



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

Bid Receiving - PWGSC / Réception des
soumissions - TPSGC
11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

**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
Electrical & Electronics Products Division
L'Esplanade Laurier
East Tower, 4th floor,
Ottawa
Ontario
K1A 0S5

Title - Sujet WRI office fitup project	
Solicitation No. - N° de l'invitation E62ZR-212805/A	Date 2021-09-14
Client Reference No. - N° de référence du client 20212805	
GETS Reference No. - N° de référence de SEAG PW-\$\$HN-331-80357	
File No. - N° de dossier hn331.E62ZR-212805	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Daylight Saving Time EDT on - le 2021-10-25 Heure Avancée de l'Est HAE	
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: Turner, Louie	Buyer Id - Id de l'acheteur hn331
Telephone No. - N° de téléphone (613) 297-3769 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

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



Destination Code - Code destinataire	Destination Address - Adresse de la destination	Invoice Code - Code bur.-comptable	Invoice Address - Adresse de facturation
D - 1	1625 Vanier Parkway Vanier (Ottawa), ON K1L 7P1	I - 1	DGSITComptesapayer.ITSBAccounts payable @tpsgc-pwgsc.gc.ca



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	PSPC WRI office fitup project Supply and Install AV equipment as per Annex A - Statement of Work, Annex B - Bid Specifications and Appendix A Room List Pricing must be inserted in Appendix E - Price List	D - 1	I - 1	1	EA	\$	XXXXXXXXXXXX	See Herein – Voir ci-inclus	

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 SECURITY REQUIREMENTS	3
1.2 STATEMENT OF WORK/REQUIREMENT	3
1.3 DEBRIEFINGS	3
1.4 EPOST CONNECT SERVICE	3
PART 2 - BIDDER INSTRUCTIONS	4
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	4
2.2 SUBMISSION OF BIDS.....	4
2.3 ENQUIRIES - BID SOLICITATION.....	5
2.4 APPLICABLE LAWS.....	5
2.5 MANDATORY SITE VISIT	5
2.6 BID CHALLENGE AND RECOURSE MECHANISMS.....	6
PART 3 - BID PREPARATION INSTRUCTIONS.....	7
3.1 BID PREPARATION INSTRUCTIONS	7
3.2 BID FIRM LOT PRICE COST BREAKDOWN	9
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	10
4.1 EVALUATION PROCEDURES.....	10
4.2. BASIS OF SELECTION.....	10
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	11
5.1 CERTIFICATIONS REQUIRED WITH THE BID	11
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION	11
PART 6 - RESULTING CONTRACT CLAUSES	14
6.1 SECURITY REQUIREMENTS	14
6.2 STATEMENT OF WORK/REQUIREMENT	14
6.3 STANDARD CLAUSES AND CONDITIONS.....	14
6.4. TERM OF CONTRACT	15
6.5 AUTHORITIES	15
6.6 PAYMENT	17
6.7 INVOICING INSTRUCTIONS	18
6.8 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	18
6.9 APPLICABLE LAWS.....	18
6.10 PRIORITY OF DOCUMENTS	18
6.11 NATO COMMERCIAL AND GOVERNMENT ENTITY CODE TRACEABILITY	19
6.12 SACC MANUAL CLAUSES (DELIVERY)	19
6.13 DISPUTE RESOLUTION.....	19

Attachments:

Annex A – Statement of Work
Annex B - Bid Specifications
Annex C - Schedule of milestone payments
Annex D - SECURITY REQUIREMENTS CHECK LIST (SRCL)
Annex E - to PART 5 OF THE BID SOLICITATION - FEDERAL CONTRACTORS
PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

Appendix A – ROOM LIST
Appendix B - CONTRACT DATA REQUIREMENTS LIST (CDRL)
Appendix C - GENERAL INSTALLATION AND PERFORMANCE REQUIREMENTS
Appendix D - MANDATORY REQUIREMENTS CHECKLIST
Appendix E – PRICE LIST

Drawings:

2nd floor furniture Plan
2nd floor Desktop Monitor Locations
3rd floor furniture Plan
3rd floor Desktop Monitor Locations
4nd floor furniture Plan
4nd floor Desktop Monitor Locations

Drawings must be requested by email to Alexandra Nadeau at email
alexandra.nadeau@tpsgc-pwgsc.gc.ca and copy to louie.turner@pwgsc-tpsgc.gc.ca

PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.2 Statement of Work/Requirement

The contractor must provide the goods and services in accordance with the technical requirements and in the quantities stated herein at Annex A - Statement of Work, Annex B – Bid Specifications and Appendix A – Room List.

1.2.1 Delivery Requirement

Delivery for a fully functional AV System is requested to be completed by May 16, 2022.

Note: Bidders must take into consideration the Covid-19 pandemic may still be a factor in the estimated completion date timeframes and therefore must bid accordingly.

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.

1.4 epost Connect service

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.

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

2.1.1 SACC Manual Clauses

SACC Reference	Section	Date
B1000T	Condition of Material	2014-06-26

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the bid solicitation. Do not send proposal directly to the Contracting Officer

Note for bidders to use epost Connect for bids closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@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.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) 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.

2.4 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

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.

2.5 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the following:

October 6, 2021 at 10 AM

Location: 1625 Vanier Parkway, meet at main security station

Note: Additional site visit times may need to be added to accommodate Covid-19 protocols

If two times are required, they will be at 9 am and 11 am

Bidders must be prepared to accept any of the times allocated to them if more than one time is required...each bidder will be notified of their site visit time if different than 10 am.

Bidders will be required to sign an attendance form at the required site visit. Bidders should confirm in their bids that they have attended the site visit. Bidders who do not attend or send a representative to the site visit will not be given an alternative appointment and their bids will be rejected as non-compliant.

The onus is on the bidders to arrive at the site visit in a timely manner. Bidders arriving late may not be permitted to attend the site visit. The Bidder must have at least one attendee at the site visit with a maximum of two people for Covid-19 protocol reasons

To apply for the site visit, contact Contracting Authority Alexandra Nadeau at email alexandra.nadeau@tpsgc-pwgsc.gc.ca and copy to louie.turner@pwgsc-tpsgc.gc.ca

The site visit request must be submitted no later than September 30, 2021, 10:00 am

Bidders **must** clearly identify the name of the participant(s), the name of the company they represent, Date of Birth, telephone number and e-mail address.

Bidders are advised that any clarifications or changes resulting from the site visit shall be included as an amendment to the bid solicitation document.

This site may be considered a construction zone at the time of the site visit, all bidders participating in the site visit October 6, 2021 at 10 AM will need to bring and wear the following PPE:

CSA Approved Steel Toed, Steel Shank Safety Boots,
Approved Construction hard hat,
Safety Glasses

If the participants do not have the required PPE they will not be allowed on site.

Covid-19 protocol must be followed and attendees must be prepared to bring and wear a mask.

If the participants do not have a mask if it is required, they will not be allowed on site.

2.6 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 must submit its bid electronically, Canada requests that the Bidder submits its bid 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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

3.1.1 Equivalent Products – (except for Clickshare CSE-200 as identified in Appendix A)

1. Products that are equivalent in form, fit, function and quality to the item(s) specified in the bid solicitation will be considered where the Bidder designates the brand name and model and/or part number and NCAGE of the substitute product;
2. Products offered as equivalent in form, fit, function and quality will not be considered if:
 - (a) the bid fails to provide all the information requested to allow the Contracting Authority to fully evaluate the equivalency of each substitute product; or
 - (b) the substitute product fails to meet or exceed the mandatory performance criteria specified in the bid solicitation for that item.

3. In conducting its evaluation of the bids, Canada may, but will have no obligation to, request bidders offering a substitute product to provide technical information demonstrating the equivalency (e.g. Drawing, specifications, engineering reports and/or test reports), or to demonstrate that the substitute product is equivalent to the item specified in the bid solicitation, at the sole cost of bidders, within three (3) business days of the request. If the bidder fails to provide the requested information within the specified delay, Canada may declare the bid non-responsive.

3.1.2 Equivalent Products - Samples

If the Bidder offers an equivalent product, Canada reserves the right to request a sample from the Bidder in order to determine its equivalency in form, fit, function, quality and performance to the item specified in the bid solicitation.

The Bidder must, upon request from the Contracting Authority, provide a sample to the Technical Authority, transportation charges prepaid, and without charge to Canada, within seven (7) calendar days from the date of request. The sample submitted by the Bidder will remain the property of Canada and will not be considered as part of the deliverables in any resulting contract. If the sample does not meet the requirements of the bid solicitation or the Bidder fails to comply with the request of the Contracting Authority, the bid will be declared non-responsive.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment.

3.1.3 Exchange Rate Fluctuation

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

3.1.4 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, identify which ones are accepted.

- ☐ VISA Acquisition Card;
- ☐ MasterCard Acquisition Card;
- ☐ Direct Deposit (Domestic and International);
- ☐ Electronic Data Interchange (EDI);
- ☐ Wire Transfer (International Only);
- ☐ Large Value Transfer System (LVTS) (Over \$25M)

If none are chosen, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices. Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

Section III: Certifications

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

Section IV: Additional Information

3.1.5 Delivery Offered

While delivery is requested as indicated above, the best delivery that could be offered is_____.

3.1.6 Contractor Representatives

Name and telephone number of the person responsible for:

General enquiries

Name: _____
Telephone: _____
E-mail: _____

Delivery follow-up

Name: _____
Telephone: _____
E-mail: _____

3.2 Bid Firm Lot Price Cost Breakdown

Prior to contract award the successful bidder must provide a line by line price breakdown of the material used to calculate the Bid Prices for Equipment identified in Appendix "A" – Room Lists.

The pricing provided will be used to calculate the cost of any applicable Contract Amendments throughout the life of the contract.

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 and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

The following Mandatory requirements must be submitted with the bid for evaluation

- Technical compliance (descriptions of Annex A, Annex B and Appendix A)
- Mandatory Technical Evaluation as per Appendix D

4.1.2 Financial Evaluation

The following Mandatory factors will be taken into consideration in the evaluation of each bid: Compliance with Pricing Basis;

The bid price will be determined by processing items at Appendix E as follows:

- a. Sum of all items total price (unit price x qty.)

4.1.2.1 Pricing Basis

The bidder must quote firm lot prices in Canadian dollars, DDP Delivered Duty Paid (1625 Vanier Parkway, Ottawa, Ontario), Applicable Taxes extra, as applicable. Freight charges to destination and all applicable Custom duties and Excise taxes must be included.

4.2. Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the "lowest evaluated price on an aggregate basis" will be recommended for award of a contract.

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 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 provided 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 General Environmental Criteria Certification

The Bidder must select and complete one of the following two certification statements.

a) The Bidder certifies that the Bidder is registered or meets ISO 14001.

Bidders' Authorized Representative Signature

Date

or

b) The Bidder certifies that the Bidder meets and will continue to meet throughout the duration of the contract, a minimum of four (4) out of six (6) criteria identified in the table below.

Green Practices within the Bidders' organization	Insert a checkmark for each criterion that is met
Promotes a paperless environment through directives, procedures and/or programs	
All documents are printed double sided and in black and white for day to day business activity unless otherwise specified by your client	
Paper used for day to day business activity has a minimum of 30% recycled content and has a sustainable forestry management certification	
Utilizes environmentally preferable inks and purchase remanufactured ink cartridges or ink cartridges that can be returned to the manufacturer for reuse and recycling for day to day business activity.	
Recycling bins for paper, newsprint, plastic and aluminum containers available and emptied regularly in accordance with local recycling program.	
A minimum of 50% of office equipment has an energy efficient certification.	

Bidders' Authorized Representative Signature

Date

5.2.3 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.

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 Security Requirements

6.1.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex D;
 - b) *Contract Security Manual* (Latest Edition).

6.2 Statement of Work/Requirement

The contractor must provide the goods and services in accordance with the technical requirements and in the quantities stated herein at Annex A - Statement of Work, Annex B – Bid Specifications and Appendix A – Room List.

6.2.1 SACC Manual Clauses

SACC Reference	Section	Date
<u>B1501C</u>	Electrical Equipment	2018-06-21
<u>B7500C</u>	Excess Goods	2006-06-16

6.3 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.

6.3.1 General Conditions

2010A (2020-05-28), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

and

2010C (2020-05-28), General Conditions - Services (Medium Complexity) sections 2010C 16 and 2010C 17 apply to and form part of the Contract.

6.3.2 Warranty Period

Section 09 of general conditions 2010A is amended to include note 15 a, b and c in Annex A - SOW

All other provisions of the warranty section remain in effect.

6.4. Term of Contract

6.4.1 Delivery Date

Delivery for a fully functional AV System must be received on or before _____ **OR** Delivery as offered and as accepted will be inserted at contract award.

Note: Bidders must take into consideration the Covid-19 pandemic may still be a factor in the estimated completion date timeframes.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Louie Turner – Supply Specialist
Public Works and Government Services Canada - Acquisitions Branch
Logistics, Electrical, Fuel and Transportation Directorate - "HN" Division
4th Floor East Tower, L'Esplanade Laurier Bldg,
140 O'Connor St. Ottawa ON K1A 0R5
Telephone: 613-297-3769 E-mail address: louie.turner@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:

Name: _____
Telephone: _____
E-mail: _____

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 Technical Authority

The Technical Authority for the Contract is:

Name: _____
Telephone: _____
E-mail: _____

The Technical Authority named above 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 Technical Authority; however the Technical 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.

6.5.4 Contractor's Representative

Name and telephone number of the person responsible for:

General enquiries

Name: _____
Telephone: _____
E-mail: _____

Delivery follow-up

Name: _____
Telephone: _____
E-mail: _____

6.6 Payment

6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm lot prices, as specified in the contract in Appendix E for a cost of \$ _____ (insert the amount at contract award). 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.

6.6.2 Limitation of Price

SACC Manual clause C6000C (2017-08-17) Limitation of Price

6.6.3 Milestone Payments – Not subject to holdback

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract at Annex C and the payment provisions of the Contract, up to 100 percent of the amount claimed and approved by Canada if:

- a. an accurate and complete invoice for payment required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. the total amount for all milestone payments paid by Canada does not exceed 100 percent of the total amount to be paid under the Contract;
- c. all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.

6.6.4 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

6.6.5 SACC Manual Clauses

SACC Reference	Section	Date
<u>G1005C</u>	Insurance	2016-01-28

6.7 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

2. Invoices must be distributed as follows:

- (a) The original and one copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- (b) One copy must be emailed to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.8 Certifications and Additional Information

6.8.1 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 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (*insert the name of the province or territory as specified by the Bidder in its bid, if applicable*).

6.10 Priority of Documents

If there is a discrepancy between the wordings 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 2010A (2020-05-28), General Conditions - Goods (Medium Complexity), and 2010C (2020-05-28), General Conditions - Services (Medium Complexity) sections 2010C 16 and 2010C 17 apply to and form part of the Contract;
- (c) Annex A, Statement of Work/Requirement;
- (d) Annex D, Security Requirements Check List;
- (e) the Contractor's bid dated _____, as clarified on _____ " **or** ", as amended on _____.

6.11 NATO Commercial and Government Entity Code Traceability

Material supplied for the items specified in this contract is subject to investigation by Canada. Material which can neither be demonstrated by the contractor as having originated directly from the Manufacturer specified for the item in this contract, nor as supplied with the specific written permission of this specified Manufacturer, are subject to the following action by Canada.

Canada may either:

- a) terminate the contract for default with respect to that item, return the item to the Contractor at the Contractor's risk and expense, and demand and receive from the Contractor (who shall forthwith so pay) all procurement and other costs incurred by Canada, including any increased costs required for the purpose of expediting production; or
- b) retain the item, and demand and receive from the Contractor (who shall forthwith so pay) the difference between the Contractor's costs relating to the item, as determined by Canada, and the costs which, in Canada's opinion, the Contractor would have incurred had it obtained and supplied an item which did not differ in any way from that specifically required under the contract.

6.12 SACC Manual Clauses (Delivery)

SACC Reference	Section	Date
<u>D9002C</u>	Incomplete Assemblies	2007-11-30

6.12.1 Shipping Instructions - Delivery at Destination

Goods must be consigned to the destination specified in the Contract and Delivered Duty Paid –DDP– (1625 Vanier Parkway, Ottawa, Ontario) Incoterms 2000 for shipments from a commercial contractor.

6.12.2 Shipping – Scheduling

The Contractor must deliver and install the goods at 1625 Vanier Parkway, Ottawa, Ontario and all aspects of the project must be co-ordinated with (to be completed at contract award)

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.

Solicitation No. - N° de l'invitation
E62ZR-212805/A
Client Ref. No. - N° de réf. du client
E62ZR-212805

Amd. No. - N° de la modif.
001
File No. - N° du dossier
hn331.E62ZR-212805

Buyer ID - Id de l'acheteur
hn331
CCC No./N° CCC - FMS No./N° VME

(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".

ANNEX "E" 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.

Solicitation No. - N° de l'invitation
E62ZR-212805/A
Client Ref. No. - N° de réf. du client
E62ZR-212805

Amd. No. - N° de la modif.
001
File No. - N° du dossier
hn331.E62ZR-212805

Buyer ID - Id de l'acheteur
hn331
CCC No./N° CCC - FMS No./N° VME

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)

ANNEX A
STATEMENT OF WORK

Audio Visual Procurement & Installation
Public Services and Procurement Canada

1625 Vanier
2nd, 3rd and 4th floor fit-up and Modernization
Ottawa, (ON)

Table of Contents

INTRODUCTION..... 3

 Background: 3

 Scope:..... 3

 Requirement: 3

UNDERSTANDING AND INSTRUCTIONS 4

INTRODUCTION

Background:

The Client is moving into a new space at 1625 Vanier, Ottawa (ON). The 2nd, 3rd and half of the 4th floor are being constructed following the current Government of Canada Workplace Standards. As part of this fit-up, there is a requirement to deliver Audio-visual presentation and video conferencing systems for all the floors being prepared. These systems must share common components and function as local presentation systems, audio voice lift or video conferencing. The fourth floor boardroom will be equipped with the latest inclusivity technology to create an accessible work environment.

Scope:

The work includes equipment, engineering, design, project management, fabrication, assembly, software programming, installation, documentation, training and warranty of the audiovisual systems.

Requirement:

Public Services and Procurement Canada (PSPC) has a requirement to outfit numerous rooms on three floors with audio video systems in a newly constructed floor space at 1625 Vanier, Ottawa, Ontario.

UNDERSTANDING AND INSTRUCTIONS

1. The contractor must provide the following local presentation, voice lift and video conferencing rooms. Details of each room type can be found in the corresponding tab of 1625 Vanier AV - Appendix A Room List; for detail specification of each room types, see 1625 Vanier AV - Annex B - Bid spec:
 - a. Six (6) Type 1.1 (Workroom A) Rooms
 - b. Twenty-three (23) Type 1.2 (Workroom B) Rooms
 - c. Two (2) Type 2.1 (Project room A) Rooms
 - d. Two (2) Type 2.2 (Project room B) Rooms
 - e. One (1) Type 2.3 (Project room C) Rooms
 - f. Two (2) Type 2.4 (Project room D) Rooms
 - g. Four (4) Type 3.1 (Teaming Area A) Rooms
 - h. Two (2) Type 3.2 (Teaming Area B) Rooms
 - i. Six (6) Type 3.3 (Teaming Area C) Rooms
 - j. One (1) Type 4 (Training Room) Room
 - k. Three (3) Type 5.1 (Medium Meeting A) Rooms
 - l. Five (5) Type 5.2 (Medium Meeting B) Rooms
 - m. One (1) Type 5.3 (Medium Meeting C) Room
 - n. One (1) Type 6 (Large Meeting) Room
 - o. Three (3) Type 7 Entrance Rooms
 - p. Three (3) Type 8 Lounge / Kitchen Rooms
 - q. IN ADDITION: The contractor must install and connect 473 desktop monitors (government provided). This will consist of 225 (dual) 24" monitors on monitor arms, 19 (single) 24" monitors on monitor arms, 1 (single) 32" monitor on a monitor arm and 3 (single) 34" monitors on table backing. Procurement of the monitors will be conducted separately by PSPC. Monitor's arms will be installed by the furniture contractor. The contractor must also install and connect a total of 247 Port Replicators. Cable management must be included for each workstation.
2. The Contractor must provide all system engineering and design necessary to develop the complete systems described herein. Engineering and design must include preparation of all electronic schematics, hardware drawings, systems diagrams, schedules and lists as per Contract Data Requirements List (CDRL). These documents must be provided in both hard copy (paper) and soft copy (USB) prior to the installation phase. Data file formats must be in PDF and AutoCAD Version 2015.
3. The Contractor must provide all necessary project management and supervisory personnel required to assure the accurate, professional and timely implementation of the project.
4. The Contractor must procure and assemble all hardware and equipment and any additional materials, as required, to produce completely functioning systems. The Project Authority will

STATEMENT OF WORK

Annex A

provide the required video conferencing units and cameras. The contractor must integrate the VC units into the system and coordinate with the Technical Authority (TA) or Departmental Representative to configure the system. The Contractor must test its installation work with the PSPC laptops to be issued by the Project Authority.

5. The contractor is responsible to dispose of all packaging material use to pack AV/VC equipment, work station monitors, port replicators and other related equipment off-site (I.e. On-site containers and compactors are not available). The Contractor must vacuum clean all work areas and remove all debris, scrap and waste at least daily and after any substantial debris accumulation. At the conclusion of the work in a given room area, a final vacuum cleaning of all such access spaces must be performed. All loose items, including those which were existing at the start of the project must be removed. Wet mopping must be performed on flooring only when other dry cleaning methods are insufficient. No brushing or wet cleaning of equipment will be permitted.
6. The Contractor must perform all control systems software programming on site required to develop a complete operational system in accordance with these specifications, including all control logic and graphical user interface programming. The Contractor must revisit the site, up to 90 days from the acceptance date, if minor changes are required to the touch panel layout and operation.
7. The Contractor must install all GFE provided equipment, including but not limited to videoconference camera and codec.
8. The Contractor must install and clearly label all equipment, cables, wiring, connectors, plates and other material at 1625 Vanier 2nd, 3rd and 4th floor locations, and provide a fully functioning audio video systems.
9. The Contractor must follow all installation and performance requirements as outlined in Appendix C.
10. Before acceptance tests are scheduled, the Contractor must perform its own system revision. The Contractor must furnish all required test equipment and must perform all work necessary to determine and/or modify performance of the system to meet the requirements of the statement of work. When these initial tests and adjustments are completed, the Contractor must notify the Project Authority that the systems are in compliance with the specifications and are ready and complete for acceptance tests.
11. The contractor must assemble all goods in its warehouse (as applicable), to be delivered onsite (one time) prior to installation. Delivery must be coordinated with Building Management and the Project Authority.
12. The Contractor must ensure that all supplied equipment can be physically transported from the loading area, to the installation area.

STATEMENT OF WORK

Annex A

13. The Contractor must obtain any permits required for the installation of the audio-visual system.
14. The Contractor must respect all deadlines of the overall project schedule.
15. The Contractor must provide warranty coverage and support services and must include the following:
 - a. Basic Warranty: Shall warrant the audiovisual systems to be free from faults and defects in system design and workmanship. Basic Warranty coverage shall include all custom designed equipment and the overall audiovisual system design and installation. Basic Warranty shall be effective for a period of one (1) year from the date of audiovisual system acceptance by the Client. Within the period of Basic Warranty coverage, individual manufacturers' equipment warranties shall apply to all purchased equipment. In the event that the manufacturer's warranty has expired on a failed device (equipment warranty of less than one year), the Contractor shall be responsible for the actual cost of any required repairs. All manufacturers' equipment warranties shall be effective as of the date of acceptance test completion. If equipment modification by the Contractor voids the manufacturers' warranty, the Contractor shall assume the equivalent equipment warranty. Response time for Warranty service work shall be no longer than the next business day from date of request for service. The Contractor shall warrant that all equipment, materials and components will be new. No used or reconditioned equipment will be acceptable.
 - b. Response time (call back) for warranty service no longer than 4 hours from time of request for servicing;
 - c. A warranty period that is automatically extended by the duration of any period or periods where the systems are unavailable for use or cannot be used because of a defect or non-conformance during the original warranty period. This warranty applies to any part of the systems replaced, repaired or corrected, for the greater of:
 - i. The warranty period remaining, including the extension; or
 - ii. Ninety (90) days or such other period as may be specified for that purpose by agreement between the Contractor and Project Authority.
16. For the duration of the warranty, the Contractor must provide two (2) optional annual visits, to be scheduled at PSPC's discretion, to perform operational checks of the equipment, to clean equipment or equipment parts, as required to maintain optimum system performance. Since this requirement is at PSPC's discretion, it is to be priced as a separate line item in the price list.

STATEMENT OF WORK

Annex A

17. The Contractor must update and deliver to the Project Authority the Weekly Checklist below. The report is due every Tuesday by noon for the duration of the contract via email (email address to be provided at contract award).

Weekly Checklist			
	Report Items	Date Completed	Comments
1	Contract awarded		
2	Contract received		
3	Contractor site review completed		
4	Identification of all critical dimensions		
5	Detailed AV project schedule based on room priorities		
6	Detailed Acceptance Test		
7	Provide preliminary screen shots of the touch panel layout depicting "Look and Feel"		
8	Weekly progress summary		
9	Schedule percentage complete		
10	Identified schedule pressures		
11	Installation complete		
12	Acceptance testing complete		
13	Documentation delivered		
14	Training		
15	Final deliverables received (CDRL)		
16	Project sign off		

18. The Contractor must protect the structures and furniture within the building contracted work area.
19. The security of any equipment and/or tools provided by the Contractor for the purpose of installing this system remains the responsibility of the Contractor.
20. The contractor must coordinate secure on-site storage for all equipment with the Project Authority.

STATEMENT OF WORK

Annex A

21. Five (5) days prior to the commencement of on-site work, the Contractor must have completed the following items:
 - a. A review of all relevant project documentation, including HVAC requirements, electrical power and grounding/earth connection;
 - b. A visit to the project site to ensure familiarity with physical conditions of the project affecting the work conditions; and
 - c. A finalized detailed project schedule to the Project Authority.
22. At project completion, the Contractor must deliver the following items:
 - a. System Operating Handbook describing the basic operation of the AV system by end users, in English and in French. This document must be graphical and written in non-technical terminology for ease of use. It must include a principle of operation for all components of the system;
 - b. Manufacturers Operating/User Manuals for each piece of equipment installed (in English);
 - c. Complete system design documentation including electronic schematics, hardware drawings, system diagrams schedules and lists for approval by the Project Authority as specified in CDRL.
 - d. Maintenance Warranty Report.
23. The Contractor must complete rough-in for all cabling work between mid-November 2021 and January 2022.
 1. Dates to be confirmed by project authority upon contract issuance.
24. The Contractor must deliver rooms to the Project Authority in an order to be determined based on the furniture installation. Installation must be completed from April 5 2022 to May 16 2022 during normal business hours, which are described as Monday to Friday between 7:00 a.m. and 5:00 p.m.

**ANNEX B
(BID SPEC)**

System Specification

AUDIOVISUAL Procurement & installation

Public Services and Procurement Canada

1625 Vanier

2ND, 3RD and 4TH floor fit –up and Modernization

Ottawa, (ON)

Contents

CODES AND STANDARDS	3
SYSTEMS DESCRIPTION	3
TYPE 1 – WORK ROOMS	4
TYPE 1.1 – WORK ROOM A	4
TYPE 1.2 – WORK ROOM B / FOCUS ROOM	4
TYPE 2 – PROJECT ROOMS	5
TYPE 2.1 – PROJECT ROOM A	5
TYPE 2.2 – PROJECT ROOM B	5
TYPE 2.3 – PROJECT ROOM C	6
TYPE 2.4 – PROJECT ROOM D	6
TYPE 3 – TEAMING AREAS	7
TYPE 3.1 – TEAMING AREA A	7
TYPE 3.2 – TEAMING AREA B	7
TYPE 3.3 – TEAMING AREA C / MULTI PURPOSES ROOM	7
TYPE 4 – TRAINING ROOM	8
TYPE 5 – MEDIUM MEETING ROOMS	9
TYPE 5.1 – MEDIUM MEETING ROOM A (VC)	9
TYPE 5.2 – MEDIUM MEETING ROOM B	9
TYPE 5.3 – MEDIUM MEETING ROOM C (INCLUSIVITY, VC)	10
TYPE 6 – LARGE MEETING ROOM (VC)	11
TYPE 7 – ENTRANCE	12
TYPE 8 – LOUNGE / KITCHEN	13
TYPE 9 – INSTALLATION OF DESKTOP MONITORS	14
MULTI-TRADE RESPONSIBILITY CHART	15
SUBCONTRACTOR IDENTIFICATION	18
SIGN-OFF/CLOSE-OUT	19

CODES AND STANDARDS

1. If, in the opinion of the Contractor, an installation practice is required which is contrary to the specifications or drawings, such installation must not commence until a written request for change has been made to the Project Authority and the request has received approval. The Project Authority is to respond to this request within two (2) business days.
2. If an item of recommended equipment, condition or installation practice as specified does not meet governing code requirements, the Contractor must bring such conflict to the attention of the Project Authority and must facilitate resolution of conflict with all parties concerned.

SYSTEMS DESCRIPTION

3. The Contractor must provide the fully integrated Audio Video systems as detailed below. Refer to Appendix A for Room List and the AV drawings accompanying this AV Specification for connection details. The Contractor must propose equipment that meets the capabilities and features of the components listed in Appendix A. All sources are HDMI or Display Port unless otherwise noted. Adapter dongles may be used to accommodate connectivity. EDID for all displays must be set to 1920x1080 as a default resolution.
4. The complete system solutions detailed within this AV Specification are configured with professional commercial hardware. Should the Contractor consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, the Contractor is invited to make suggestions / substitutions, in writing, to the Contracting Authority named in the bid solicitation during the solicitation period. The Contractor must clearly outline the suggested improvement as well as the reasons for the suggestion. The Contractor must provide manufacturers specification sheets specifically highlighting the areas where the suggestion meets or exceeds that outlined in the bid solicitation. The Departmental Representative will have the right to accept or reject any or all suggestions. Note that the Departmental Representative is providing some of the equipment. Refer to equipment list for details.
5. Each room system must, as a minimum, have the capabilities and features listed below:

Type 1 – Work Rooms

Type 1.1 – Work Room A

- a. Small office or seating area accommodating 2-4 people.
- b. Video: One (1) display (43-inch) is to be mounted on table with LCD backing. Cable management needs to be adequate for a height adjustable work table. The wireless presentation device is to be mounted and connected behind the display via HDMI cable.
- c. Audio: Embedded audio from the wireless presentation device to be outputted to display speakers.
- d. Teleconferencing device will use independent Bluetooth speakers in conjunction with user mobile device.
- e. Control: Control must be achieved via the display handheld remote.
- f. Functionality: Local presentation to display and telephony.

Type 1.2 – Work Room B / Focus Room

- a. Small office or seating area accommodating 2-4 people.
- b. Video: One (1) display (43-inch) is to be wall-mounted 4-inches above table surface (in-wall re-enforcement will be present). The wireless presentation device is to be mounted and connected behind the display via HDMI cable.
- c. Audio: Embedded audio from the wireless presentation device to be outputted to display speakers.
- d. Teleconferencing device will use independent Bluetooth speakers in conjunction with user mobile device
- e. Control: Control must be achieved via the display handheld remote.
- f. Functionality: Local presentation to display and telephony.

Type 2 – Project Rooms

Type 2.1 – Project Room A

- a. Medium office or seating area accommodating 3-6 people.
- b. Video: One (1) display (65-inch) is to be wall-mounted centered on wall surface (in-wall re-enforcement will be present). The wireless presentation device is to be mounted and connected behind the display via HDMI cable.
- c. Audio: Embedded audio from the wireless presentation device to be outputted to display speakers.
- d. Teleconferencing device will use independent Bluetooth speakers in conjunction with user mobile device.
- e. Control: Control must be achieved via the display handheld remote.
- f. Functionality: Local presentation to display and telephony.

Type 2.2 – Project Room B

- a. Small office or seating area accommodating 2-4 people.
- b. Video: One (1) display (55-inch) is to be wall-mounted (in-wall re-enforcement will be present). The wireless presentation device is to be mounted and connected behind the display via HDMI cable.
- c. Audio: Embedded audio from the wireless presentation device to be outputted to display speakers.
- d. Teleconferencing device will use independent Bluetooth speakers in conjunction with user mobile device.
- e. Control: Control must be achieved via the display handheld remote.
- f. Functionality: Local presentation to display and telephony.

Type 2.3 – Project Room C

- a. Medium office or seating area accommodating 4-8 people.
- b. Video: One (1) display (55-inch) is to be wall-mounted 4-inches above table surface (in-wall re-enforcement will be present). The wireless presentation device is to be mounted and connected behind the display via HDMI cable.
- c. Audio: Embedded audio from the wireless presentation device to be outputted to display speakers.
- d. Teleconferencing device will use independent Bluetooth speakers in conjunction with user mobile device.
- e. Control: Control must be achieved via the display handheld remote.
- f. Functionality: Local presentation to display and telephony.

Type 2.4 – Project Room D

- a. Small office or seating area accommodating 2-4 people.
- b. Video: One (1) display (55-inch) is to be mounted on table with LCD backing. Cable management needs to be adequate for a height adjustable work table. The wireless presentation device is to be mounted and connected behind the display via HDMI cable.
- c. Audio: Embedded audio from the wireless presentation device to be outputted to display speakers.
- d. Teleconferencing device will use independent Bluetooth speakers in conjunction with user mobile device.
- e. Control: Control must be achieved via the display handheld remote.
- f. Functionality: Local presentation to display and telephony.

Type 3 – Teaming Areas

Type 3.1 – Teaming Area A

- a. Medium enclosed or open seating area accommodating 8-10 people.
- b. Video: One (1) display (65-inch) is to be wall-mounted centered on wall surface (in-wall reinforcement will be present). The wireless presentation device is to be mounted and connected behind the display via HDMI cable.
- c. Audio: Embedded audio from the wireless presentation device to be outputted to display speakers.
- d. Control: Control must be achieved via the display handheld remote.
- e. Functionality: Local presentation to display.

Type 3.2 – Teaming Area B

- a. Medium enclosed or open seating area accommodating 8-10 people.
- b. Video: One (1) display (55-inch) to be ceiling-mounted. The wireless presentation device is to be mounted and connected behind the display via HDMI cable.
- c. Audio: Embedded audio from the wireless presentation device to be outputted to display speakers.
- d. Control: Control must be achieved via the display handheld remote.
- e. Functionality: Local presentation to display.

Type 3.3 – Teaming Area C / Multi Purposes Room

- a. Medium open meeting area to seat 4-6 people.
- b. Video: One (1) display (55-inch) is to be wall-mounted centered on wall surface (in-wall reinforcement will be present). The wireless presentation device is to be mounted and connected behind the display via HDMI cable.
- c. Audio: Embedded audio from the wireless presentation device to be outputted to display speakers.
- d. Control: Control must be achieved via the display handheld remote.
- e. Functionality: Local presentation to display.

Type 4 – Training Room

- a. Large enclosed training room to seat 8-12 people at desks.
- b. Video: One (1) display (85-inch) to be wall-mounted centered on wall surface (in-wall reinforcement will be present). The wireless presentation device is to be mounted and connected behind the display via HDMI cable. In addition, a female HDMI wall plate is required on the same wall as the display (bottom right wall corner (facing display)) and must include a 15ft HDMI cable with adapter ring.
- c. Audio: Six (6) in-ceiling speakers are to be equally spaced throughout the room. One (1) in-ceiling (tile) audio microphone is to be installed in the center of the ceiling for the teleconference system.
- d. Control: Control must be achieved via the wall mounted wireless touch panel located to the right of the display (facing display).
- e. Functionality: Two (2) functions: local presentation to display and audio teleconferencing.

Type 5 – Medium Meeting Rooms

Type 5.1 – Medium Meeting Room A (VC)

- a. Medium enclosed meeting room to seat 10 people at a table.
- b. Video: One (1) display (75-inch) to be wall-mounted centered on wall surface (in-wall re-enforcement will be present). Video input connections must include wireless presentation device and table access cubbies. Provide adapter ring complete with connectors outlined in Room list (Appendix A) for table access cubbies. A GSE (Government Supplied Equipment) Cisco Room Kit Plus will need to be integrated into this solution.
- c. Audio: Six (6) in-ceiling (tile) speakers must be integrated to the system to produce in-room presentation and telephony. One (1) in-ceiling (tile) microphone must be available for use with teleconference.
- d. Control: Control must be achieved via wall-mounted wireless touch panel.
- e. Functionality: There will be three (3) functions: local presentation to the display, videoconferencing and audio teleconferencing.

Type 5.2 – Medium Meeting Room B

- a. Medium enclosed meeting room to seat 8-10 people at a table.
- b. Video: One (1) display (75-inch) to be wall-mounted centered on wall surface (in-wall re-enforcement will be present). Video input connections must include wireless presentation device and table access cubbies. Provide adapter ring complete with connectors outlined in Room list (Appendix A) for table access cubbies.
- c. Audio: Six (6) in-ceiling (tile) speakers must be integrated to the system to produce in-room presentation and telephony. An (1) in-ceiling (tile) microphone must be available for use with teleconference.
- d. Control: Control must be achieved via wall-mounted wireless touch panel.
- e. Functionality: This room will have two (2) functions: local presentation to displays and teleconferencing.

Type 5.3 – Medium Meeting Room C (Inclusivity, VC)

- a. Medium enclosed meeting room to seat 8-10 people at a table.
- b. Video: Three (3) displays (1x 85 inch, 2x 65-inch) to be wall-mounted (in-wall re-enforcement will be present). Video input connections must include wireless presentation device and table access cubbies ((6) staggered on table 12-inch from edge). Provide adapter ring complete with connectors outlined in Room list (Appendix A) for table access cubbies. A GSE (Government Supplied Equipment) Cisco Room Kit Plus will need to be integrated into this solution
- c. Audio: Eight (8) in-ceiling speakers must be integrated to the system to produce in-room Videoconferencing, presentation and telephony. Two (2) in-ceiling (tile) microphone must be available for use with teleconference.
- d. Control: Control must be achieved via wall-mounted wireless touch panel.
- e. Functionality: This room will have three (3) functions: local presentation to displays, audio teleconferencing and video conferencing.

Type 6 – Large Meeting Room (VC)

- a. Large enclosed meeting room to seat up to 20 people at a table.
- b. Video: Four (4) displays (2x 98-inch, 2x 75-inch) to be wall-mounted (in-wall reinforcement will be present). Video input connections must include wireless presentation device and table access cubbies (8). Provide adapter ring complete with connectors outlined in Room list (Appendix A) for table access cubbies.
- c. Audio: Ten (10) in-ceiling speakers must be integrated to the system to produce in-room videoconferencing, presentation and telephony. Three (3) in-ceiling (tile) microphone must be available for use with videoconference, presentation and teleconference.
- d. Control: Control must be achieved via wall-mounted wireless touch panel.
- e. Functionality: This room will have three (3) functions: local presentation to displays, audio teleconferencing and video conferencing.

Type 7 – Entrance

- a. Open area
- b. Video: One (1) display (55-inch) is to be wall-mounted centered on wall surface (in-wall reinforcement will be present). The wireless presentation device is to be mounted and connected behind the display via HDMI cable.
- c. Audio: Embedded audio from the wireless presentation device to be outputted to display speakers.
- d. Control: Control must be achieved via the display handheld remote.
- e. Functionality: Local presentation to display. Display of Internal PSPC messaging center.

Type 8 – Lounge / Kitchen

- a) Open area
- b) Video: One (1) display (55-inch) is to be Ceiling mounted (in-Ceiling re-enforcement will be present). The wireless presentation device is to be mounted and connected behind the display via HDMI cable.
- c) Audio: Embedded audio from the wireless presentation device to be outputted to display speakers.
- d) Control: Control must be achieved via the display handheld remotes.
- e) Functionality: Local presentation to display and Television broadcast.

Type 9 – Installation of Desktop Monitors

- a. Install and connect 473 desktop monitors. This will consist of 225 (dual) 24" monitors on monitor arms, 19 (single) 24" monitors on monitor arms, 1 (single) 32" monitor on a monitor arm and 3 (single) 34" monitors on table backing. Monitors will be delivered to the floor.
- b. Install and connect 247 port replicators.
- c. Cable management must be completed for each workstation.
- d. The contractor is responsible to unpack monitors and port replicators, as well as any related equipment and to dispose of the packaging.
- e. Procurement of the monitors and port replicators will be conducted separately by PSPC.

MULTI-TRADE RESPONSIBILITY CHART

The following scope allocation is to establish commonly miscommunicated responsibilities creating dual ownership and/or non-ownership. Its intent is to properly direct the Contractor during the RFP process and subsequent pricing. It is not intended to detail all contractor or subcontractor responsibilities under the GC or Departmental Representative.

Task	Contractor	Departmental Representative	Need by Date	Task done
General Construction				
1	Ensure Departmental Representative security requirements are met	✓	✓	
2	Site acceptance, unloading and delivery	✓		
3	Provide a secure and dust free holding area.	✓		
4	Furnish and install AC power receptacles	✓		
5	Field confirmation of AC power receptacles	✓		
6	Furnish and install- AV junction boxes, conduit, raceways and rough-in items	✓		
7	Field confirmation of AV junction boxes, conduit, raceways and rough-in items	✓		
8	Provide all pathways, J-hooks for AV related cabling.	✓	✓	
9	Furnish and install AV related plates	✓		
10	Furnish and install All AV related blocking and infrastructure support requirements (ex Projectors, LCD, etc)	✓		
11	Furnish low voltage AV cables and connectors	✓		

12	Field confirmation of all Cat6 cabling needed by AV systems	✓	
13	Install AV cable pulls, terminations, labeling and tests cables.	✓	
14	Provide final position of work area displays		✓
15	Furnish and install Projector / screens /LCD screens, mounts, low voltage interfaces and wall switches.	✓	✓
16	Install ceiling speakers, backboxes, tile bridges, transformers and grilles	✓	
17	Provide lighting systems & associated low voltage interfaces		✓
18	Furnish and install ceiling hatches, if required.		✓
19	Lighting and dimmer pre-sets and control (if applicable)		✓
20	Rubbish removal and disposal related to AV and monitor installation daily	✓	
21	Provide any table modifications to support microphones		✓
22	Furnish and install data cabling drops (pertaining to AV equipment)		✓
23	Provide data drop connectivity (pertaining to AV equipment)		✓
24	Provide static IP Addresses (pertaining to AV equipment)		✓

25	Confirm all AV Voice/Data/Power (by others) have been included in base contract		✓
26	Provide all AV equipment as per Tender to supply a turn-key system	✓	
27	Testing, commissioning, training and closeout documentation	✓	

SUBCONTRACTOR IDENTIFICATION

1. Please specify the following for all subcontracted entities (if applicable):
 - a. Contact Name;
 - b. Company Name;
 - c. Address;
 - d. City, Province;
 - e. Phone Number;
 - f. Fax Number; and
 - g. Email address.
2. Note: all subcontractor employees will be subject to security requirements.

SIGN-OFF/CLOSE-OUT

1. A mandatory on-site meeting consisting of the Contractor's project team (Project manager, lead tech and programmer) and the Departmental Representative must be scheduled at the projects conclusion to review and resolve all outstanding issues. The goal is to address any and all programming issues, confirm functionality and sign-off.
2. Two (2) USB drive must be provided as specified in the Appendix B CDRL:
 - a. Manufacturer Operating Manuals;
 - b. System Operating Handbook and Quick Reference Guides (cheat sheets);
 - c. Equipment inventory;
 - d. Acceptance test results;
 - e. Latest control system program source code required for a full functional re-install;
 - f. Latest DSP program source code required for a full functional re-install;
 - g. Screen shots of all touch screens for troubleshooting purposes; and
 - h. As-Built drawings;

Solicitation No. - N° de l'invitation
E62ZR-212805/A
Client Ref. No. - N° de réf. du client
E62ZR-212805

Amd. No. - N° de la modif.
File No. - N° du dossier
hn331.E62ZR-212805

Buyer ID - Id de l'acheteur
hn331
CCC No./N° CCC - FMS No./N° VME

ANNEX “D”

SECURITY REQUIREMENTS CHECK LIST

The Security Requirements Checklist attached to this document should be inserted here and forms an integral part of this document.



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

E62ZR-212805

Security Classification / Classification de sécurité
UNCLASSIFIED

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		Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction RPS	
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 Installation of AV VC and monitors at 1625 Vanier Ottawa, 2nd, 3rd and 4th floor				
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 Non	<input type="checkbox"/> Yes 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 Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis				
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 Non	<input type="checkbox"/> Yes 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 Non	<input checked="" type="checkbox"/> Yes 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 checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes 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"/>		NATO / OTAN <input type="checkbox"/>		Foreign / Étranger <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 de l'OTAN <input type="checkbox"/>		No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>				
Restricted to: / Limité à : <input type="checkbox"/>		Restricted to: / Limité à : <input type="checkbox"/>		Restricted to: / Limité à : <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays :		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 UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>		PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>		PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>		PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>		SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>				TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>				TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui
- 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?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes
Non Oui

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

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET- SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:
Commentaires spéciaux :

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?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes
Non Oui
- 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?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes
Non Oui

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?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes
Non Oui

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?
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? ☒ No ☐ Yes
Non Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes
Non Oui



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 CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens																
Production																
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 ☐ Yes
Non 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 ☐ Yes
Non 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).



PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Charbonneau, Andre	Project Coordinator,	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
819-664-0994	819-664-0994	andre.charbonneau@tpsgc-pwgsc.gc.ca
		Date
		2021/04/13

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
LVERS/SRCL, (TPSGC/PWGSC)	SO	
		Digitally signed by Stephen Lamontagne Date: 2021.04.14 13:40:46 -04'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
-	-	LVERS-SRCL@tpsgc-pwgsc.gc.ca
		Date

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No / Non ☐ Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Turner, Louie <small>Digitally signed by: Turner, Louie DN: CN = Turner, Louie C = CA O = GC OU = PWGSC-TPSGC Date: 2021.04.15 12:04:23 -04'00'</small>		
		Digitally signed by: Turner, Louie DN: CN = Turner, Louie C = CA O = GC OU = PWGSC-TPSGC Date: 2021.04.15 11:51:18 -04'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Stephanie Tompkins Contract Security Officer Stephanie.tompkins@tpgsc-pwgsc.gc.ca		
		Digitally signed by Tompkins, Stephanie Date: 2021.04.15 10:20:41 -04'00'
Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Schedule of Milestone Payments Schedule
Annex C

Annex C - Schedule of Milestone Payments

1. Kickoff Meeting, contract award.	5%
2. Contractor prepares the acceptance test plan, electronic schematics, hardware drawings, systems diagrams, schedules and lists in accordance with SOW.	5%
3. All equipment is delivered.	60%
4. Install completion of 100% of the total number of rooms.	20%
5. Test results, training, manuals, handbooks, as-built drawings, configuration and programming files, and acceptance completed.	10%

APPENDIX A
Room List

Audio Visual Procurement & Installation
Public Services and Procurement Canada

1625 Vanier
2nd, 3rd and 4th floor fit-up and Modernization
Ottawa, (ON)

The following is a general description of the rooms by room type. All equipment listed is based on an indicative design. All equipment and part numbers are indicated to convey design intent. All components listed below are minimum acceptable equipment. The Contractor may offer other equipment equivalent to or greater than the list below with exception of **Clickshare CSE-200 (no substitutes are allowed)**. The Contractor must provide all miscellaneous cables and small parts that are not listed to provide a complete turnkey system.

Room List
Appendix A

1. Type 1.1 – WORK ROOM A

Rooms 02-009, 02-028, 02-033,
03-009, 03-029, 03-034

TYPE 1.1		Bill of Materials	
Room Type Qty:	6		
ITEM	MFR	DESCRIPTION	QTY
DISPLAY(S)			
43UU340C	LG	43 inch Direct LED, 3,840 x 2,160 (4K UHD)	1
		Mounted on media table mount	
VIDEO SYSTEM			
R9861520NA	BARCO	Clickshare CSE-200 Base Unit System (CSE-200 Base unit & 2 Buttons)	1
R9861500T01	BARCO	Clickshare Tray	1
TELEPHONY			
7710-309	Jabra Speak 710	Portable Bluetooth speakerphone	1
INCIDENTALS			
Incidentals	MISCELLANEOUS	All additional incidental materials required to complete the installation such as, but not limited to: cabling, connectors, anchors, trim rings, installation support hardware, cable ties, labels, interface plates, blank and vent rack panels, rack lacing bars, rack screws.	1

// END TYPE 1.1 - Workroom A

Room List
Appendix A

2. Type 1.2 – WORK ROOM B

Rooms 02-005, 02-010, 02-020, 02-026, 02-027, 02-034, 02-043, 02-046, 02-049
03-005, 03-010, 03-020, 03-021, 03-024, 03-025, 03-035, 03-044, 03-047, 03-050, 03-053,
04-002, 04-008, 04-018

TYPE 1.2		Bill of Materials	
Room Type Qty:	23		
ITEM	MFR	DESCRIPTION	QTY
DISPLAY(S)			
43UU340C	LG	43 inch Direct LED, 3,840 x 2,160 (4K UHD)	1
MTA1U	CHIEF	Medium Fusion Tilt Wall Mount	1
VIDEO SYSTEM			
R9861520NA	BARCO	Clickshare CSE-200 Base Unit System (CSE-200 Base unit & 2 Buttons)	1
R9861500T01	BARCO	Clickshare Tray	1
TELEPHONY			
7710-309	Jabra Speak 710	Portable Bluetooth speakerphone	1
INCIDENTALS			
Incidentals	MISCELLANEOUS	All additional incidental materials required to complete the installation such as, but not limited to: cabling, connectors, anchors, trim rings, installation support hardware, cable ties, labels, interface plates, blank and vent rack panels, rack lacing bars, rack screws.	1

// END TYPE 1.2 - Work Room B

Room List
Appendix A

3. Type 2.1 – PROJECT ROOM A

Rooms 02-007,
03-007

TYPE 2.1		Bill of Materials	
Room Type Qty:	2		
ITEM	MFR	DESCRIPTION	QTY
DISPLAY(S)			
65UU340C	LG	65 inch Direct LED, 3,840 x 2,160 (4K UHD)	1
LTA1U	CHIEF	Large Fusion Tilt Wall Mount	1
VIDEO SYSTEM			
R9861520NA	BARCO	Clickshare CSE-200 Base Unit System (CSE-200 Base unit & 2 Buttons)	1
R9861500T01	BARCO	Clickshare Tray	1
TELEPHONY			
7710-309	Jabra Speak 710	Portable Bluetooth speakerphone	1
INCIDENTALS			
Incidentals	MISCELLANEOUS	All additional incidental materials required to complete the installation such as, but not limited to: cabling, connectors, anchors, trim rings, installation support hardware, cable ties, labels, interface plates, blank and vent rack panels, rack lacing bars, rack screws.	1

// END TYPE 2.1 - Project Room A

4. Type 2.2 – PROJECT ROOM B

Rooms 02-031,
03-032

TYPE 2.2		Bill of Materials	
Room Type Qty:	2		
ITEM	MFR	DESCRIPTION	QTY
DISPLAY(S)			
55UU340C	LG	55 inch Direct LED, 3,840 x 2,160 (4K UHD)	1
MTA1U	CHIEF	Medium Fusion Tilt Wall Mount	1
VIDEO SYSTEM			
R9861520NA	BARCO	Clickshare CSE-200 Base Unit System (CSE-200 Base unit & 2 Buttons)	1
R9861500T01	BARCO	Clickshare Tray	1
TELEPHONY			
7710-309	Jabra Speak 710	Portable Bluetooth speakerphone	1
INCIDENTALS			
Incidentals	MISCELLANEOUS	All additional incidental materials required to complete the installation such as, but not limited to: cabling, connectors, anchors, trim rings, installation support hardware, cable ties, labels, interface plates, blank and vent rack panels, rack lacing bars, rack screws.	1

// END TYPE 2.2 - Project Room B

Room List
Appendix A

5. Type 2.3 – PROJECT ROOM C

Room 04-017

TYPE 2.3		Bill of Materials	
Room Type Qty:	1		
ITEM	MFR	DESCRIPTION	QTY
DISPLAY(S)			
55UU340C	LG	55 inch Direct LED, 3,840 x 2,160 (4K UHD)	1
MTA1U	CHIEF	Medium Fusion Tilt Wall Mount	1
40UU340C	LG	40 inch Direct LED, 3,840 x 2,160 (4K UHD)	1
		Table Mount	1
VIDEO SYSTEM			
R9861520NA	BARCO	Clickshare CSE-200 Base Unit System (CSE-200 Base unit & 2 Buttons)	1
R9861500T01	BARCO	Clickshare Tray	1
EQUIPMENT STORAGE			
70-1184-02	EXTRON	Cable Cubby 1202 Black, AC Module Not Included	1
60-1697-01	EXTRON	US (2) AC & (2) USB Outlets w Integrated PS	1
70-1065-04	EXTRON	Cable Retraction System for Cable Cubby® Enclosures - HDMI Male to Male	1
AD-RING-6	KRAMER	Included adapters: Mini DisplayPort (M) to HDMI (F); DisplayPort (M) to HDMI (F); USB type-C (M) to HDMI (F)	1
TELEPHONY			
7710-309	Jabra Speak 710	Portable Bluetooth speakerphone	1
INCIDENTALS			
Incidentals	MISCELLANEOUS	All additional incidental materials required to complete the installation such as, but not limited to: cabling, connectors, anchors, trim rings, installation support hardware, cable ties, labels, interface plates, blank and vent rack panels, rack lacing bars, rack screws.	1

// END TYPE 2.3 – Project Room C

6. Type 2.4 – PROJECT ROOM D

Rooms 02-019,
03-023

TYPE 2.2		Bill of Materials	
Room Type Qty:	2		
ITEM	MFR	DESCRIPTION	QTY
DISPLAY(S)			
55UU340C	LG	55 inch Direct LED, 3,840 x 2,160 (4K UHD)	1
		To be Table Mounted	1
VIDEO SYSTEM			
R9861520NA	BARCO	Clickshare CSE-200 Base Unit System (CSE-200 Base unit & 2 Buttons)	1
R9861500T01	BARCO	Clickshare Tray	1
TELEPHONY			
7710-309	Jabra Speak 710	Portable Bluetooth speakerphone	1
INCIDENTALS			
Incidentals	MISCELLANEOUS	All additional incidental materials required to complete the installation such as, but not limited to: cabling, connectors, anchors, trim rings, installation support hardware, cable ties, labels, interface plates, blank and vent rack panels, rack lacing bars, rack screws.	1

// END TYPE 2.4 - Project Room D

7. Type 3.1 – TEAMING AREA A

Rooms 02-011B, 02-21C,
03-011B, 03-026C

TYPE 3.1		Bill of Materials	
Room Type Qty:	4		
ITEM	MFR	DESCRIPTION	QTY
DISPLAY(S)			
65UU340C	LG	65 inch Direct LED, 3,840 x 2,160 (4K UHD)	1
LTA1U	CHIEF	Large Fusion Tilt Wall Mount	1
VIDEO SYSTEM			
R9861520NA	BARCO	Clickshare CSE-200 Base Unit System (CSE-200 Base unit & 2 Buttons)	1
R9861500T01	BARCO	Clickshare Tray	1
INCIDENTALS			
Incidentals	MISCELLANEOUS	All additional incidental materials required to complete the installation such as, but not limited to: cabling, connectors, anchors, trim rings, installation support hardware, cable ties, labels, interface plates, blank and vent rack panels, rack lacing bars, rack screws.	1

// END TYPE 3.1 – Teaming Area A

8. Type 3.2 – TEAMING AREA B

Rooms 02-011E,
03-011E

TYPE 3.2		Bill of Materials	
Room Type Qty:	2		
ITEM	MFR	DESCRIPTION	QTY
DISPLAY(S)			
65UU340C	LG	55 inch Direct LED, 3,840 x 2,160 (4K UHD)	1
	CHIEF	Ceiling Mount	1
VIDEO SYSTEM			
R9861520NA	BARCO	Clickshare CSE-200 Base Unit System (CSE-200 Base unit & 2 Buttons)	1
R9861500T01	BARCO	Clickshare Tray	1
AD-RING-6	KRAMER	Included adapters: Mini DisplayPort (M) to HDMI (F); DisplayPort (M) to HDMI (F); USB type-C (M) to HDMI (F)	1
INCIDENTALS			
Incidentals	MISCELLANEOUS	All additional incidental materials required to complete the installation such as, but not limited to: cabling, connectors, anchors, trim rings, installation support hardware, cable ties, labels, interface plates, blank and vent rack panels, rack lacing bars, rack screws.	1

// END TYPE 3.2 – Teaming Area B

9. Type 3.3 – TEAMING AREA C

Rooms 02-011C, 02-030,
03-011C, 03-027B, 03-031,
04-023

TYPE 3.1		Bill of Materials	
Room Type Qty:	6		
ITEM	MFR	DESCRIPTION	QTY
DISPLAY(S)			
55UU340C	LG	55 inch Direct LED, 3,840 x 2,160 (4K UHD)	1
MTA1U	CHIEF	Medium Fusion Tilt Wall Mount	1
VIDEO SYSTEM			
R9861520NA	BARCO	Clickshare CSE-200 Base Unit System (CSE-200 Base unit & 2 Buttons)	1
R9861500T01	BARCO	Clickshare Tray	1
INCIDENTALS			
Incidentals	MISCELLANEOUS	All additional incidental materials required to complete the installation such as, but not limited to: cabling, connectors, anchors, trim rings, installation support hardware, cable ties, labels, interface plates, blank and vent rack panels, rack lacing bars, rack screws.	1

// END TYPE 3.3 – Teaming Area C

Room List
Appendix A

10. Type 4 – TRAINING ROOM

Room 03-019

TYPE 4		Bill of Materials	
Room Type Qty:	1		
ITEM	MFR	DESCRIPTION	QTY
DISPLAY(S)			
85UU340C	LG	85 inch Direct LED, 3,840 x 2,160 (4K UHD)	1
XSM1U	CHIEF	X-Large Fusion Micro-Adjustable Fixed Wall Display Mount	1
AUDIO SYSTEM			
	QSC	Energy Star Commercial Amplifier	1
	QSC	Ceiling speaker - White - Pair	3
	Microphone	In-Ceiling (Tile)	1
VIDEO SYSTEM			
R9861520NA	BARCO	Clickshare CSE-200 Base Unit System (CSE-200 Base unit & 2 Buttons)	1
R9861500T01	BARCO	Clickshare Tray	1
TSW-1060-NC-B-S	CRESTRON	Wall-mountable wireless touch panel	1
	CRESTRON	Crestron DM controller	1
AD-RING-6	KRAMER	Included adapters: Mini DisplayPort (M) to HDMI (F); DisplayPort (M) to HDMI (F); USB type-C (M) to HDMI (F)	1
INCIDENTALS			
Incidentals	MISCELLANEOUS	All additional incidental materials required to complete the installation such as, but not limited to: cabling, connectors, anchors, trim rings, installation support hardware, cable ties, labels, interface plates, blank and vent rack panels, rack lacing bars, rack screws.	1

// END TYPE 4 – Training Room

11. Type 5.1 – MEDIUM MEETING ROOM A - WITH VC

Rooms 02-017,
03-017, 03-041

TYPE 5.1		Bill of Materials	
Room Type Qty:	3		
ITEM	MFR	DESCRIPTION	QTY
DISPLAY(S)			
75UU340C	LG	75 inch Direct LED, 3,840 x 2,160 (4K UHD)	1
XSM1U	CHIEF	X-Large Fusion Micro-Adjustable Fixed Wall Display Mount	1
AUDIO SYSTEM			
TesiraFORTÉ	BIAMP	TesiraFORTÉ digital audio server	1
TesiraCONNECT	BIAMP	TesiraCONNECT serves as the central connection point for all Biamp devices in a conference room.	1
	Microphone	In-celling microphone (tile)	1
AMP-A460H	BIAMP	Amplifier with minimum 60 watts per channel	1
Desono C-IC6	Speaker	For audio conferencing applications.	6
VIDEO SYSTEM			
R9861520NA	BARCO	Clickshare CSE-200 Base Unit System (CSE-200 Base unit & 2 Buttons)	1
R9861500T01	BARCO	Clickshare Tray	1
	CISCO	Cisco Room Kit Plus (Government Supplied Equipment)	1
CONTROL SYSTEM			
CP3N	CRESTRON	3-Series Control System®	1
TSW-1060-NC-B-S	CRESTRON	Wall-mountable wireless touch panel	1
EQUIPMENT STORAGE			
70-1184-02	EXTRON	Cable Cubby 1400 Black, AC Module Not Included	2
60-1697-01	EXTRON	US (2) AC & (2) USB Outlets w Integrated PS	2
70-1065-04	EXTRON	Cable Retraction System for Cable Cubby® Enclosures - HDMI Male to Male	2
70-1065-35	EXTRON	With Blank & Cable Pass-through Plates	2
AD-RING-6	KRAMER	Included adapters: Mini DisplayPort (M) to HDMI (F); DisplayPort (M) to HDMI (F); USB type-C (M) to HDMI (F)	2
	Connect Track	In Carpet Low Profile Cable Track	1
INCIDENTALS			
Incidentals	MISCELLANEOUS	All additional incidental materials required to complete the installation such as, but not limited to: cabling, connectors, anchors, trim rings, installation support hardware, cable ties, labels, interface plates, blank and vent rack panels, rack lacing bars, rack screws.	1

// END TYPE 5.1 – Medium Meeting Room A - With VC

12. Type 5.2 – MEDIUM MEETING ROOM B

Rooms 02-018, 02-032, 02-040,
03-018, 03-33,

TYPE 5.2		Bill of Materials	
Room Type Qty:	5		
ITEM	MFR	DESCRIPTION	QTY
DISPLAY(S)			
75UU340C	LG	75 inch Direct LED, 3,840 x 2,160 (4K UHD)	1
XSM1U	CHIEF	X-Large Fusion Micro-Adjustable Fixed Wall Display Mount	1
AUDIO SYSTEM			
TesiraFORTÉ	BIAMP	TesiraFORTÉ digital audio server	1
TesiraCONNECT	BIAMP	TesiraCONNECT serves as the central connection point for all Biamp devices in a conference room.	1
	Microphone	In-celling microphone (tile)	1
AMP-A460H	BIAMP	Amplifier with minimum 60 watts per channel	1
Desono C-IC6	Speaker	For conferencing applications.	6
VIDEO SYSTEM			
R9861520NA	BARCO	Clickshare CSE-200 Base Unit System (CSE-200 Base unit & 2 Buttons)	1
R9861500T01	BARCO	Clickshare Tray	1
CONTROL SYSTEM			
CP3N	CRESTRON	3-Series Control System®	1
TSW-1060-NC-B-S	CRESTRON	Wall-mountable wireless touch panel	1
EQUIPMENT STORAGE			
70-1184-02	EXTRON	Cable Cubby 1400 Black, AC Module Not Included	2
60-1697-01	EXTRON	US (2) AC & (2) USB Outlets w Integrated PS	2
70-1065-04	EXTRON	Cable Retraction System for Cable Cubby® Enclosures - HDMI Male to Male	2
70-1065-03	EXTRON	Cable Retraction System for AVEdge, Cable Cubby®, select TouchLink®	2
AD-RING-6	KRAMER	Included adapters: Mini DisplayPort (M) to HDMI (F); DisplayPort (M) to HDMI (F); USB type-C (M) to HDMI (F)	2
	Connect Track	In Carpet Low Profile Cable Track	1
POWER DISTRIBUTION			
FI/RM/PDU	SALAMANDER	Multi-port rack mounted Power Distribution Unit with surge protection	2
INCIDENTALS			
Incidentals	MISCELLANEOUS	All additional incidental materials required to complete the installation such as, but not limited to: cabling, connectors, anchors, trim rings, installation support hardware, cable ties, labels, interface plates, blank and vent rack panels, rack lacing bars, rack screws.	1

// END TYPE 5.2 – Medium Meeting Room B

13. Type 5.3 – MEDIUM ACCESSIBLE MEETING ROOM C – WITH VC

Room 04-013

TYPE 5.3		Bill of Materials	
Room Type Qty:	1		
ITEM	MFR	DESCRIPTION	QTY
DISPLAY(S)			
TH85EQ1W	PANASONIC	85" 4K UHD	1
TH65EQ1U	PANASONIC	65" 4K UHD	2
XSM1U	CHIEF	X-Large Fusion Micro-Adjustable Fixed Wall Display Mount	1
LTA1U	CHIEF	Large Fusion Tilt Wall Mount	2
AUDIO SYSTEM			
TesiraFORTÉ	BIAMP	TesiraFORTÉ digital audio server	1
TesiraCONNECT	BIAMP	TesiraCONNECT serves as the central connection point for all Biamp devices in a conference room.	1
	Microphone	In-ceiling microphone (in-tile)	2
AMP-A460H	BIAMP	Amplifier with minimum 60 watts per channel	1
Desono C-IC6	Speaker	For audio/video conferencing applications.	8
VIDEO SYSTEM			
R9861520NA	BARCO	Clickshare CSE-200 Base Unit System (CSE-200 Base unit & 2 Buttons)	2
R9861500T01	BARCO	Clickshare Tray	2
	CISCO	Cisco Room Kit Plus (Government Supplied Equipment)	1
CONTROL SYSTEM			
CP3N	CRESTRON	3-Series Control System®	1
TSW-1060-NC-B-S	CRESTRON	Wireless Touch Panel (wall mounted)	1
EQUIPMENT STORAGE			
70-1184-02	EXTRON	Cable Cubby 1400 Black, AC Module Not Included	6
60-1697-01	EXTRON	US (2) AC & (2) USB Outlets w Integrated PS	6
70-1065-04	EXTRON	Cable Retraction System for Cable Cubby® Enclosures - HDMI Male to Male	6
AD-RING-6	KRAMER	Included adapters: Mini DisplayPort (M) to HDMI (F); DisplayPort (M) to HDMI (F); USB type-C (M) to HDMI (F)	6
	Connect Track	In Carpet Low Profile Cable Track	1
INCIDENTALS			
Incidentals	MISCELLANEOUS	All additional incidental materials required to complete the installation such as, but not limited to: cabling, connectors, anchors, trim rings, installation support hardware, cable ties, labels, interface plates, blank and vent rack panels, rack lacing bars, rack screws.	1

// END TYPE 5.3 – Medium Accessible Meeting Room C - With VC

Room List
Appendix A

14. Type 6 – LARGE MEETING ROOM – WITH VC

Room 02-025

TYPE 6		Bill of Materials	
Room Type Qty:	1		
ITEM	MFR	DESCRIPTION	QTY
DISPLAY(S)			
TH98SQ1W	PANASONIC	98 inch (4K UHD)	2
XSM1U	CHIEF	X-Large Fusion Micro-Adjustable Fixed Wall Display Mount	2
THEQ1W	PANASONIC	75 inch (4K UHD)	2
LTA1U	CHIEF	Large Fusion Tilt Wall Mount	2
AUDIO SYSTEM			
TesiraFORTÉ	BIAMP	TesiraFORTÉ digital audio server	1
TesiraCONNECT	BIAMP	TesiraCONNECT connection point for all Biamp devices.	1
	MICROPHONE	Low-profile in-ceiling microphone	3
AMP-A460H	BIAMP	Amplifier delivering 60 watts per channel in a sleek, compact design	1
Desono C-IC6	SPEAKERS	In-ceiling loudspeaker designed for speech and music reproduction in conferencing applications.	10
VIDEO SYSTEM			
R9861520NA	BARCO	Clickshare CSE-200 Base Unit System (CSE-200 Base unit & 2 Buttons)	2
R9861500T01	BARCO	Clickshare Tray	2
	CISCO	Cisco Room Kit Plus (Government Supplied Equipment)	1
CONTROL SYSTEM			
CP3N	CRESTRON	3-Series Control System®	1
TSW-1060-NC-B-S	CRESTRON	Wireless Touch Panel, Black Smooth	1
	CRESTRON	Wall mount kit for wireless touch panel	1
EQUIPMENT STORAGE			
70-1184-02	EXTRON	Cable Cubby 1400 series Black, AC Module Not Included	8
60-1697-01	EXTRON	US (2) AC & (2) USB Outlets w Integrated PS	8
70-1065-04	EXTRON	Cable Retraction System for Cable Cubby® Enclosures - HDMI Male to Male	8
70-1065-03	EXTRON	Cable Retraction System for AVEdge, Cable Cubby®, select TouchLink®	8
70-1065-35	EXTRON	With Blank & Cable Pass-through Plates	8
AD-RING-6	KRAMER	Included adapters: Mini DisplayPort (M) to HDMI (F); DisplayPort (M) to HDMI (F); USB type-C (M) to HDMI (F)	2
	Connect Track	In Carpet Low Profile Cable Track	1
INCIDENTALS			
Incidentals	MISCELLANEOUS	All additional incidental materials required to complete the installation such as, but not limited to: cabling, connectors, anchors, trim rings, installation support hardware, cable ties, labels, interface plates, blank and vent rack panels, rack lacing bars, rack screws.	1

// END TYPE 6 – Large Meeting Room - With VC

Room List
Appendix A

15. Type 7 – ENTRANCE

Rooms 02-001,
03-001,
04-001

TYPE 3.1		Bill of Materials	
Room Type Qty:	3		
ITEM	MFR	DESCRIPTION	QTY
DISPLAY(S)			
55UU340C	LG	55 inch Direct LED, 3,840 x 2,160 (4K UHD)	1
MTA1U	CHIEF	Medium Fusion Tilt Wall Mount	1
VIDEO SYSTEM			
R9861520NA	BARCO	Clickshare CSE-200 Base Unit System (CSE-200 Base unit & 2 Buttons)	1
R9861500T01	BARCO	Clickshare Tray	1
INCIDENTALS			
Incidentals	MISCELLANEOUS	All additional incidental materials required to complete the installation such as, but not limited to: cabling, connectors, anchors, trim rings, installation support hardware, cable ties, labels, interface plates, blank and vent rack panels, rack lacing bars, rack screws.	1

// END TYPE 7 – Entrance

Room List
Appendix A

16. Type 8 – LOUNGE / KITCHEN

Rooms 02-008,
03-008,
04-014

TYPE 8		Bill of Materials	
Room Type Qty:	3		
ITEM	MFR	DESCRIPTION	QTY
DISPLAY(S)			
55UU340C	LG	55 inch Direct LED, 3,840 x 2,160 (4K UHD)	1
	CHIEF	Ceiling Mount	1
VIDEO SYSTEM			
R9861520NA	BARCO	Clickshare CSE-200 Base Unit System (CSE-200 Base unit & 2 Buttons)	1
R9861500T01	BARCO	Clickshare Tray	1
INCIDENTALS			
Incidentals	MISCELLANEOUS	All additional incidental materials required to complete the installation such as, but not limited to: cabling, connectors, anchors, trim rings, installation support hardware, cable ties, labels, interface plates, blank and vent rack panels, rack lacing bars, rack screws.	1

// END TYPE 8 – Lounge / Kitchen

APPENDIX B
CONTRACT DATA REQUIREMENTS LIST (CDRL)

Audio Visual Procurement & Installation
Public Services and Procurement Canada

1625 Vanier
2nd, 3rd and 4th floor fit-up and Modernization
Ottawa, (ON)

Contract Data requirements List (CDRL)**Appendix B**

CONTRACT DATA REQUIREMENTS LIST

ITEM	TITLE / SOW PARA	QTY	DELIVER TO	DUE DATE	REMARKS
01	Acceptance Test Plan	1	Technical Authority	Acceptance plan due 5 days prior to room testing and acceptance.	Electronic copy
02	Acceptance Tests	3	Technical Authority	Acceptance test results due 3 days following sign-off from the Technical Authority.	Hardcopy (x 2) and electronic copy
03	System Operating Materials	1 per room type	Technical Authority	Draft materials due 20 days prior to room testing and acceptance. Final materials due 30 days following room testing and acceptance.	Hardcopy (x 2) and electronic copy
04	Training	8 hours	Technical Authority	8 hours end user training.	N/A
05	Manufacturer Data Sheets / User Manuals	1	Technical Authority	Data sheets and user manuals due 3 days following sign-off from Project Authority.	Hardcopy and electronic copy
06	As-Built Drawings / Equipment Inventory	1 per room type	Technical Authority	Draft drawings and inventory due 5 days prior to room testing and acceptance. As-Built drawings and inventory due 30 days following room testing and acceptance.	Hardcopy (x 2) and electronic copy
07	Programming Source and DSP Code	1 per room (as applicable)	Technical Authority	Due 30 days following room testing and acceptance.	Electronic copy

Contract Data requirements List (CDRL)

Appendix B

DATA ITEM DESCRIPTION	
TITLE	Acceptance Testing
SUBTITLE	Acceptance Test Plan Hardware and System

DESCRIPTION/PURPOSE

1. The Acceptance Test Plan must include the procedures on how to perform the tests that will be used by the Contractor to demonstrate the complete integration and proper operation of the hardware and system software. It will describe the general procedures terms and conditions governing the planning, preparation and completion of acceptance tests covering the system submitted for acceptance.
2. The Contractor must submit an outline of a sample acceptance test plan with the bid. Outline must contain sufficient detail to understand sequence and timing.

PREPARATION OF THE ACCEPTANCE TEST PLAN

3. The Contractor must prepare and submit an Acceptance Test Plan. It must include step-by-step procedures on how each test will be performed. The tests procedures must be in a table format. The table must contain columns for the following information:
 - a. System/sub-system name scope of the test;
 - b. Control parameters;
 - c. Test equipment provided by Contractor to perform the test(s);
 - d. Results: Pass/Fail; and
 - e. Spaces/columns at each test for Contractor and Project Authority signatures.
4. Test Parameters – The Contractor must perform end-to-end testing of all signal flows to verify proper functionality. The testing must adhere to the suggested manufacturer testing protocol.
5. Cable Testing – All Contractor-fabricated cables must be tested and results submitted to the Project Authority:
 - a. Continuity tests;
 - b. Short tests; and
 - c. Wiremap tests.
6. The audiovisual system must be tested in accordance to the InfoComm International Standard for Audiovisual Systems performance verification (ANSI/INFOCOMM 10:2013).
 - a. As part of ANSI/INFOCOMM 10:2013, the functional categories to be tested must include the following:
 - (1) Audio System Performance;
 - (2) Video System Performance;
 - (3) Audio/Video System Performance;
 - (4) Cable Management, Termination and Labeling;
 - (5) Control System Performance;
 - (6) System and record Documentation;
 - (7) Electrical;
 - (8) Information Technology;

Contract Data requirements List (CDRL)

Appendix B

- (9) Operations and Support;
- (10) Physical Environment;
- (11) Physical Installation; and
- (12) Serviceability.

Contract Data requirements List (CDRL)

Appendix B

DATA ITEM DESCRIPTION	
TITLE	Documentation
SUBTITLE	System Operating Materials

DESCRIPTION/PURPOSE

1. The purpose of the System Operating Materials is to show the users how to set-up, use and operate the presentation and audio conferencing systems as well as basic troubleshooting procedures.

PREPARATION OF SYSTEM OPERATING MATERIALS

2. The Contractor must submit to the Project Authority for his review and approval a manual titled System Operating Materials. These materials must contain the required information for a novice user to set-up the presentation or make an audio call. Use of block diagrams, laminated "cheat sheets" and cross-references to the Manufacturer Operating Manuals shall be included in the technical section of the materials. One copy of the quick reference guides "cheat sheets" (final version) must be left in each room. One copy, in handbook form, must be delivered to the Project Authority.
3. As a minimum, the handbook must include the following information:
 - a. Overview of the local presentation, audio conferencing, video conferencing and annotating components;
 - b. How to set-up, adjust and use all the features of all the components procured or installed;
 - c. Pictorial representation of the steps needed to start, connect and present using the different equipment installed within each room. Written verbiage to accompany each step in the process.
 - d. The technical section of the System Operating Materials must contain:
 - I. A complete list of all the settings for the equipment used, including a snap shot or screen capture of each configuration page.
 - II. A troubleshooting guide section that contains sufficient information to allow a technician to pinpoint which equipment has failed in case of problems, and to ensure that the problem is not due to a bad set up or connection;
 - III. It shall also include directions on how to bypass the video and audio switching equipment in case of failure to allow the conference or local presentation to be conducted by manually switching the audio and video sources;
 - IV. Provide a description of each module used in the local presentation installation, unless this information is contained somewhere else in the off-the-shelf documentation. In this case, it must provide a reference to this information;
 - e. If necessary, the Materials must make reference to sections of the documentation contained in the Off- the-Shelf Equipment Operating Manuals.
4. The System Operating Materials must be prepared in English.
5. The System Operating Materials must also be provided on USB media, in Microsoft Word format, version 2010 or later to the Departmental Representative.
6. A FAQ question mark button containing frequently asked questions should be included in the touch panel design.

Note: The technical section of the System Operating Materials must be included with the As-Built/Installed Drawings.

Contract Data requirements List (CDRL)

Appendix B

DATA ITEM DESCRIPTION	
TITLE	Training
SUBTITLE	Training Syllabus

DESCRIPTION/PURPOSE

1. To provide detailed training sessions to end users and technical staff.

PREPARATION OF TRAINING SYLLABUS

2. The Contractor must provide on-site training to end users and technical staff instructing them on the AV systems capabilities. Specific structure and scheduling of training must be established in cooperation with Project Authority prior to the completion of the installation. The Contractor must provide a total of 8 hours of end user training. The Project Authority will create the training schedule and allocate the number of training hours based on the room complexity.
3. As the rooms can accommodate a large number of end users and technical staff, the number of participants attending the training session will not be limited.
4. The training syllabus must be centered on content of the System Operating Handbook and must cover system set-up, functions, operations, and instructions.
5. The training must teach end users with no previous experience:
 - a. How to set-up and display a local presentation;
 - b. How to set-up a teleconference call;
 - c. How to use voice lift system;
 - d. How to set-up a video conference call; and
 - e. How to set-up, adjust and use all of the system features.
6. Training must take place at the Project location using the equipment as a training aid.
7. Training must be available in English. Coordinate with Technical Authority.

Contract Data requirements List (CDRL)

Appendix B

DATA ITEM DESCRIPTION	
TITLE	Drawing
SUBTITLE	As Built Drawings and Equipment Inventory

DESCRIPTION/PURPOSE

1. The as-built drawings must indicate the location of all major components of each system and how these components are interconnected.

PREPARATION OF AS-BUILT DRAWINGS AND EQUIPMENT INVENTORY

As-Built Drawings

2. The Contractor must supply drawings pertinent to those components, systems, and work supplied under the contract.
3. The as-built drawings must include a schematic comprising of video, audio and control interconnectivity, rack layout and floor plan of each room.
4. The as-built drawings must be submitted to the Project Authority for his review and approval no later than 15 days after site testing and acceptance.
5. Two (2) copies of all as-built drawings must be delivered to the Project Authority.
6. An electronic version of all as-built drawings must be provided to the Project Authority on a USB drive (AutoCAD 2015 and PDF).

Equipment Inventory

7. The Contractor must provide a spreadsheet itemizing the make, model number, serial number, location, and warranty information of all installed equipment.
8. The spreadsheet must be provided to the Project Authority on a USB drive (Microsoft Excel 2010).

**APPENDIX C:
GENERAL INSTALLATION AND
PERFORMANCE REQUIREMENTS**

**Audio Visual Procurement & Installation
Public Services and Procurement Canada**

**1625 Vanier
2nd, 3rd and 4th floor fit-up and Modernization
Ottawa, (ON)**

Table of Contents

SOLDER CONNECTIONS	9
INSULATION DISPLACEMENT CONNECTIONS	10
CRIMP CONNECTIONS	10
SCREW CONNECTIONS.....	10
GROUNDING PRACTICES	11
MATERIALS.....	11
GENERAL PERFORMANCE REQUIREMENTS	12
STANDARDS	12
MAINTAINABILITY	12
SAFETY	12
EQUIPMENT MODIFICATIONS.....	12
EQUIPMENT SUBSTITUTION.....	13
CUSTOM / MODIFIED EQUIPMENT.....	13
SYSTEM SOFTWARE AND SOFTWARE PROGRAMMING.....	13

GENERAL INSTALLATION

INSTALLATION

1. Installation must include the following:
 - a. Uncrating, setting in place, fastening to walls, floors, ceilings, counters, or other structures where required of all equipment except as otherwise noted;
 - b. Interconnect wiring of the components of the system;
 - c. Equipment alignment and adjustment; and
 - d. All other work whether or not expressly required herein which is necessary to result in a completely tested and operating system.
2. All equipment must be firmly secured in place unless requirements of portability dictate otherwise. Fastenings and supports must be adequate to support their loads.
3. All boxes, equipment, etc. must be plumb and square.

CONTRACTOR PERFORMANCE

4. All assembly and material cutting must be limited to a working area specifically designated for this purpose.
5. Cable and wire stripping scrap and conductor strands must be kept away from sensitive electronic equipment such that loose pieces do not become lodged inside equipment.
6. All racks, consoles, connection boxes and other equipment enclosures must be degreased and vacuum cleaned prior to installation of equipment or panels.
7. The Contractor must take measures to protect all cabinets, casework, finished flooring, wall coverings, equipment, etc. from damage resulting from its work. This must include, but not limited to, the installation of temporary protective coverings. Any such damage must be corrected by the Contractor at no additional cost to the Client.
8. All equipment racks and sub-assemblies must be substantially constructed at the Contractor's premises. This will include, but not be limited to, wiring, labeling, dressing, supports, and ventilation.

9. All spaces must be cleaned as an ongoing activity. The Contractor must vacuum clean all work areas and remove all debris, scrap and waste at least daily and after any substantial debris accumulation. At the conclusion of the work in a given room area, a final vacuum cleaning of all such access spaces must be performed. All loose items, including those which were existing at the start of the project must be removed. Wet mopping must be performed on flooring only when other dry cleaning methods are insufficient. No brushing or wet cleaning of equipment must be permitted.
10. The Contractor must generate any additional drawings or information required for fabrication, installation and wiring of the system.
11. The Contractor must be responsible for the proper alignment, adjustment and calibration of all audiovisual equipment and must provide all personnel and test equipment for the system test and adjust.
12. The Contractor must be responsible for verifying the compatibility of all equipment and related hardware with related work performed by others. This includes, but is not limited to, electrical, mechanical, structural, and all finish work.
13. The Contractor must furnish all software necessary to operate software controlled audiovisual equipment or sub-systems (e.g. remote control system, audio DSP). Whether produced by the Contractor or supplied by a software manufacturer, all software will be installed and tested prior to the delivery of equipment to the site.

EQUIPMENT RACKS

14. The Contractor must use lockable equipment racks of required height to mount all necessary equipment.
15. Equipment mounting must conform to the industry standards of 1-3/4" rackunits.
16. The Contractor must only use rack rails that are tapped for #10-32 screws (no clip nuts shall be used). A #10-32 x 3/4" inch black truss head Philips rack screw with nylon washer must be utilized throughout the facility.
17. The Contractor must implement a general ventilation scheme for all racks in the systems.
18. All racks must be vacuumed and wiped clean prior to new equipment installation.
19. All racks must be inspected carefully prior to installation of equipment. All rough or sharp edges that may cause injury to personnel or damage equipment or cabling must be deburred or a permanent protective covering applied.
20. Provide blank rack panels in all rack openings not occupied by equipment. Blank filler panels must not exceed three rack units in size. Panel color must be matte black. Perforated panels may be used to aid in proper ventilation.
21. Allow sufficient space for installation of all owner furnished equipment such as notebooks, etc.

22. Allow some space for future expansion where possible. All devices within equipment racks must be mounted to the equipment rack. No devices shall be resting atop (monitor excepted) or mounted to other devices within the equipment racks unless otherwise noted.
23. Devices will be mounted in the racks in logical order. Generally, signal flow should move from the top of the rack to bottom. Heavier devices should be mounted in the lower portion to ensure that the assembly is not too top heavy. Frequently used devices will be mounted at the optimal elevation for operator use.
24. Contractor rack logo panels shall not be accepted.

CABLE DRESS

25. In general, cable dressing must be considered from a maintenance standpoint. Suitable service loops must be provided to allow removal of equipment, or to extend equipment that is mounted in the rack on rack slides. Where there is no rear access to the rack mounted equipment, this requirement must be carefully addressed, and cabling must be of sufficient length to enable the removal and replacement of any individual piece of equipment with all others in place.
26. It is expected that the Contractor will fabricate some portions of the system off-site. Pre-wiring is acceptable provided that the pre-wired assembly can easily be transported to its final location without complication, and without risk of cable or equipment damage.
27. The Contractor must be responsible for determining the proper length of all cables whether manufactured on or off the job site.
28. The Contractor must determine the desired method of securing cables. All of the following requirements must be met by the system:
 - a. Velcro cable ties are the preferred method of cable lacing. Lay-in systems are not acceptable except as applied to a horizontal cable tray;
 - b. Wires and cables must be installed in a neat and orderly fashion, with like cable types following similar paths. Groups of cables must be neatly combed and harnessed. Harnessed groups of cables must be anchored at suitable intervals to reduce and relieve wire strain, especially strain on connections. Adequate service loops must be provided at all cable endpoints;
 - c. Some rack-mounted equipment utilizes slide assemblies for front extension while in operation. For this type of mounting, additional, carefully dressed service loops on all cables must be provided and installed with spring operated cable retractor assemblies to gather and recoil the service loop;
 - d. For all schemes of cable routing, no point in the path shall be subjected to a bend radius of less than eight (8) times the cable diameter, or minimum cable bend radius specified by the manufacturer;
 - e. Captive cables must not be laced in such a manner as to prevent removal of the equipment to which they are captive;

- f. Wires and cables must be segregated according to signal type. In addition, audio cable must be subdivided into three (3) classes: microphone level circuits, line level circuits, and speaker level circuits;
- g. Microphone level audio circuits must be kept at least three inches (3") from any other type of parallel signal circuits and at least six inches (6") from any parallel AC power circuits;
- h. Speaker level audio circuits must be kept a minimum of three inches (3") from line level audio and AC power circuits. All other signal circuits must be kept at least three inches (3") away from any parallel AC power circuits;
- i. Where circuits of different types must cross, they must do so at right angles and then return to the above required separations in as short a distance as possible;
- j. Conductors, wires, and cables must be continuous between termination points. Splices are not acceptable; and
- k. Rack mounting rails must not be used for cable lacing. Lacing bars and/or tie mount bases mounted to cabinets or console must be provided where appropriate.

CABLE TYPES

- 29. All cables installed must meet appropriate governing codes and standards.
- 30. The Contractor is encouraged to suggest alternate cable types where a significant cost savings may be realized without any loss of quality, reliability and performance. Alternates must be approved by the Departmental Representative prior to use.
- 31. The Contractor must determine building and other regulating authority requirements for cables installed as part of the AV scope of the Project. This requirement applies to cables in return air plenums as well as other areas. If the cable type indicated does not comply with these requirements, the Contractor shall propose alternate cable types, and/or encasement in complying raceways or conduits. All cabling not in conduit must be plenum-rated.

POWER CORDS

- 32. All equipment power cords must terminate in a standard plug that must be wired in compliance with governing codes and standards.
- 33. The power cord connector type at the equipment must be provided by the manufacturer. Custom field terminated power connectors must not be ordered. If the manufacturer provides a choice, a removable power cord that attaches to the equipment with an IEC 320/CEE 22 connector is preferred. The use of factory manufactured custom length cables are acceptable.
- 34. The power cord may be laced to the rack as long as the cord is removable at the power connector on the piece of equipment. This is to allow removal of the equipment without undoing the cable lacing. Power cords must not be laced in the same bundle with signal or control cables. If the power cord is an active component of the equipment, the cable must be dressed separately from all other cables terminating at the equipment to facilitate easy removal of the equipment. All power cords must be plugged into an AC power distribution strip which will be pre-wired into the rack prior to delivery to site.

CABLE TERMINATION

35. Wire and cable termination must be performed in accordance with industry standards and the guidelines of generally accepted installation practices.
36. With respect to audio equipment interconnects, the Contractor must make every effort to use equipment with balanced inputs and outputs. When this is not possible, such as the case to meet specification, the following are recommended (in order of preference):
 - a. An electronic balancing device (professional interface) or balancing transformer should be utilized;
 - b. In the case of an unbalanced output driving a balanced input, forward referencing should be utilized; and
 - c. An active-balanced to unbalanced interconnect is not recommended.
37. It is ultimately the Contractor's responsibility to choose the best wiring practices to achieve maximum sonic quality.
38. Wire and cable termination must include all aspects of equipment connection, including, but not limited to, the following:
 - a. Wire and cable length;
 - b. Protective jacket removal;
 - c. Conductor separation, dressing and trimming;
 - d. Conductor stripping; and
 - e. Connector device installation including, but not limited to, the following:
 - i. Conductor termination;
 - ii. Shell assembly;
 - iii. Strain relief installation; and
 - iv. Locking/latching device installation.
39. Cable designation installation on each distinct wire or cable, except where the color code or pair number of individuals of pairs of a multi-pair eliminates the need for this.
 - a. These must be installed within two inches of connectors, unless this interfered with disassembly of the connector.
 - b. These must be installed in such a manner as to be visible without unlacing any harnesses.
40. Continuity affirmation.
41. Mating of connecting devices to equipment.

42. All cables and patch points on input panels shall be labelled to denote their source device or input panel location, cable number and destination device.
 - a. The cable shall be individually identified with a cable designator, which shall be clearly indicated on the engineering drawings;
 - b. Label both ends of each cable;
 - c. The label shall be a Panduit Self Laminating Ink Jet or Laser Labels (e.g. LJS15-Y3-2.5 for small diameter cables and LJS11-Y3-1 for larger diameter Video, VGA and RGBHV). Cables lettering shall be a minimum of 3/32 inch (2.5 mm) high and shall be black ink on a white background; and
 - d. Cable Numbering shall start with the Upper Case A for Audio Cables, C for Control Cables, N for Network Cable, P for Remote Power Cables and V for Video, S-Video, VGA or HDMI. Cables followed by a three digit numeric designation (e.g. V015, C001, etc). Hand Lettered Labels or PAN Code tm Tape style markers will not be accepted.
43. It is the responsibility of the Contractor to determine and affirm the type and extender of all required mating connectors. Since manufacturers of equipment may exercise their right to make changes in connector types and wiring, it must remain the responsibility of the Contractor to verify this aspect of the design prior to cable fabrication and installation.
44. Exposed portions of shield must be protected with PVC heat shrinkable sleeving. Exposed ends of outer jackets on shielded cables must be insulated with sleeves to eliminate the possibility of portions of the cut off foil shielded touching adjacent shields or metal. Either rubber "Kellerman" type sleeves or heat shrink sleeves must be used. Bare shield drain wires must be insulated with small diameter clear Teflon or PVC heat shrink (as appropriate) from under the sleeve to within 0.125 inch of the point of termination.
45. Conductors and/or cables interconnecting assemblies shall be formed into a bundled harness and dressed to preclude damage from adjacent surfaces and sharp edges,
46. Cabling required in pedestrian areas such as hallways, shall be contained in conduit and conform to the vertical and horizontal directions of the walls and ceilings;
47. Cable runs shall be continuous, without splices or adapters from terminal to terminal;
48. Primary power and electronic wiring shall not be co-located in conduit;
49. Marette type connectors are not permitted, nor is the use of nail rings or staples to secure cable harnesses to structures.

CABLE AND CONDUCTOR PREPERATION

50. All cables must be prepared in such a way that the individual conductors, shield or their insulation are not nicked or cut in any way. The cable outer jacket must be cut square.

51. Insulation must be removed from conductor in such a manner that conductor strands must be nicked to the extent that base metal shows through the plating and wire strands remain in the original lay, and are not combed out. The conductor's insulation must be cut square within $\frac{1}{4}$ " of the outer diameter of the insulated conductor. If required, the conductor must be tinned with a minimum amount of 60-40 or 63-37 solder (tin/lead with resin flux).

CONNECTORS

52. Only premium quality cable connectors shall be used. All cable mounted connectors must be covered by a metal shell connector hood or must have crimp ferrules which securely grasp the cable outer jacket to provide protection to the rear connections made on the connector and provide strain relief for the cable. All connectors must have incorporated a mechanical means of attaching the connector to its mate to assure that a connector will not fall off unless intentionally removed.
53. Audio Connector Requirements - Circular (XLR type): These must be premium quality connectors with tarnish resistant contact surfaces. No connection must be made to the shell unless specifically called out in the drawings.
54. Video Connector Requirements: Only connectors with tarnish resistant contact surfaces must be used. Kings TRS finish ("bright nickel") or equal is recommended. The CENTRE conductor pin and socket must be captive and finished with gold or silver surfaced over nickel. All connectors must be specified by the manufacturer as to be acceptable with the specific cable being used. Kings crimp BNC connectors or approved alternate must be used.
55. Panel Mounted Connectors: Care must be taken to insure that the sleeves of panel mount connectors to not make contact with the mounting panel.
 - a. Audio (microphone, line level): Locking XLR type;
 - b. Audio (speaker level): locking/latching "Speakon" type;
 - c. Audio (line level): $\frac{1}{4}$ " diameter locking/latching, tip/ring/sleeve;
 - d. Video: HDMI or DVI type;
 - e. Serial Data: DB-9 or DB-25, metal shell; and
 - f. Video/Audio: Shielded Cat cable from Manufacturer of Video extenders (Tx / Rx).

SOLDER CONNECTIONS

56. Only the finest quality 60-40 or 63-37 solder (tin/lead) with rosin flux must be used. The solder must be as manufactured by Kester, Ersin, or approved alternate, and must be designed for electronic use. Solder fillets must wet and flow around conductor and terminal. In no case shall the general outline of the conductor be visible in excessive solder. The insulation must not be charred, melted or burned by the soldering operation. There must be no evidence of either lead or terminal contamination. The final solder joint must be bright and shiny and must show no evidence of being a "cold" joint.

57. Mechanical connections made to terminals prior to soldering must be the minimum required to reliably retain wire, usually a simple bend around solder eyelet or post. Avoid practice of multiple wraps on solder terminals, as that practice makes conductor removal very difficult after soldering.

INSULATION DISPLACEMENT CONNECTIONS

58. Insulation displacement connections such as ribbon cables and the telephone connector technology must only be installed with termination tooling as specified by the connector manufacturer. If shown in the connector manufacturer's data, the controlled-cycle crimp tool must be selected. If the manufacturer has a multi-conductor mass-termination tool available, this must be selected for all connectors of ten pins or more.
59. Individual conductors of cables installed on terminal blocks must not be stripped, and must be punched down with a spring loaded impact tool designed for this specific purpose. Bare cable conductors must be insulated with Teflon, PVC heat shrink or other insulating sleeve (as appropriate) prior to being punched down on terminal block. During the punch down process, the free end of the conductor must be cut off, and the installer must ascertain that this cut off end is not left within the block or block assembly.
60. Only cables designed specifically for insulation displacement termination with the specific termination device employed must be used.

CRIMP CONNECTIONS

61. Where crimp connectors are utilized, they must be installed using the manufacturer recommended controlled cycle crimp tool that assures that the proper crimp pressure has been applied. The Contractor must develop a procedure to insure that the crimp tooling is properly checked for compliance with the manufacturer's standards, and that it is producing crimp-type connections within the required tolerances. The frequency of this depends on the usage and on the length of time a particular tool holds its calibration.
62. Only tooling recommended by the manufacturer must be used. Only pins and connectors of the proper size and design for the cable to which they are to be applied must be used. There must be no abnormal deformation of the contact during the crimping operation. There must be no damage to the contact during the crimping operation that could interfere with its retention in its shell or its mating. There must be no damage done to the conductor which either severs strands or exposes the individual strands base metal by the crimping operation.

SCREW CONNECTIONS

63. Only insulated crimp on spade terminals must be used for application to barrier strips. Multiple gang lugs or ring lugs are not acceptable for this purpose. This is only applicable to stranded conductor wires. It is suggested that stranded conductor wire be "double over" on the crimp end prior to crimping. Solid conductors may be attached directly to the barrier strip.

64. All conductors must be stripped prior to installation underneath screws on terminals. Unlike the stranded control cable, solid conductor wire does not require crimp lugs on individual conductors. All screw terminated solid connectors must be wrapped in the same direction as screw rotation during tightening.

GROUNDING PRACTICES

65. The audiovisual system will be serviced by the earthing conductor that is provided with the mains supply.
- a. All devices in the audiovisual system racks will be serviced with a grounded AC outlet. Devices having two (2) prong power cords will also have a fourteen (14) gauge green copper wire connected from the chassis to the grounded copper buss bar mounted to the equipment rack frame. Under no circumstances will the prong of a three (3) prong power cord be removed;
 - b. Audio cables shield must be connected to ground at one point only. Exceptions may be made for phantom powered microphones and some ICM and IFB systems. This ground point must be at the system ground of the destination device, which must be strapped to the system ground in the rack. For intra-rack wiring this requires the shield to be connected at both ends, but grounded at only one end;
 - c. All video receptacles must be insulated from the mounting panel, outlet box, or wireway. Unless otherwise detailed, this must be accomplished by using insulated-from-panel type receptacles; and
 - d. The Contractor should take care to consider ground references within each device and the grounding factors on site.

MATERIALS

66. General: Materials used in installations must be chosen with due consideration being given to the intended use, safety, durability, retention of appearance and avoidance of corrosion or other chemical effects.
67. Toxic Materials: Material capable of producing harmful toxic effects under operating conditions, equipment malfunction, or accidental other causes, must not be used.
68. Metals: Metals used must be corrosion-resistant or treated to resist corrosion in atmospheric conditions to which the installation will be subjected.
69. Plastics: Plastics must be durable and resistant to cracking, brittleness, discoloration, deformation or similar defects, upon ageing or when subjected to hot or cold thermal extremes.
70. Natural Rubber: The use of natural rubber is prohibited unless directly specified, or approved for its use is obtained from the Departmental Representative.

GENERAL PERFORMANCE REQUIREMENTS

STANDARDS

71. General Standards used in the design and installation of the audiovisual system must conform to the highest quality Broadcast Industry standards. The following list provides a general indication of the type of industry organizations with published technical standards, and is not intended to be all-inclusive.
- a. AVIXA AudioVisual and Integrated Experience Association (Formally Infocomm)
 - b. AES Audio Engineering Society: Audio Standards
 - c. EIA Electronic Industry Association: Equipment mounting, construction, tooling
 - d. IEEE Institute of Electrical and Electronic Engineers: Electrical/ Signal Standards
 - e. CEC Canadian Electrical Code: Electrical Standards
 - f. NCAC National Council of Acoustical Consultants: Acoustic Standards
 - g. ASTM American Society for Testing and Materials: Test and materials Standards
 - h. BICSI Building Industry Consulting Service International
 - i. CSA Canadian Standards Association

MAINTAINABILITY

72. The Contractor must provide a fully functioning system that is easily accessible for service while the system is operational. Where this is not practical due to mutually accepted circumstances, service functions will be designed to allow a minimal amount of equipment and support disassembly. The audiovisual system design, construction and installation will allow components to be accessible for inspection, maintenance and repair with a minimal disassembly of other components or surrounding equipment.

SAFETY

73. The audiovisual system will be inherently safe, when operated and maintained in compliance with the Contractor provided operations and maintenance / technical manuals. In addition, equipment will meet or exceed governing standards and requirements for safety. This must include provisions and installation of seismic bracing and restraints.

EQUIPMENT MODIFICATIONS

74. The audiovisual systems must be designed to utilize new “off the shelf” equipment. Every effort must be made to avoid the use of custom or modified equipment. However, some AV equipment may require modifications to accommodate installation, remote control or other integration requirements.
75. Where equipment must be modified to conform to system specifications and design parameters, the modifications made must in no way affect the performance of the equipment as published by the manufacturer. Equipment modifications may also be impacted by and must comply with the terms of other sections of this AV Specification.

EQUIPMENT SUBSTITUTION

76. Requests for use of alternate equipment to that recommended in the Equipment Specification will be considered on an item by item basis. Equipment substitutions will be considered in cases where a specific component of the system is no longer available, or where the alternate equipment is shown to provide equal or greater quality and performance.
77. All proposed equipment substitutions must be submitted within the Contractor's bid. Proposed substitution submittals must include full information, specifications, and data sheets for the proposed alternative equipment. All equipment must be new and must meet or exceed the last published specifications of the manufacturer in all respects.
78. Approval of equipment substitutions must not imply release of Contractor responsibility for meeting all requirements and design objectives as outlined in this AV Specification.

CUSTOM / MODIFIED EQUIPMENT

79. It must be the responsibility of the Contractor to provide all appropriate design, engineering and fabrication in the provision of specified custom or modified equipment.
80. All specified custom or modified equipment must be included in the scope of the Contractor's work. No portion may be omitted from the scope of the Contractor's work. Bids excluding any portion of the custom or modified equipment will be deemed non-responsive.
 - a. Substitutions of "off the shelf" equipment for specified custom equipment will be considered when submitted per the procedures noted for Equipment Substitutions.

SYSTEM SOFTWARE AND SOFTWARE PROGRAMMING

81. The Contractor must be responsible for providing a complete and working system in the provision of software programming.
82. All software programming must be included in the scope of the Contractor's work and performed on site. No portion may be omitted from the scope of the Contractor's work. Bids excluding any portion of the software programming will be deemed non-responsive.
83. Contractor must supply system software as specified in the Assembly and Installation Requirements.
84. The Contractor must supply a complete set of system software, software programming code and documentation as follows
 - a. In the case of commercial software, a complete set of software including the license and documentation for all devices, utilities, and tools used in the operation and maintenance of the audiovisual system.
 - b. In the case of non-commercial or custom software, a complete set of software is required, including license (if applicable) and documentation for all devices, utilities, and tools used in the operation and maintenance of the audiovisual system. Documentation must be presented in such a way as to allow the Client the ability to perform unassisted operation, maintenance, troubleshooting and programming.

85. All commercial software provided by the Contractor as part of the Project must be procured and transferred in full compliance with the publisher's copyright, licensing and other requirements of ownership and use. All software license agreements must be registered in Client's name.
86. Client must retain full rights to all custom software, programming, and software programming code developed by the Contractor as part of the project. This must include the right to use, reproduce and modify the software and software programming code as reasonably required to operate the audiovisual systems and to support their ongoing maintenance and development.

APPENDIX D

MANDATORY REQUIREMENTS CHECK LIST

**Audio Visual Procurement & Installation
Public Services and Procurement Canada**

**1625 Vanier
2nd, 3rd and 4th floor fit-up and Modernization
Ottawa, (ON)**

Table of Contents

Instructions to Bidders3

Mandatory Corporate Evaluation Criteria4

Mandatory Requirements **Appendix D**

Instructions to Bidders

In addition to the Bid Preparation Instructions stipulated in Part 3 of the Table of Contents of this RFP, the following information and instructions relate to the submission and evaluation of the mandatory evaluation criteria contained in this RFP.

- i. Simply stating a compliancy to a criteria is insufficient. Bidders must present a clearly organized, printed (i.e. not handwritten) proposal that includes all necessary technical and descriptive information, in order to clearly demonstrate their compliancy to all items presented in RFP – (Annex A) 1625 Vanier AV – Annex A - SOW, and all related specifications and appendices. Responses will be evaluated on a simple, stringent pass/fail basis. Proposals not meeting each mandatory requirement will be considered non-responsive (non-compliant) and given no further consideration
- ii. PWGSC reserves the right to verify any information provided in the mandatory criteria. This will be done by contacting the client contact using the contact information provided by the Bidder and providing this to the client. The client will then be asked to verify the information.
- iii. Technical proposal must not include any financial data or prices.
- iv. Technical proposal must comply with RFP- SOW 1625 Vanier 2nd, 3rd and 4th floor fit-up and Modernization Annex A and related Appendices.
- v. The bidder must indicate that the following information will be provided in phases as specified in in Annex A
 - a) Acceptance test plan (Paragraph 10);
 - b) System Operating Handbook (Paragraph 22a);
 - c) System Engineering and Design (Paragraph 2);
 - d) As Built Drawings (Paragraph 22c);
 - e) Manufacturer Data sheets/user manuals/ Equipment Inventory (Paragraph 22b); and
 - f) Maintenance Warranty Reports (Paragraph 15, 16, 22a).

Mandatory Requirements
Appendix D

Mandatory Corporate Evaluation Criteria

Proposals will be evaluated in accordance with the mandatory evaluation criteria as detailed herein. Bidders are advised to address each requirement in sufficient depth to permit a complete requisite analysis and assessment by the evaluation team. Proposals failing to adequately respond to the mandatory evaluation criteria will be excluded from further consideration.

Mandatory Requirements – As per references				
Vendor				
Reference	Description	Bidder Response location in bid	Comply	
M.1	The Bidder must include completed room data sheets for each room listed on spreadsheet in Appendix A (Appendix A – 1625 Vanier AV Room Type List). Each room data sheet will list all equipment, including detailed list of all proposed equipment, display technology, control and cabling proposed for the room and detailed list of all products and part numbers may be submitted, but bidder must clearly identify what equivalencies are being offered and submit specifications to clearly demonstrate the technical equivalency. Any equivalency not meeting the mandatory technical requirements will be considered as non-compliant.		Yes	No
M.2	The Bidder must provide three separate and distinct reference contracts where they have delivered an Audio Visual system project of similar design and scope (or greater) within the last five years, one of which must be in a government facility (Federal, Provincial or Municipal) and a minimum value of \$500K. For each reference to be considered: i. The Bidder must fully complete the Corporate Reference Contract Table contained in Attachment 1A, including complete contact information; ii. The reference project must have been contracted directly with the Bidder.			
M.3	The Bidder must provide a CV for the Senior Project Manager who will be assigned to this project (max 5 pages) whom has at least 5 years project management experience.			
M.4	The Bidder must provide a CV for the Lead Technician I Onsite Installer/Implementation Manager who will be assigned to this project (max 5 pages). The Lead Technician I Onsite Installer/Implementation Manager must :			

Mandatory Requirements
Appendix D

	<ul style="list-style-type: none">i. Have a minimum of 5 years of relevant experience;ii. Be certified to design, engineer and implement digital media platforms, mix minus matrix voice lift systems and touch panel control systems.		
M.5	The Bidder must provide a detailed technical narrative and reference block diagrams / drawings describing the rational of the bidder's design concept that meets the functional requirements.		

Mandatory Requirements
Appendix D

Attachment 1A – Corporate Reference Contract Response Table

NOTE: Please provide information for the three contracts in Table 1, 2 & 3.

Table 1 – Mandatory Criteria – Corporate Experience (Contract #1)

Contract Reference, Contract # _____	
Bidder Company	
Client Identification	Client Organization Name
	Project Title
	Client Address
	Client Contact Name
	Title
	Telephone No. or Email Address
	Contact Procedure
1.	Provide a brief description of the project delivered under this contract, including an overview of the Bidder's scope of work.
2.	Value of project (\$)
3.	Specify contract start and end date (mm/yyyy to mm/yyyy).
4.	The reference contract was completed in the last five years. <div><input type="checkbox"/> NO <input type="checkbox"/> YES</div>
5.	The contract was with a government facility. <div><input type="checkbox"/> NO <input type="checkbox"/> YES</div>
6.	If yes in question 4 – which level <div><input type="checkbox"/> Federal <input type="checkbox"/> Provincial <input type="checkbox"/> Municipal</div>

Mandatory Requirements
Appendix D

Table 2 – Mandatory Criteria – Corporate Experience (Contract #2)

Contract Reference, Contract # _____	
Bidder Company	
Client Identification	Client Organization Name
	Project Title
	Client Address
	Client Contact Name
	Title
	Telephone No. or Email Address
Contact Procedure	
1. Provide a brief description of the project delivered under this contract, including an overview of the Bidder's scope of work.	
2. Value of project (\$)	
3. Specify contract start and end date (mm/yyyy to mm/yyyy).	
4. The reference contract was completed in the last five years.	
5. The contract was with a government facility	
6. If yes in question 4 – which level	

Table 3 – Mandatory Criteria – Corporate Experience (Contract #3)

Contract Reference, Contract # _____	
Bidder Company	
Client Identification	Client Organization Name
	Project Title
	Client Address
	Client Contact Name
	Title
	Telephone No. or Email Address
Contact Procedure	
1. Provide a brief description of the project delivered under this contract, including an overview of the Bidder's scope of work.	
2. Value of project (\$)	
3. Specify contract start and end date (mm/yyyy to mm/yyyy):	
4. The reference contract was completed in the last five years.	
5. The contract was with a government facility	
6. If yes in question 4 – which level	

Appendix E – Pricing List

Table of Contents

PRICING LIST 2

INSTALLATION AND LABOUR RATES..... 4

Pricing Listing
Appendix E

Pricing List

Item	Task	Description All Room Types , Monitors installation and garbage removal	Quantity	Price per Room	Total Price
1	Supply / Install	Type 1.1 – Work Room A	6		
2	Supply / Install	Type 1.2 – Work Room B	23		
3	Supply / Install	Type 2.1 – Project Room A	2		
4	Supply / Install	Type 2.2 – Project Room B	2		
5	Supply / Install	Type 2.3 – Project Room C	1		
6	Supply / Install	Type 2.4 – Project Room D	2		
7	Supply / Install	Type 3.1 Teaming Area A	4		
8	Supply / Install	Type 3.2 Teaming Area B	2		
9	Supply / Install	Type 3.3 Teaming Area C / Mutli- purpose Room	6		
10	Supply / Install	Type 4 – Training Room	1		
11	Supply / Install	Type 5.1 – Medium Meeting Room A	3		
12	Supply / Install	Type 5.2 – Medium Meeting Room B	5		
13	Supply / Install	Type 5.3 – Medium Meeting Room C (Inclusive, VC)	1		
14	Supply / Install	Type 6 – Large Meeting Room (VC)	1		
15	Supply / Install	Type 7 – Entrance	3		
16	Supply / Install	Type 8 – Lounge / Kitchen	3		
17	Install only	All desktop monitors	473		
18	Install only	All port replicators	247		
19	Annual site visits	Annual Site Visits (see #16 in SOW)	2 (per year)	(price per visit)	

Grand Total / Bid Amount (taxes extra)	
---	--

Pricing Listing
Appendix E

Notes:

- 1) Pricing of room types must include all costs associated with the supply, install and commissioning of fully functional A/V systems (Reference Annex A)
- 2) For clarification of the Optional Maintenance/Service support, it shall not include any extra warranty of equipment after the expiration of the standard twelve month warranty period except where a manufacturer offers warranty in excess of twelve months.

Pricing Listing
Appendix E

Installation and Labour rates

The following outlined installation and related labour rates will apply for urgent, expedited or unforeseen requirements, authorized by Contract amendment.

The bidder must submit a firm hourly rate for the listed categories during and outside normal working hours for each labour category required.

The rates quoted will not be used in the financial evaluation.

Labour Categories	Hourly Rate During Regular Hours	Hourly Rate Outside Regular Hours
Installation/Labour	\$	\$
Engineering/Design	\$	\$
Programming	\$	\$

Note:

It is assumed that all work is to be conducted during normal hours, and as such is included in the total bid price. If work must be conducted outside of normal hours as referenced in Note 24 of Annex A, the contractor is entitled to charge the difference between the 'Normal Hourly Rate', and the 'Outside Regular Hours' rate.