one hundred five (105) Calendar days of design approvals
- d) The Contractor shall submit a written assurance of a comprehensive 15-year warranty period commencing with issuance of certificate of substantial completion.
- e) S.A.T.P. – within fourteen (14) calendar days prior to the scheduled S.A.T. for each location.
- f) S.A.T. – within five (5) business days after installation for each location.
- g) Operational and maintenance manuals (O+M): One hard copy, and one digital copy within fifteen (15) to thirty (30) days.
- h) All other documents as outlined herein.
- i) Completion for Edmonton Location to be January 31st, 2022. Under no circumstance can the completion be any later than March 31st, 2022.
- j) Completion for Red Deer Location date is dependent upon Red Deer locations current renovations construction end date. Payment for and the delivery of the workstation shall be no later than March 31st, 2023. Storing of the workstation may be required.

3 Specifications and Standards

3.1 Equipment/ Product Specifications

All supplied equipment/product shall meet the following standards as applicable – refer to the latest issue unless noted:

- a) Canadian Standards Association (C.S.A),
- b) Canadian Electrical Code Part 1 C.S.A. C22.1,
- c) American National Standards Institute (A.N.S.I.)
- d) Business and International Furniture Manufacture Association (B.I.F.M.A.)
A.N.S.I. / B.I.F.M.A. X5.5 – Desk Product,
- e) American Society for Testing and Materials (A.S.T.M.),
- f) A.S.T.M., A.N.S.I./ N.E.M. A LD-3, C.G.S.B. testing of coating, surface finishes, adhesive,
- g) D523 – Test Method for Specula Gloss,
- h) D3359 – Standard Test Method for Measuring Adhesion by Tape Test,
- i) D3363 – Standard Test Method for File Hardness by Pencil Test,
- j) D4060 – 01 Standard Test Method for Abrasion Resistance of Organic Coating by the Taber Abraser

3.2 Standards

3.2.1 General Requirements

- a) Quality of workmanship: The assembled components shall be uniform in quality and style, material and workmanship and shall be clean as well as free of any defects that may affect the appearance, serviceability, or safety of the product.
- b) When assembled in all possible configurations there shall be no visible unfinished edges or surfaces, with the exception of stainless steel.
- c) Metal edges, corners, and parts with which the user is intended to come in contact, shall have rounded corners or be covered with protective caps.
- d) All welds shall be structurally sound and free from cracks and surface voids. They shall be clean smooth and uniform in appearance and free from scale, flux, trapped foreign matters or any other inclusions that may be detrimental to the application of the primer or final finish.
- e) The workstation shall accommodate a variety of computer, communication, display, environmental controls, and operator interface devices that may differ from site to site and from operator position to operator position.
- f) The workstation design shall address the functional and ergonomic needs of the working environment while adhering to accepted human factor design and ergonomic standards for viewing distance, angle, keyboard height, and knee-well space.
- g) The design of the workstation shall be modular and reconfigurable with an independent steel frame structure. Design shall facilitate future equipment retrofits and full reconfigurations without requiring major modifications to the structure of independent exterior cladding.
- h) All workstations shall provide flexibility in design to accommodate different Call Centre's floor space and configuration that will normally be with a nominal eight (8) foot x eight (8) foot footprint in an L-shape configuration.
- i) To prevent the spread of contamination, all surfaces shall be able to be thoroughly cleaned.

- j) The workstation shall include integrated ventilation and wire management systems.
- k) **Safety:** Fixed, moveable, or adjustable parts shall be constructed such that they cannot unintentionally become loose, dislodged, or cause personal injury.
- l) **Design:** The supporting metal structures and components shall not show deflection when normally loaded.
- m) **Tolerances:** The tolerances for width and depth dimensions are +/- twenty-five-point four (25.4) mm (+/- one (1) inch) unless otherwise specified.
- n) **Warranty:** Contractor shall submit a written assurance of a comprehensive 15-year warranty period.

3.2.3 Detailed Requirements

.1 Automated Sit/Stand Capability

- a) The full workstation sit/stand height adjustment shall be available. The workstation shall use a minimum of two columns for the greater reliability and stability unless required by loading. The top section of the workstation shall raise both the upper viewable equipment and the work surface together using an electric actuator. Owing to the use of an electric drive system, no physical demands shall be placed on the end-user when using the Sit/Stand function.
- b) Integrated control panel: Electronic controller for actuator mechanisms, allowing effortless independent height adjustment of horizontal work surface and video monitor support surface. Each mechanism to use two or more framing columns for height adjustments. Incorporate numeric height indicator display to control panel to allow user precise digital replication of surface heights.
- c) For actuator mechanisms, flush mounted electronic controls on the top of the work surface will be preferred for ease of visibility, however other locations for the controls will be considered as long as they are within the primary reach zone of twenty-four inches (24").
- d) The workstation shall accommodate for differential side-to-side loads to prevent racking and damaging to structure.
- e) Sound level for lift system in operation: Maximum 50 dBA
- f) The work surface lift speed shall be up to ten (10) mm/s.
- g) The height range of the adjustable moving work surface shall be a range of at least five hundred sixty (560mm) mm to one thousand two hundred twenty (1220) mm (twenty-two (22) inches to forty-eight (48) inches) above floor level.
- h) All moveable components of the workstation shall be designed and tested to at least 40,000 cycle full range adjustments.
- i) The adjustable workstation surfaces shall use a fail-safe mechanism to prevent inadvertent movement.
- j) To prevent accidental operation, the adjustable workstation surface shall have a control locking mechanism.

.2 Monitor Management System

- a) A desktop monitor management system shall support automated horizontal and vertical movement.
 - i) It shall be ergonomically correct for all employee types including those that may be confined to a wheelchair.
 - ii) The system shall be managed through a LED desktop control, an LCD desktop/touch screen or through a computer interface on an LCD monitor.
 - iii) No physical demands shall be placed on the end-user when using the vertical or horizontal monitor adjustment function.
- b) Monitors shall be supported on adjustable monitor arms, which allows for flexibility in mounting positions including ability to stack vertically. The monitor arm shall be capable of triple articulation; letting the operator tilt, rotate, raise and/or lower the flat panel monitor.
 - i) The arm shall be at least (8) inches in height adjustment and can extend a minimum of twelve (12) inches from where it is mounted.
 - ii) Allow users with normal visual capabilities to adjust the viewing distance between their eyes and the front surface of the viewable display area within the range of five hundred (500) to One thousand (1000) mm (nineteen-point seven (19.7) to thirty-nine-point four (39.4) in.)
- c) The system shall be constructed of heavy-duty steel and aluminum extrusions.
- d) The system shall be capable of supporting the current one (1) fifty-five (55) inch monitor and two (2) additional twenty-three (23) inch monitors with room for future growth.
- e) The system shall have integrated wire management capable of supporting all video and power cables.
- f) The system will be preferred to accommodate a slat rail mounting system that is configurable and can be straight, mitered, or curved to meet ergonomic requirements.

.3 Horizontal Work Surface

- a) The workstation shall have two (2) independent adjustable work surfaces to support all display and input devices; one for the monitors array and one for the primary work surface. Both surfaces shall have electronically actuated drive systems which allow for horizontal and vertical movement.
- b) The monitor surface shall have a minimum weight capacity of one thousand one hundred (1100) lbs.

- c) The primary horizontal work surface shall have a minimum weight capacity of five hundred fifty (550) lbs.
- d) The primary horizontal worksurface shall have the capability to mount a keyboard tray. The keyboard tray shall have a work surface dept of at least six-hundred ten (610) mm (twenty-four (24) inches). The keyboard tray shall have a minimum of five hundred fifty (550) lbs. weight capacity.
- e) Deflection: the work surface shall deflect no more than its overall length divided by one hundred eight (180) (L/180) when tested in accordance with C.A.N/C.G.S. B M.227-2017
- f) The core of the work surfaces shall be constructed using a minimum one (1) inch particleboard (wheat chaff not acceptable) and shall be finished with High Pressure Laminate (HPL).
- g) The work surfaces shall be supported by an independent steel frame structure.
- h) All operators' interfacing edges of the work surface shall be designed with a soft material to limit work surface pressure on the arms. The edging shall be replaceable on site if damaged.
- i) All operators' interfacing edges of the work surface shall have a minimum radius of three (3) mm.
- j) All other edging of the worksurface shall be PVC, at a minimum of two-point five (2.5) mm thickness.

.4 Heavy-Duty Lift System

- a) The workstation shall use heavy duty electro-mechanical columns with a 2500N (Five hundred sixty-two (562) lb.-force) load per column. The number of columns used shall be based on specific loading conditions at each site. The configuration shall be evaluated and approved by a professional engineer.
- b) The maximum load on the work surface is 10000N (two-thousand two hundred forty-eight 2248 lb.-force) with four lift columns.
- c) Optimal lifting conditions for each platform shall be evaluated by considering dynamic loading situations such as (but not limited to)
 - i) A person leaning or sitting on the work surface.
 - ii) Significant offset loading due to equipment placement.
 - iii) Future equipment additions or changes.
 - iv) The lifting mechanisms shall be capable of withstanding a dynamic offset load of at least 250Nm without impacting the operation lift system.
- d) Design of the lift system shall ensure that if synchronization is lost between the cooperating actuator mechanisms that the lift surface shall not bind (in other words the lift system shall self-healing).

- e) All lift motors shall have an overload protection equipped with selectable manual/automatic reset.

.5 Frame System

- a) The workstation frame shall be of metal construction using a combination of minimum fourteen (14) gauge sheet metal and formed in such a way as to provide maximum bucking and torsion resistance. The ribbing (extrusions) shall be constructed of thick wall, extruded aluminum. During usage, drop on the unsupported end shall not be more than ten (10) mm.
- b) The frame shall have the sit/stand actuator mechanisms (motors) incorporated into the structural frame and these actuator mechanisms shall not be free standing on the floor. The actuator columns shall attach directly to the steel frame for added strength and rigidity.
- c) In accordance with ANSI/HFES 100-2007, the mechanism shall leave an unobstructed knee clearance in the seated operating position.
- d) All electrically actuated drive systems shall include a safety shutoff feature along the entire desk perimeter and under desktop to prevent any operator Injury.
- e) The workstation non-working surface (the surface holding the monitors) shall use electromechanical columns with a 2500N (five hundred sixty-two (562) lbs. or two hundred fifty-five (255) kg) load capacity.
- f) The frame shall accommodate the installation of an acoustical partition system consisting of a fabric wrapped panels providing an N.R.C. rating of at least zero point five zero (0.50).
 - i) The partition system shall not be a structural component of the workstations.
 - ii) The main acoustical panel shall not exceed forty-two (42) inches to fifty-four (54) inches.
 - iii) A partition with the capability of adding an optional clear glass section at the top of the partition will be preferred. The clear glass section shall be twelve (12) inches to sixteen (16) inches high.
 - iv) The partition shall allow easy access to the workstation substructure without the use of tools, allowing for quick and easy access to the equipment housing.
 - v) The partition system shall be within the workstation footprint to maximize floor space.
- g) It will be preferable if existing Plexiglass protective barriers can be retrofitted to fit onto the new workstation.
- h) The horizontal frame members shall be constructed with pre-designed ports within the extrusions to allowing for flexible equipment mounting along the length of each module as well as the addition of accessories after the installation without having the need to do additional drilling.
- i) The workstation's frame shall have leveler legs to be incorporated into the frame. The leveling mechanism shall adjust not less than twenty-five (25) mm (one (1) inch). The supports shall have the load bearing capacity to support fully loaded hanging surface and under work surface storage units. The surface area of the bottom of the leg (floor contact surface) shall be large enough to prevent any damage to raise tile surfaces.
- j) The frame structure shall have fully integrated cable management. The base structure shall have a minimum of two (2) lateral raceways; the transition from the base to the work surface shall have a minimum of two (2) vertical raceways; and the work surface shall have one (1) lateral raceway.

The cable raceways shall be accessible from the front (the operator's position) and continuous throughout the entire workstation layout thus allowing uninterrupted cable management.

.6 Column Housing

- a) The column housing shall be removable from the main frame if needed.
- b) The housing shall contain all the lifting mechanisms required to provide applicable height adjustments. The selected lifting mechanisms shall not be mounted directly to the floor of the control room.
- c) The housing shall be able to accommodate up to four (4) different lifting mechanisms depending on the depth of the required workstations as well as the number of independently adjustable platforms.
- d) The housing shall be a self-contained unit that will provide all structural support for the lift mechanisms as well as all required cable management and floor cable/data access.
- e) The housing shall have service access from all four (4) side allowing for easy cable access and lifting mechanism service or replacement.
- f) A single modular, configurable housing enclosure shall be required for all electro-mechanical columns in order to distribute point loading on floor and for precise levelling.
- g) The electro-mechanical columns shall be attached to a reinforced extruded structure which allows for secure mounting and lateral column adjustment.
- h) Column housing enclosures shall have flexibility in height and width to support ergonomic and equipment requirements.

.7 Environmental Control System

The workstation shall be equipped with an environmental control system that has the following components and features:

- a) Desktop touch screen controller
 - i) The workstation shall have a desktop touch screen controller to control a heating device, fans, and lighting.
 - ii) The touch screen shall be in a durable plastic housing.
 - iii) The touch screen shall be a touch sensitive LCD screen interface.
 - iv) The touch screen shall be a twenty-four (24) x seven (7) inch shatterproof glass screen.
 - v) The touch screen shall have individual device control that is identified by unique, on-screen icons. Touching an icon will lead to a secondary screen that allows the user to control the function of the corresponding device.
 - vi) The touch screen will be preferred to have the option of savable setting preferences, so operators can adjust to pre-set settings with ease.

vii) The touch screen will also be preferred to have the option to additionally control the height settings of the surfaces.

viii) The option to control the situational awareness system from the environmental control touch screen is a preferred feature.

b) Heating and Ventilation

i) Heater - The workstation shall have incremental control over an adjustable radiant or forced air heating device. A forced air heating device will be preferred over a radiant heating device. The device shall be securely mounted to the underside of the workstation freestanding heat panels are not acceptable. The power cord for the heating device shall be a nonstandard colour (or have labelling) so that it is clear they should not be plugged into U.P.S. power.

ii) Fans - The workstations shall have incremental control of up to four (4) fans (fans controlled as one unit). The fans shall be protected to prevent obstruction by foreign objects.

iii) The emitted noise level of the heating and ventilation shall not exceed fifty (50) dBA.

iv) The heating and ventilation system shall have an electrical overload protection that is manually resettable.

c) Task Lighting

i) The workstation shall be equipped with incremental control of up to four (4) twelve (12) V lighting devices.

ii) The lighting devices shall be LED, Dimmable and adjustable and provide lighting coverage to entire work surface.

iii) These lighting devices shall be securely mounted on either the monitor arms, workstation surface or a rail mounting system.

iv) The lighting shall not degrade the image quality on the display monitor.

d) Controls - The environmental control module shall at the minimum have the following controls.

- 1) incremental control over a radiant forced air heating device.
- 2) incremental control of up to four (4) – twelve (12) V lighting devices (controlled as one)
- 3) On/off control over one (1) auxiliary device
- 4) Incremental control of up to four (4) fans (fans controlled as one (1) unit)
- 5) Incremental volume controls of powered speakers
- 6) Field upgradable software

e) ECM Device Ports - The environment control module shall at the minimum have the following:

- 1) Audio Speaker Out Port
- 2) Display/ touchscreen Port
- 3) Digital Addressable Lighting Interface (DALI) lighting control
- 4) Twelve (12) VDC, Class two (2), twelve (12) W fans port
- 5) Two (2), Twelve (12) VDC, Class two (2), Thirty (30) W lighting Port
- 6) Control Interface port
- 7) Six (6) Lift Ports
- 8) Alternating Current (AC) Control Port

f) Conformity

i) The environmental Control Unit shall comply with:

1. Part 15, subpart B (2006) of FCC Rules. Operation is subject to the following two conditions.
2. This device may not cause harmful interference, and (2) this device shall accept any interference received, including interference that may cause undesired operation.

ii) Environmental control device shall bear the cULus mark and comply with the following safety standards:

1. UL916 – Energy Management Equipment
2. UL 873 – Temperature-Indicating and – regulating.

.8 Situational Awareness System

a) The workstation shall be equipped with a situational awareness system that signal when an operator is available, on call, or in need of critical assistance.

- i) The system shall be capable of providing LED visual alerts at each operator position that can be seen throughout the centre.
- ii) Visual alerts shall have the ability to be controlled by a software development kit and connect to the phone to display a user defined colour (minimum 3 colours).
- iii) The visual alerts shall have the capability to be controlled manually or through a digital interface.
- iv) The situational awareness light shall be able to securely mount to the workstation.
- v) In addition to the situational awareness system, the option to also have the alert illuminated via under counter lighting and/ or work surface lighting will be a preferred feature.

.9 Workstation Finishes and Material

a) Horizontal

- i) all horizontal work surfaces shall be made of matching high-density particle board (forty-five (45) lbs./ sq. inch) and covered with high pressure laminate with a minimum of two-point five (2.5) mm edging.

b) Horizontal Laminates

- i) Gloss – the sixty (60) degree specular gloss of work surfaces shall not be more than forty-five (45) units when tested in accordance with A.S.T.M. D 523
- ii) Abrasion Resistance – The loss of finish shall not exceed zero point zero two zero nine (0.0209) per five hundred (500) cycles using a cs-10 wheel, with a one thousand (1000) g load when tested in accordance with A.S.T.M. D 4060-01
- iii) Colour Stability – The finish, after exposure, when tested in accordance with A.N.S.I./ N.E.M.A. LD3, section three (3), shall not show a change in colour greater than grey scale four (4) contrasts by reference to A.A.T.C.C. EP 1.
- iv) Impact Resistance – There shall be no cracking when tested in accordance with A.N.S.I./N.E.M.A. LD3, with the following exceptions: the ball drop height shall be seven hundred sixty-two (762) mm (thirty (30) inch); the test substrate shall be the material to be used for the manufacturers work surfaces; and trim and edging that may project onto the work surface are exempt from these requirements.

c) Other Laminate

- i) Gloss – the sixty (60) degree specular gloss of work surfaces shall not be more than forty-five (45) units when tested in accordance with A.S.T.M. D 523.
- ii) Abrasion Resistance – The loss of finish shall not exceed zero point zero four zero nine (0.0409) per five hundred (500) cycles using a cs-10 wheel, with a one thousand (1000) g load when tested in accordance with A.S.T.M. D 4060-01
- iii) Colour Stability – The finish, after exposure, when tested in accordance with A.N.S.I./ N.E.M.A. LD3, section three (3), shall not show a change in colour greater than grey scale four (4) contrasts by reference to A.A.T.C.C. EP 1.
- iv) Impact Resistance – impact resistance, when tested in accordance with A.N.S.I./N.E.M.A. LD3, shall comply with the specified requirements, with the following expectations: the test substrate shall be the material to be used for the manufacture/s work surfaces; Trim and edging that may project onto the work surface are exempt.

d) Other Surfaces

i) Painted (non-wood):

- 1) Gloss - the sixty (60) degree specular gloss of work surfaces shall not be more than forty-five (45) units when tested in accordance with A.S.T.M. D 523.
- 2) Abrasion Resistance – The loss of finish shall not exceed zero point zero four zero nine (0.0409) per five hundred (500) cycles using a cs-10 wheel, with a one thousand (1000) g load when tested in accordance with A.S.T.M. D 4060-01
- 3) Colour Stability – The finish, after exposure, when tested in accordance with A.N.S.I./ N.E.M.A. LD3, section three (3), shall not show a change in colour greater than grey scale four (4) contrasts by reference to A.A.T.C.C. EP 1.
- 4) Finish Hardness – the finish shall be not less than H, when tested in accordance with A.S.T.M. D336305, “scratch hardness” method.
- 5) Paint Adhesion – The adhesion rating of the painted finish shall be at least forty-eight (48), when tested in accordance with the A.S.T.M. D3359, Method B.

ii) Metal / Steel

- 1) All metal/ steel surfaces shall be finished with an epoxy powder coat finish.

. 10 Workstation Cladding

- a) Workstation enclosure panels shall be fabricated from three quarter (3/4) inch high quality wood material. Panel cladding edges to receive post applied PVC edging in matching or complementary colour.
- b) All panels shall be attached to the frame via concealed means. Workstation's front and back access panels shall be removable without the use of tools. The end gables shall be constructed of a minimum one (1) inch wood covered by plastic laminate and use a mechanical fastening system that readily accepts future reconfiguration and additions with no site cutting, drilling, or machining required. Wood screws are not acceptable. Panels shall be strong enough to withstand future modifications/drilling, if necessary, at worksite.

.11 Equipment Mounting

- a) The workstation equipment mounting system shall accommodate for rack mounted horizontal devices. They shall consist of two (2) trays and be able to accommodate four (4) full sized computer towers utilizing a nineteen (19) inch rack of ten (10) U to twelve (12) U Rack Unit (R.U.) communication rack.
- b) Computers measure fifteen (15) inches H x seventeen (17) inches L x five (5) inches W currently. Communication, display, and operator interface devices within the enclosure without requiring the need for outboard storage. Both equipment mounting systems shall sit within the base of the workstation raised above the floor. The equipment housing areas shall provide passive air circulation.

- c) All cables running between equipment shall have a two (2) inch separation between power and data. Cables from equipment shall be managed effectively at the workstation base frame with collapsible cable management attached to any moving parts (i.e., slide out shelves)

.12 Supervisor Work Surface

- a) As stated in section **2.1.1.3.b** the Contractor shall provide two (2) extra work surfaces in addition to the workstation for two (2) workstations in each location that are designated as the supervisor's workstation to allow for the extra space that their duties.
 - i. Four (4) extra work surfaces shall be provided for Edmonton.
 - ii. Four (4) extra work surfaces shall be provided for Red Deer.
- b) These work surfaces shall be a minimum of twenty-two inches (22") wide, thirty-two inches (32") deep and twenty-nine inches (29") high.
- c) Shelving or cabinet bases will be acceptable as a base for the work surface.
- d) These work surfaces shall be the same finish as the primary work surfaces and comply with section **3.2.3.9** and **3.2.3.10**

.13 Lockable Storage System

- a) As stated in section **2.1.1.3.c** the Contractor shall provide lockable storage systems for all employee's personal belongings.
 - i) Eighteen (18) storage systems shall be provided for Edmonton.
 - ii) Nineteen (19) storage systems shall be provided for Red Deer.
- b) The lockable storage systems shall be a minimum of eighteen inches (18") wide, eighteen inches (18") deep and twenty-nine inches (29") high.
- c) The lockable storage systems shall be the same finish as the workstations and comply with section **3.2.3.9** and **3.2.3.10**

3.2.4 Electrical and Data Systems and Requirements

.1 General Electrical and Data Requirements

- a) The workstation frame shall be conducive to electrical grounding without need to drill or modify frame elements on-site.
- b) The workstations shall have an integrate modular power distribution system that shall have the following functionality:
 - i) Eight (8) wire/ three (3) circuit system utilizing N.E.M.A. 5-20R receptacles in a three-three-two combination (3-3-2). Each twenty (20) amp circuit shall be capable of connecting multiple circuit distribution bars to various bars to various positions without the need for electrical contractor installation.
 - ii) Fully UL certified components.

- iii) Armored cable whips
 - iv) Ability to control each circuit independently.
 - v) Ability to provide a singular power distribution system between multiple workstation positions.
 - vi) Colour coding around the receptacles shall differentiate multiple power sources.
 - vii) R56 compliant.
- c) The workstation shall have the ability to integrate commercial grade, UL/CSA/CE listed power bars within the structure.
 - d) An option for surface desktop mounted or slatwall mounted user-accessible power, voice, and data connections shall be available.
 - e) Configurable, and accessible power and video connections shall be surface mounted to underside of workstation and include the following:
 - i) six (6) USB-3.0-A, USB-C, eight (8) 15A power receptacles, six (6) HDMI, two (2) RJ45, and four (4) stereo audio connection kits.
 - ii) Any in desk network cabling shall be Cat6.

.2 Power Distribution System Panel

- a) The power distribution system (PDS) shall supply two (2) independent circuits. Each circuit will be capable of supplying power from an independent source via a minimum twenty (20) foot long power cord. This shall be a N.E.M.A. 5-15 for non-U.P.S. loads (e.g., heater, lights, radio/phone chargers).
- b) The outlets of the non-UPS PDS shall be a minimum of eight (8) type N.E.M.A. 5-20 receptacles. The PDS for the UPS load shall have a one hundred ten (110) V with a minimum of twelve (12) 5-20 receptacles for equipment. Each PDS shall have an independent volt/current display. These do not need to be visible to the operators. The PDS and associated power outlets shall all be secured to the workstation with fastening hardware (no double-sided tape permitted). There shall be no possibility of a half-seated transformer plug energizing the metallic or non-metallic components of the workstation. All metallic components of the workstation shall be grounded. Each PDS shall have a breaker that requires manual reset, twenty (20) amp for the non-UPS one and twenty (20) amp for the UPS load one.
- c) The PDS shall meet or exceed CSA 22.2 NO.203.01 or UL 183 Standard for Safety and be UL listed as "manufactured Wiring System" which allows the end user to disconnect and reconnect pre-manufactured products.

.3 I/O Distribution panel

- a) The workstation shall provide two (2) separate USB 3.0/2.0 compatible distributions hubs with at least four (4) powered USB connectors on each. Additionally, shall provide a USB-C. Cabling for the USB distribution hubs shall be integrated into the desktop cable management system and terminate in CPU equipment base tray. All connectors and cables shall be numbered for easy identification.

4 Technical, Operational and Organizational Environment

4.1 Operational

As the Federal Call Centre's are twenty-four (24) hour a day facility's, the contractor shall:

- a) Ensure the staging/installation area is kept neat and free of debris at all times.
- b) Ensure noise is kept to a minimum.
- c) Minimal impact to the operation centre.

4.2 Security Requirements

The following security requirement (SRCL at Appendix "A") applies and forms part of the contract. The Contractor (if an individual) and all the contractor's personnel/subcontractors who may work on site shall hold a valid "Facility Access with Escort Security Clearance" issued by the Government of Canada's Departmental Security.

Only those individuals who have met the security clearance requirements will be allowed access to the site of the work.

5 Methods and Source of Acceptance

The Government of Canada's T.A. or its delegate will sign-off on the Final Acceptance Certificate upon the successful conclusion of the operational use for each location.

A final acceptance certificate certifies the following:

- a) The installation, testing and operational trials have been successfully completed,
- b) All Deficiency issues have been successfully resolved,
- c) All required documentation has been provided.

6 Environmental Considerations

Where applicable, the contractor is encouraged to:

6.1 Deliverables:

- a) Provide and transmit draft reports, final reports, and bids in electronic format. Should printed material be required, the use of double-sided printing in black and white format is required unless otherwise specified by the Project Authority.
- b) When printed material is requested, the minimum recycled content of thirty (30) % is required and/or certified as originating from a sustainably managed forest.
- c) Recycle unneeded printed documents (in accordance with Security Requirements)
- d) Recycle as much of the old workstations as possible, in conformance with Government Greening policies and initiatives.

6.2 Travel Requirements/Meetings:

- a) Conducting meetings via telephone, teleconference, and/or video conferencing in order to minimize travel requirements is preferred.
- b) Contractors are encouraged to access the PWGSC Accommodation Directory, which includes Eco-Rated properties. When searching for accommodation, contractors can go to that link and search for properties with Environmental ratings, identified by green keys or green leaf's that will honour the pricing for the contractor.
- c) Contractors are encouraged to use public/green transit where feasible.

6.3 Shipping Requirements:

- a) Minimize packaging.
- b) Include recycled content in packaging.
- c) Re-use packaging.
- d) Include a provision for a take-back program from packaging.
- e) Reduce/eliminate toxic in packaging.

7 Reporting Requirements

The contractor shall:

- a) Update the Project Authority of all changes, delays and/or issues via email throughout the contract, and;
- b) Provide deficiency reports starting after the successful conclusion of the SAT until there are no more deficiencies.

8 Project Management Control Procedures

The individual identified in the proposal as the Project Authority or Technical Authority will:

- a) Communicate with the Contractor via email or phone regarding all matters, and
- b) Respond to the Contractor's communication within twenty-four (24) hours.

9 Additional Information

9.1 Canada's Obligations

The Government of Canada will provide the contractor the following:

- a) Escorted access to the Call Centre and associated equipment rooms;
- b) A staging area;
- c) Communication deficiencies to vendor during the operational trial period.

9.2 Contractor's Obligations

The contractor shall:

- a) Supply all necessary components (such as, but not limited to panels, surfaces, trims, connectors, and supports) and services required to install;
- b) Eighteen (18) workstations in the Edmonton Federal Building.

- c) Nineteen (19) workstations in the Red Deer Federal Building.
- d) Ensure workstations can be reconfigured, re-located, and or expanded on in the future.
- e) Provide colour sample sheets for all surfaces, trim, and accessories. Final colours will be identified at contract award.
- f) Ensure all components, hardware, furniture, and related devices are brand new, including those not immediately installed at the Red Deer Location.
- g) Ensure consultation with the Technical Authority regarding room layout & design, prior to installation.
- h) Provide S.A.T.P.
- i) Clear all deficiencies; and
- j) Provide all operational and maintenance (O+M) manuals in English.
 - i) The Contractor shall provide one hard copy, and one digital copy.
 - ii) The O+M manual shall contain manufacturer information, product specification, user information and support, and all warranty information.

9.3 Location of Work, Work Site and Delivery Point

Northern Alberta Federal Building

11140-109 Street
Edmonton AB, T5G 2T4

Southern Alberta Federal Building

4300 55 Street
Red Deer AB, T4N 2H1

10 Project Schedule

10.1 Expected Start and Completion Dates

The period of the contract is from contract award to approximately March 31st, 2023.

10.2 Schedule and Estimated Level of Effort (Work Breakdown Structure)

c) Edmonton Location Schedule

Milestone No.	Description	Due Date
A1	Shop Drawing and Submittals	Within twenty (20) business days.
A2 to A7	Onsite Work - Dismantling, Removal, and Installation	Within one-hundred five (105) calendar days of shop drawing approvals.
A8	S.A.T.P. - Each Location	Within fourteen (14) calendar days prior to the scheduled S.A.T.
A9	S.A.T. - Each Location	Within five (5) Business days after installation.
A10	Completion of O+M Manuals	Within fifteen (15) to thirty (30) days.
Mandatory completion date	Operational Trial Period	Fourteen (14) days after the completion of the S.A.T.; Restarts after deficiencies have been cleared.
	Final Completion Date	January 31 st , 2022

d) Red Deer Location Schedule

Milestone No.	Description	Due Date
A1	Shop Drawings and Submittals	Within twenty (20) business days.
A2 to A7	Onsite Work - Dismantling, Removal, and Installation	This will be dependent on the final completion of the Red Deer locations current renovation construction end date. Onsite work is predicted to be able to start November of 2022.
A8	S.A.T.P. - Each Location	Within fourteen (14) calendar days prior to the scheduled S.A.T.
A9	S.A.T. - Each Location	Within five (5) Business days after installation.
A10	Completion of O+M Manuals	Within fifteen (15) to thirty (30) days.
Mandatory completion date	Operational Trial Period	Fourteen (14) days after the completion of the S.A.T.; Restarts after deficiencies have been cleared.
	Final Completion Date	Approximately March 31 st , 2023

Refer to the Compliance Matrix for the complete performance specifications and instructions that shall be satisfied in order for an offer to be deemed responsive.

COMPLIANCE MATRIX – MINIMUM MANDATORY PERFORMANCE SPECIFICATIONS

Instructions to Bidders

- 1) A complete list of mandatory evaluation criteria is detailed in the Compliance Matrix below.
- 2) Bids which fail to meet all of the mandatory evaluation criteria will be declared non-responsive.
- 3) Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they meet each mandatory evaluation criteria. Bidders should demonstrate their capability in a thorough, concise, and clear manner.
- 4) The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation or stating, without any substantiating information, that a bidder is compliant will not be sufficient.
- 5) Substantiating information may include, but is not limited to, specification sheets, technical brochures, photographs, or illustrations. If published supporting technical documentation is not available, the bidder should prepare a written narrative complete with a detailed explanation of how its bid demonstrates technical compliance. All substantiating information should be provided with the bid at solicitation closing date. It is the Bidders responsibility to ensure that the submitted supporting technical documentation provides detail to demonstrate that the submitted supporting technical documentation provides detail to demonstrate that the proposed product(s) meet the requirements of the evaluation criteria.
- 6) If the supporting documentation referenced above has not been provided at id closing, the contracting authority will notify the Bidder that they shall provide supporting documentation within two (20 business days following notification. Failure to comply with the request of the Contracting authority within that time period, will deem the bid non-responsive and the bid will be given no further consideration.
- 7) In order to facilitate the evaluation of the bid, Canada requests that bidders address and present the topics in the order of the evaluation criteria, and include a grid in their proposal, containing the information which demonstrates how the bidder meets each evaluation criteria. Alternatively, and to avoid any duplication, bidders may also refer to the different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

COMPLIANCE MATRIX - MINIMUM MANDATORY PERFORMANCE SPECIFICATIONS:

Item #	Performance Specification	SOW Reference #	Status: (M) Mandatory (PR) Point Rated – 1 Point	Performance Specification Offered: Bidder Should indicate how they meet the performance specification by recording this information in this column.	Cross Reference: In this column, Bidders should cross-reference where this performance specification is indicated in their supporting documents
1.	Company/ Manufacturer Requirements				
1.1	The manufacturer/vendor shall have been building/ supplying workstations for the public safety field for at least five (5) years.		M		
1.2	The manufacturer/vendor will complete all necessary portions of this project, with their own employees and/or manufacturer authorized installers.		M		
1.3	The workstations shall have a proven track record of field use by emergency departments of law enforcement (Police, Military, and/or Fire).		M		
1.4	Contractor shall submit a written assurance of a comprehensive 15-year warranty		M		
2.	Specifications and Standards	3.2			
2.1	General Requirements	3.2.1			
2.1.1	Quality of Workmanship: The assembled components shall be uniform in quality and style, material and workmanship and shall be clean as well as free of any defects that may affect the appearance, serviceability, or safety of the product.		M		
2.1.2	When assembled in all possible configurations there shall be no visible unfinished edges or surfaces, with the exception of stainless steel.		M		
2.1.3	Metal edges, corners, and parts with which the user is intended to come in contact, shall have rounded corners or be covered with protective caps.		M		
2.1.4	All welds shall be structurally sound and free from cracks and surface voids. They shall be clean smooth and uniform in appearance and free from scale, flux, trapped foreign matters or any other inclusions that may be detrimental to the application of the primer or final finish.		M		

2.1.5	The workstation shall accommodate a variety of computer, communication, display, environmental controls, and operator interface devices that may differ from site to site and from operator position to operator position.		M		
2.1.6	The workstation design shall address the functional and ergonomic needs of the working environment while adhering to accepted human factor design and ergonomic standards for viewing distance, angle, keyboard height, and knee-well space.		M		
2.1.7	The design of the workstation shall be modular and reconfigurable with an independent steel frame structure. Design shall facilitate future equipment retrofits and full reconfigurations without requiring major modifications to the structure of independent exterior cladding.		M		
2.1.8	All workstations shall provide flexibility in design to accommodate different control centre's floor space and configuration that will normally be with a nominal eight (8) foot x eight (8) foot footprint in an L-shape configuration.		M		
2.1.9	All surfaces shall be able to be cleaned thoroughly to prevent the spread of contamination.		M		
2.1.10	The workstation must include integrated ventilation and wire management systems.		M		
2.2	Detailed Requirements: Automated Sit/Stand Capability	3.2.3.1			
2.2.1	The full workstation sit/stand height adjustment shall be available. The workstation shall use a minimum of two columns for the greater reliability and stability unless required by loading. The top section of the workstation raises both the upper viewable equipment and the work surface together using an electric actuator. Owing to the use of an electric drive system, no physical demands shall be placed on the end-user when using the Sit/Stand function.		M		
2.2.2	Workstation is to accommodate for differential side-to-side loads to prevent racking and damaging to structure.		M		

2.2.3	Integrated control panel: Electronic controller for actuator mechanisms, allowing effortless independent height adjustment of horizontal work surface and video monitor support surface. Each mechanism to use two or more framing columns for height adjustments. Incorporate numeric height indicator display to control panel to allow user precise digital replication of surface heights		M		
2.2.4	Mounted electronic controls for actuator mechanisms within the primary reach zone of twenty-four inches (24").		M		
2.2.5	Sound level for lift system in operation: Maximum 50 dBA		M		
2.2.6	The work surface lift speed shall be up to ten (10) mm/s		M		
2.2.7	The height range of the adjustable moving work surface shall be a range of at least five hundred sixty (560mm) mm to one thousand two - hundred twenty (1220) mm (twenty-two (22) inches to forty-eight (48) inches) above floor level.		M		
2.2.8	All moveable components of the workstation shall be designed and tested to at least 40,000 cycle full. range adjustments.		M		
2.2.9	The adjustable workstation surfaces shall use a fail-safe mechanism to prevent inadvertent movement.		M		
2.2.10	To prevent accidental operation, the adjustable workstation surface shall have a control locking mechanism.		M		
2.3	Detailed Requirements: Monitor Management System	3.2.3.2			
2.3.1	A desktop monitor management system shall support automated horizontal and vertical movement.		M		
2.3.2	It shall be ergonomically correct for all employee types including those that may be confined to a wheelchair.		M		
2.3.3	No physical demands shall be placed on the end-user when using the vertical or horizontal monitor adjustment function.		M		
2.3.4	Monitors shall be supported on adjustable monitor arms, which allows for flexibility in mounting positions including ability to stack vertically. The monitor arm shall be capable of triple articulation; letting the operator tilt, rotate, raise and/or lower the flat panel monitor. The arm		M		

	shall be at least (8) inches in height adjustment and can extend a minimum of twelve (12) inches from where it is mounted. Allow users with normal visual capabilities to adjust the viewing distance between their eyes and the front surface of the viewable display area within the range of five hundred (500) to One thousand (1000) mm (nineteen-point seven (19.7) to thirty-nine-point four (39.4) in.)				
2.3.5	The system shall be constructed of heavy-duty steel and aluminum extrusions.		M		
2.3.6	The system shall be capable of supporting the current one (1) fifty-five (55) inch monitor and two (2) additional twenty-three (23) inch monitors with room for future growth.		M		
2.3.7	The system shall have integrated wire management capable of supporting all video and power cables.		M		
2.4	Detailed Requirements: Horizontal Work Surface	3.2.3.3			
2.4.1	The workstation shall have two (2) independent adjustable work surfaces to support all display and input devices; one for the monitors array and one for the primary work surface. Both surfaces shall have electronically actuated drive systems which allow for horizontal and vertical movement		M		
2.4.2	The monitor surface shall have a minimum weight capacity of one thousand one hundred (1100) lbs.		M		
2.4.3	The primary work surface shall have a minimum weight capacity of five hundred fifty (550) lbs.		M		
2.4.4	The primary horizontal worksurface shall have the capability to mount a keyboard tray. The keyboard tray shall have a work surface depth of at least six-hundred ten (610) mm (twenty-four (24) inches). the keyboard tray will have a minimum of five hundred fifty (550) lbs. weight capacity.		M		
2.4.5	Deflection: the work surface shall deflect no more than its overall length divided by one hundred eight (180) (L/180) when tested in accordance with C.A.N/C.G.S.B M.227-2017		M		

2.4.6	The core of the work Surfaces shall be constructed using a minimum one (1) inch particleboard (wheat chaff not acceptable) and shall be finished with High Pressure Laminate (HPL).		M		
2.4.7	The work surfaces shall be supported by an independent steel frame structure.		M		
2.4.8	All operators' interfacing edges of the work surface shall be designed with a soft material to limit work surface pressure on the arms. The edging shall be replaceable on site if damaged.		M		
2.4.9	All operators' interfacing edges of the work surface shall have a minimum radius of three (3) mm.		M		
2.4.10	All other edging of the worksurface shall be PVC, at a minimum of two-point five (2.5) mm thickness.		M		
2.5	Detailed Requirements: Heavy-Duty Lift System	3.2.3.4			
2.5.1	The workstation shall use heavy duty electro-mechanical columns with a 2500N (Five hundred sixty-two (562) lb-force) load per column. The number of columns used shall be based on specific loading conditions at each site. The configuration shall be evaluated and approved by a professional engineer.		M		
2.5.2	The maximum load on the work surface is 10000N (two-thousand two hundred forty-eight 2248 lb-force) with four lift columns.		M		
2.5.3	Optimal lifting conditions for each platform shall be evaluated by considering dynamic loading situations such as (but not limited to) i. A person leaning or sitting on the work surface. ii. Significant offset loading due to equipment placement. iii. Future equipment additions or changes. iv. The lifting mechanisms shall be capable of withstanding a dynamic offset load of at least 250Nm without impacting the operation lift system.		M		
2.5.4	Design of the lift system shall ensure that if synchronization is lost between the cooperating actuator mechanisms that the lift surface shall not bind (in other words the lift system shall self-healing).		M		

2.5.5	All lift motors to have an overload protection equipped with selectable manual/automatic reset.		M		
2.6	Detailed Requirements: Frame System	3.2.3.5			
2.6.1	The workstation frame shall be of metal construction using a combination of minimum fourteen (14) gauge sheet metal and formed in such a way as to provide maximum bucking and torsion resistance. The ribbing (extrusions) shall be constructed of thick wall, extruded aluminum. During usage, drop on the unsupported end shall not be more than ten (10) mm.		M		
2.6.2	The frame shall have the sit/stand actuator mechanisms (motors) incorporated into the structural frame and these actuator mechanisms shall not be free standing on the floor. The actuator columns shall attach directly to the steel frame for added strength and rigidity.		M		
2.6.3	All electrically actuated drive systems shall include a safety shutoff feature along the entire desk perimeter and under desktop to prevent any operator injury.		M		
2.6.4	The workstation non-working surface (the surface holding the monitors) shall use electromechanical columns with a 2500N (five hundred sixty-two (562) lbs or two hundred fifty-five (255) kg) load capacity.		M		
2.6.5	The frame shall accommodate the installation of an acoustical partition system consisting of a fabric wrapped panels providing an N.R.C. rating of at least zero point five zero (0.50).		M		
2.6.6	The main acoustical panel shall not exceed forty-two (42) inches to fifty-four (54) inches, The partition system shall not be a structural component of the workstations. The partition system shall be within the workstation footprint to maximize floor space.		M		
2.6.7	The partition shall allow easy access to the workstation substructure without the use of tools, allowing for quick and easy access to the equipment housing.		M		

2.6.8	The horizontal frame members shall be constructed with pre-designed ports within the extrusions to allowing for flexible equipment mounting along the length of each module as well as the addition of accessories after the installation without having the need to do additional drilling.		M		
2.6.9	The workstation's frame shall have leveler legs to be incorporated into the frame. The leveling mechanism shall adjust not less than twenty-five (25) mm (one (1) inch). The supports shall have the load bearing capacity to support fully loaded hanging surface and under work surface storage units. The surface area of the bottom of the leg (floor contact surface) shall be large enough to prevent any damage to raise tile surfaces.		M		
2.6.10	The frame structure shall have fully integrated cable management. The base structure shall have a minimum of two (2) lateral raceways; the transition from the base to the work surface shall have a minimum of two (2) vertical raceways; and the work surface shall have one (1) lateral raceway. The cable raceways shall be accessible from the front (the operator's position) and continuous throughout the entire workstation layout thus allowing uninterrupted cable management.		M		
2.7	Detailed Requirements: Column Housing	3.2.3.6			
2.7.1	The column housing shall be removable from the main frame if needed.		M		
2.7.2	The housing shall contain all the lifting mechanisms required to provide applicable height adjustments. The selected lifting mechanisms shall not be mounted directly to the floor of the control room.		M		
2.7.3	The housing shall be able to accommodate up to four (4) different lifting mechanisms depending on the depth of the required workstations as well as the number of independently adjustable platforms.		M		
2.7.4	The housing shall be a self-contained unit that will provide all structural support for the lift mechanisms as well as all required cable		M		

	management and floor cable/data access.				
2.7.5	The housing shall have service access from all four (4) side allowing for easy cable access and lifting mechanism service or replacement.		M		
2.7.6	A single modular, configurable housing enclosure shall be required for all electro-mechanical columns in order or distribute point loading on floor and for precise levelling.		M		
2.7.7	The electro-mechanical columns shall be attached to a reinforced extruded structure which allows for secure mounting and lateral column adjustment.		M		
2.7.8	Column housing enclosures shall have flexibility in height and width to support ergonomic and equipment requirements.		M		
2.8	Detailed Requirements: Environmental Control System	3.2.3.7			
2.8.1	The workstation shall have a desktop touch screen controller to control a heating device, fans, and lighting.		M		
2.8.2	The touch screen shall be in a durable plastic housing.		M		
2.8.3	The touch screen shall be a touch sensitive LCD screen interface.		M		
2.8.4	The touch screen shall be twenty-four (24) x seven (7) inch shatterproof glass screen.		M		
2.8.5	The touch screen shall display shall have individual device control that is identified by unique, on-screen icons. Touching an icon will lead to a secondary screen that allows the user to control the function of the corresponding device.		M		
2.8.6	The workstation shall have incremental control over an adjustable radiant or forced air heating device. The device shall be securely mounted to the underside of the workstation freestanding heat panels are not acceptable. The power cord for the heating device shall be a nonstandard colour (or have labelling) so that it is clear they should not be plugged into U.P.S. power.		M		
2.8.7	The workstations shall have incremental control of up to four (4) fans (fans controlled as one unit). The fans shall be protected to		M		

	prevent obstruction by foreign objects.				
2.8.8	The emitted noise level of the heating and ventilation shall not exceed fifty (50) dBA.		M		
2.8.9	The heating and ventilation system shall have an electrical overload protection that is manually resettable.		M		
2.8.10	The workstation shall be equipped with incremental control of up to four (4) twelve (12) V lighting devices.		M		
2.8.11	The lighting devices shall be LED, Dimmable and adjustable and provide lighting coverage to entire work surface.		M		
2.8.12	These lighting devices shall be securely mounted on either the monitor arms, workstation surface or a rail mounting system.		M		
2.8.13	The lighting shall not degrade the image quality on the display monitor.		M		
2.8.14	Controls - The environmental control module shall at the minimum have the following controls. Incremental control over a radiant forced air heating device. Incremental control of up to four (4) – twelve (12) V lighting devices (controlled as one) On/off control over one (1) auxiliary device Incremental control of up to four (4) fans (fans controlled as one (1) unit) Incremental volume controls of powered speakers Field upgradable software		M		
2.8.15	ECM Device Ports - The environment control module shall at the minimum have the following: Audio Speaker Out Port Display/ touchscreen Port Digital Addressable Lighting Interface (DALI) lighting control Twelve (12) VDC, Class two (2), twelve (12) W fans port Two (2), Twelve (12) VDC, Class two (2), Thirty (30) W lighting Port Control Interface port Six (6) Lift Ports Alternating Current (AC) Control Port		M		

2.8.16	The environmental Control Unit shall comply with: Part 15, subpart B (2006) of FCC Rules. Operation is subject to the following two conditions. This device may not cause harmful interference, and (2) this device shall accept any interference received, including interference that may cause undesired operation.		M		
2.8.17	Environmental control device shall bear the cULus mark and comply with the following safety standards: UL916 – Energy Management Equipment UL 873 – Temperature-Indicating and – regulating.		M		
2.9	Detailed Requirements: Situational Awareness System	3.2.3.8			
2.9.1	The workstation shall be equipped with a situational awareness system that signal when an operator is available, on call, or in need of critical assistance		M		
2.9.2	The system shall be capable of providing LED visual alerts at each operator position that can be seen throughout the centre.		M		
2.9.3	Visual alerts shall have the ability to be controlled by a software development kit and connect to the phone to display a user defined colour (minimum 3 colours).		M		
2.9.4	The situational awareness light shall be able to securely mount to the workstation		M		
2.10	Detail Requirements: Workstation Finishes and Material	3.2.3.9			
2.10.1	all horizontal work surfaces shall be made of matching high density particle board (forty-five (45) lbs/ sq. inch) and covered with high pressure laminate with a minimum of two-point five (2.5) mm edging		M		
2.10.2	All horizontal laminate finishes shall have the following: Gloss – the sixty (60) degree specular gloss of work surfaces shall not be more than forty-five (45) units when tested in accordance with A.S.T.M. D 523 Abrasion Resistance – The loss of finish shall not exceed zero point zero two zero nine (0.0209) per five hundred (500) cycles using a cs-10 wheel, with a one thousand (1000) g load when tested in accordance with A.S.T.M. D 4060-01		M		

	<p>Colour Stability – The finish, after exposure, when tested in accordance with A.N.S.I./ N.E.M.A. LD3, section three (3), shall not show a change in colour greater than grey scale four (4) contrasts by reference to A.A.T.C.C. EP 1.</p> <p>Impact Resistance – There shall be no cracking when tested in accordance with A.N.S.I./N.E.M.A. LD3, with the following exceptions: the ball drop height shall be seven hundred sixty-two (762) mm (thirty (30) inch); the test substrate shall be the material to be used for the manufacturers work surfaces; and trim and edging that may project onto the work surface are exempt from these requirements.</p>				
2.10.3	<p>All other laminate finishes shall have the following: Gloss – the sixty (60) degree specular gloss of work surfaces shall not be more than forty-five (45) units when tested in accordance with A.S.T.M. D 523.</p> <p>Abrasion Resistance – The loss of finish shall not exceed zero point zero four zero nine (0.0409) per five hundred (500) cycles using a cs-10 wheel, with a one thousand (1000) g load when tested in accordance with A.S.T.M. D 4060-01</p> <p>Colour Stability – The finish, after exposure, when tested in accordance with A.N.S.I./ N.E.M.A. LD3, section three (3), shall not show a change in colour greater than grey scale four (4) contrasts by reference to A.A.T.C.C. EP 1.</p> <p>Impact Resistance – impact resistance, when tested in accordance with A.N.S.I./N.E.M.A. LD3, shall comply with the specified requirements, with the following expectations: the test substrate shall be the material to be used for the manufacture/s work surfaces; Trim and edging that may project onto the work surface are exempt.</p>		M		
2.10.4	<p>All painted (non-wood) surfaces shall have the following: Gloss - the sixty (60) degree specular gloss of work surfaces shall not be more than forty-five (45) units when tested in accordance with A.S.T.M. D 523.</p> <p>Abrasion Resistance – The loss of finish shall not exceed zero point</p>		M		

	<p>zero four zero nine (0.0409) per five hundred (500) cycles using a cs-10 wheel, with a one thousand (1000) g load when tested in accordance with A.S.T.M. D 4060-01</p> <p>Colour Stability – The finish, after exposure, when tested in accordance with A.N.S.I/ N.E.M.A. LD3, section three (3), shall not show a change in colour greater than grey scale four (4) contrasts by reference to A.A.T.C.C. EP 1.</p> <p>Finish Hardness – the finish shall be not less than H, when tested in accordance with A.S.T.M. D336305, “scratch hardness” method.</p> <p>Paint Adhesion – The adhesion rating of the painted finish shall be at least forty eight (48), when tested in accordance with the A.S.T.M. D3359, Method B.</p>				
2.10.5	All metal/ steel surfaces shall be finished with an epoxy powder coat finish		M		
2.11	Detail Requirements: Workstation Cladding	3.2.3.10			
2.11.1	<p>Workstation enclosure panels shall be fabricated from three quarter (3/4) inch high quality wood material.</p> <p>Panel cladding edges to receive post applied PVC edging in matching or complementary colour.</p>		M		
2.11.2	<p>All panels shall be attached to the frame via concealed means.</p> <p>Workstation's front and back access panels shall be removable without the use of tools. The end gables shall be constructed of a minimum one (1) inch wood covered by plastic laminate and use a mechanical fastening system that readily accepts future reconfiguration and additions with no site cutting, drilling, or machining required. Wood screws are not acceptable. Panels shall be strong enough to withstand future modifications/drilling, if necessary, at worksite.</p>		M		
2.12	Detail Requirements: Equipment Mounting	3.2.3.11			

2.12.1	The workstation equipment mounting system shall accommodate for rack mounted horizontal devices. They shall consist of two (2) trays and be able to accommodate four (4) full sized computer towers utilizing a nineteen (19) inch rack of ten (10) U to twelve (12) U Rack Unit (R.U.) communication rack.		M		
2.12.2	Computers measure fifteen (15) inches H x seventeen (17) inches L x five (5) inches W currently. Communication, display, and operator interface devices within the enclosure without requiring the need for outboard storage. Both equipment mounting systems shall sit within the base of the workstation raised above the floor. The equipment housing areas shall provide passive air circulation.		M		
2.12.3	All cables running between equipment shall have a two (2) inch separation between power and data. Cables from equipment shall be managed effectively at the workstation base frame with collapsible cable management attached to any moving parts (i.e., slide out shelves)		M		
2.13	Detail Requirements: Supervisors Work Surface	3.2.3.12			
2.13.1	As stated in section 2.1.1.3.b the Contractor shall provide two (2) extra work surfaces in addition to the workstation for two (2) workstations in each location that are designated as the supervisor's workstation to allow for the extra space that their duties. Four (4) extra work surfaces shall be provided for Edmonton. Four (4) extra work surfaces shall be provided for Red Deer.		M		
2.13.2	These work surfaces shall be a minimum of twenty-two inches (22") wide, thirty-two inches (32") deep and twenty-nine inches (29") high.		M		
2.13.3	Shelving or cabinet bases will be acceptable as a base for the work surface		M		
2.13.4	These work surfaces shall be the same finish as the primary worksurfaces and comply with section 3.2.3.9 and 3.2.3.10		M		
2.14	Detail Requirements: Lockable Storage System	3.2.3.13			

2.14.1	As stated in section 2.1.1.3.c the Contractor shall provide lockable storage systems for all employee's personal belongings. Eighteen (18) storage systems shall be provided for Edmonton. Nineteen (19) storage systems shall be provided for Red Deer.		M		
2.14.2	The lockable storage systems shall be a minimum of eighteen inches (18") wide, eighteen inches (18") deep and twenty-nine inches (29") high.		M		
2.14.3	The lockable storage systems shall be the same finish as the workstations and comply with section 3.2.3.9 and 3.2.3.10		M		
2.15	General Electrical and Data Requirements	3.2.4.1			
2.15.1	The workstation frame shall be conducive to electrical grounding without need to drill or modify frame elements on-site.		M		
2.15.2	The workstation shall have an integrate modular power distribution system that shall have the following functionality: Eight (8) wire/ three (3) circuit system utilizing N.E.M.A. 5-20R receptacles in a three-three-two combination (3-3-2). Each twenty (20) amp circuit shall be capable of connecting multiple circuit distribution bars to various bars to various positions without the need for electrical contractor installation. Fully UL certified components. Armored cable whips Ability to control each circuit independently. Ability to provide a singular power distribution system between multiple workstation positions. Colour coding around the receptacles shall differentiate multiple power sources. R56 compliant		M		
2.15.3	The workstation shall have the ability to integrate commercial grade, UL/CSA/CE listed power bars within the structure.		M		
2.15.4	An option for surface desktop mounted or slatwall mounted user-accessible power, voice, and data connections shall be available.		M		
2.15.5	Configurable, and accessible power and video connections shall be		M		

	surface mounted to underside of workstation and include the following: six (6) USB-3.0-A, USB-C, eight (8) 15A power receptacles, six (6) HDMI, two (2) RJ45, and four (4) stereo audio connection kits. Any in desk network cabling shall be Cat6.				
2.16	Power Distribution System Panel	3.2.4.1			
2.16.1	The power distribution system (PDS) shall supply two (2) independent circuits. Each circuit will be capable of supplying power from an independent source via a minimum twenty (20) foot long power cord. This shall be a N.E.M.A. 5-15 for non-U.P.S. loads (e.g., heater, lights, radio/phone chargers).		M		
2.16.2	The outlets of the non-UPS PDS shall be a minimum of eight (8) type N.E.M.A. 5-20 receptacles. The PDS for the UPS load shall have a one hundred ten (110) V with a minimum of twelve (12) 5-20 receptacles for equipment. Each PDS shall have an independent volt/current display. These do not need to be visible to the operators. The PDS and associated power outlets shall all be secured to the workstation with fastening hardware (no double-sided tape permitted). There shall be no possibility of a half-seated transformer plug energizing the metallic or non-metallic components of the workstation. All metallic components of the workstation shall be grounded. Each PDS shall have a breaker that requires manual reset, twenty (20) amp for the non-UPS one and twenty (20) amp for the UPS load one.		M		
2.16.3	The PDS shall meet or exceed CSA 22.2 NO.203.01 or UL 183 Standard for Safety and be UL listed as "manufactured Wiring System" which allows the end user to disconnect and reconnect pre-manufactured products.		M		

POINT RATED CRITERIA SYSTEM

- a) In addition to the mandatory requirements, some specifications will be rated in a point system
- b) If the bidder does not meet any of these criteria their bid will still be considered (in acceptance to item #1) and evaluated next to other bidders as long as they meet all the previously stated mandatory requirements.
- c) The point ranking is noted for each optional specification.
- d) The total number of points able to be accumulated is 60.

Item #	Description of optional specification	SOW Reference #	Points available	Points earned 1-10	Performance Specification Offered: Bidder <u>Should</u> indicate how they meet the performance specification by recording this information in this column.	Cross Reference: In this column, Bidders <u>should</u> cross-reference where this performance specification is indicated in their supporting documents
1	Mounted electronic controls for actuator mechanisms	3.2.3.1	<p>0 - electronic controls for actuator mechanisms are a <u>mandatory requirement</u> as noted in the compliance matrix and if this is not met the bid will be declared non-responsive</p> <p>5 – has mounted electronic controls for actuator mechanisms located within the primary reach zone of twenty-four inches (24").</p> <p>10 – has flush mounted electronic controls for actuator mechanisms located on top of work surface within the primary reach zone of twenty-four inches (24").</p>			
2	Slat rail system	3.2.3.2	<p>0 - The system does not accommodate a slat rail system</p> <p>10- The system supports a slat rail mounting system that is configurable and can be straight, mitered, or curved to meet ergonomic requirements.</p>			

3	Clear Glass partition Option	3.2.3.5	<p>0- the system does not have the option for the partition to have a clear glass portion located at the top.</p> <p>10- the partition system has the option for adding an optional clear glass section at the top of the partition. The clear glass section shall be twelve (12) inches to sixteen (16) inches high.</p>			
4	Plexiglass retrofitting	3.2.3.5	<p>0- the workstation will not accommodate for the retrofitting of the existing plexiglass protective barriers</p> <p>10 – The workstation will accommodate for the retrofitting of the existing glass barriers</p>			
5	Environmental control system - Touch screen controls	3.2.3.7	<p>0 – The controls do not accommodate for the following: savable setting preferences, control of the height settings of the surfaces, control of situational awareness system</p> <p>3 - The controls accommodate for one of the following: savable setting preferences, control of the height settings of the surfaces, control of situational awareness system.</p> <p>7 - The controls accommodate for two of the following: savable setting preferences, control of the height settings of the surfaces, control of situational awareness system.</p> <p>10 - The controls accommodate for all the following: savable setting preferences, control of the height settings of the surfaces, control of situational awareness system.</p>			

6	Situational Awareness System Lighting options	3.2.3.8	0- the workstation does not have alert illuminated under counter lighting and/ or work surface lighting 10- the workstation has the option for alert illuminated under counter lighting and/ or work surface lighting			
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Solicitation No. - N° de l'invitation
M5000-210756/A
Client Ref. No. - N° de réf. du client
M5000-210756

Amd. No. - N° de la modif.
File No. - N° du dossier

Buyer ID - Id de l'acheteur
wpg006
CCC No./N° CCC - FMS No./N° VME

Appendix A

RCMP Security

SRCL #2018-11132506



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

K Div

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE	
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	RCMP
2. Branch or Directorate / Direction générale ou Direction	K Division - CROPS Contract
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail See attached statement of work	
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis Escorted access to assemble/install workstations.	
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès	
Canada <input type="checkbox"/>	NA <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion	
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>	
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information	
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLAS <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO NON CL <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO RESTRI <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO DIFFUSI <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	NATO CONFID <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>	NATO CONFID <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>
	NATO SECRET <input type="checkbox"/>
	COSMIC TOP SECRET <input type="checkbox"/>
	COSMIC TRÈS SECRET <input type="checkbox"/>
	CONFIDENTIAL <input type="checkbox"/>
	SECRET <input type="checkbox"/>
	SECRET <input type="checkbox"/>
	TOP SECRET <input type="checkbox"/>
	TRÈS SECRET <input type="checkbox"/>
	TOP SECRET (SIGINT) <input type="checkbox"/>
	TRÈS SECRET (SIGINT) <input type="checkbox"/>

Assemble & install
workstations at OCC
CS



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? ☒ No ☐ Yes

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets? ☒ No ☐ Yes

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

☐ RELIABILITY STATUS
COTE DE FIABILITÉ

☐ CONFIDENTIAL
CONFIDENTIEL

☐ SECRET
SECRET

☐ TOP SECRET
TRÈS SECRET

☐ TOP SECRET- SIGINT
TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIAL
NATO CONFIDENTIEL

☐ NATO SECRET
NATO SECRET

☐ COSMIC TOP SECRET
COSMIC TRÈS SECRET

☒ SITE ACCESS
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux : FA2 with escort

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work? ☒ No ☒ Yes

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No ☒ Yes
☐ Non ☒ Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? ☒ No ☐ Yes

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

11. b) Will the supplier be required to safeguard COMSEC information or assets? ☒ No ☐ Yes

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? ☒ No ☐ Yes

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? ☒ No ☐ Yes

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? ☒ No ☐ Yes

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?



PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production		X														
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

ANNEX "B"

BASIS OF PAYMENT

When completed, the Basis of Payment will be considered as the Bidder's Financial Bid.

Pricing is firm lot price, including all costs associated with providing the requirement in accordance with Annex A.

Canada will make milestone payments in accordance with the 6.7.4 Schedule of Milestones detailed in the Contract and the payment provisions of the Contract if:

- an accurate and complete claim for payment using [PWGSC-TPSGC 1111](#), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- all the certificates appearing on form [PWGSC-TPSGC 1111](#) have been signed by the respective authorized representatives;
- all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

Table 1 – Dispatch Workstations and Accessories

Item #	Task	Column A	Column B	Column C
		Northern Alberta OCC	Southern Alberta OCC	Total (A+B)
1	Designs	A1) \$ _____	B1) \$ _____	C1) \$ _____
2	Dismantling Old Furniture	A2) \$ _____	B2) \$ _____	C2) \$ _____
3	Credit for Purchase of Old Furniture, if applicable	A3) \$ _____	B3) \$ _____	C3) \$ _____
4	Disposal/recycling of Old Furniture, including any shipping fees	A4) \$ _____	B4) \$ _____	C4) \$ _____
5	New Workstations	A5) \$ _____	B5) \$ _____	C5) \$ _____
6	Freight/Shipping of New Product	A6) \$ _____	B6) \$ _____	C6) \$ _____
7	Installation	A7) \$ _____	B7) \$ _____	C7) \$ _____
8	S.A.T.P. Testing of Workstations	A8) \$ _____	B8) \$ _____	C8) \$ _____
9	S.A.P. Testing of Workstations	A9) \$ _____	B9) \$ _____	C9) \$ _____
	SUBTOTALS (each column)	A) \$ _____	B) \$ _____	C) \$ _____

ANNEX "C" to PART 5 OF THE BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- ☐ A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- ☐ A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

- ☐ B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

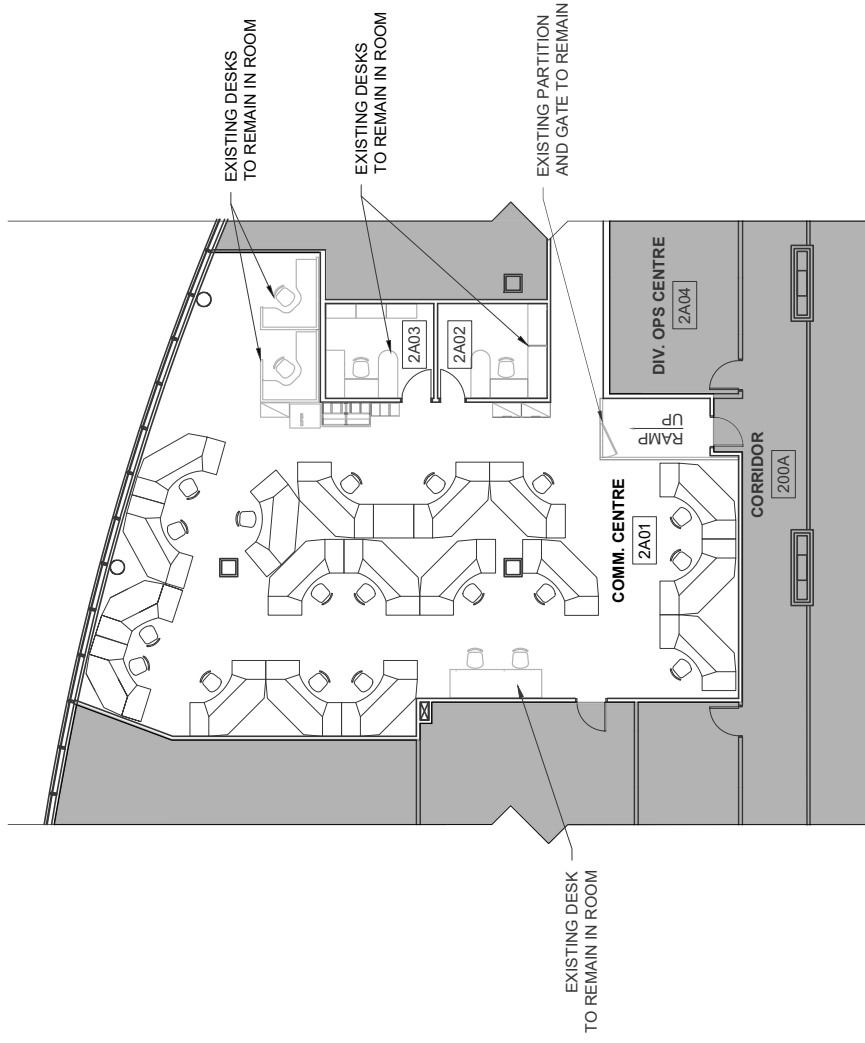
Solicitation No. - N° de l'invitation
M5000-210756/A
Client Ref. No. - N° de réf. du client
M5000-210756

Amd. No. - N° de la modif.
File No. - N° du dossier

Buyer ID - Id de l'acheteur
wpg006
CCC No./N° CCC - FMS No./N° VME

ANNEX “D”

DRAWINGS



PROPOSED CONSOLE ARRANGEMENT PLAN **GOVERNMENT OF CANADA - EDMONTON CALL CENTER** **11140 - 109 Street, Edmonton, NW, Alberta**

JULY 21, 2021

