Public Works and Government Services Canada | Travaux publics et Services gouvernementaux Canada

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government Services Canada/Réception des soumissions\Travaux publics et Services gouvernementaux Canada
See herein for bid submission instructions/
Voir la présente pour les instructions sur la presentation d→une soumission
NA
Manitoba

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

Proposal To: Public Works and Government Services Canada

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

Proposition aux: Travaux Publics et Services Gouvernementaux Canada

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

Comments - Commentaires

Title - Sujet Ergonomic Dispatch Workstations

Solicitation No. - N° de l'invitation	**Date**
M5000-213807/A	2021-11-26

Client Reference No. - N° de référence du client
M5000-213807

GETS Reference No. - N° de référence de SEAG
PW-$WPG-006-11283

File No. - N° de dossier	**CCC No./N° CCC - FMS No./N° VME**
WPG-1-44031 (006)	

Solicitation Closes - L'invitation prend fin
at - à 02:00 PM Central Standard Time CST
on - le 2022-01-19 Heure Normale du Centre HNC

F.O.B. - F.A.B.
Plant-Usine: ☐ **Destination:** ☑ **Other-Autre:** ☐

Address Enquiries to: - Adresser toutes questions à:	**Buyer Id - Id de l'acheteur**
Graham, Danielle	wpg006

Telephone No. - N° de téléphone	**FAX No. - N° de FAX**
(204) 292-2872 ( )	(418) 566-6167

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
ROYAL CANADIAN MOUNTED POLICE
F DIVISION INFORMATICS
115 KRESS STREET
REGINA
Saskatchewan
S4N5X8
Canada

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur

Delivery Required - Livraison exigée	**Delivery Offered - Livraison proposée**
See Herein – Voir ci-inclus	

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**

Issuing Office - Bureau de distribution
Public Works and Government Services Canada - Western Region
Victory Building/Édifice Victory
Room 310/pièce 310
269 Main Street/269 rue Main
Winnipeg
Manitoba
R3C 1B3

Canada

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1.1 Introduction

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

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;

Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

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

1.2 Summary

aThe Government of Canada's Call Centre in Regina, Saskatchewan, requires the supply, delivery, and installation of nine (9) new dispatch workstations. In addition, the contractor must dismantle twelve (12) existing workstations and all components/devices. The contractor shall also re-install three (3) of the existing workstations in an alternate location in the same room. The contractor shall also transport the remaining nine (9) existing workstations to a storage facility.

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.

This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the COVID-19 Vaccination Requirement Certification as part of the bid will render the bid non-responsive.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days
Insert: 90 days

2.2 Submission of Bids

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

PWGSC Western Region Bid Receiving Unit

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

roreceptionSoumissions.wrbidreceiving@tpsgc-pwgsc.gc.ca

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

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

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

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

2.3 Former Public Servant

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

Definitions

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

a. an individual;
b. an individual who has incorporated;
c. a partnership made of former public servants; or

d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.
"pension" means a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970, c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act* , 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S. 1985, c. M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** ( ) **No** ( )
If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

2.4 Enquiries - Bid Solicitation

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

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

eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

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

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

2.6 Improvement of Requirement during Solicitation Period

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

2.7 Bid Challenge and Recourse Mechanisms

(a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.

(b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's Buy and Sell website, under the heading "Bid Challenge and Recourse Mechanisms" contains information on potential complaint bodies such as:

- Office of the Procurement Ombudsman (OPO)
- Canadian International Trade Tribunal (CITT)

(c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

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

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

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

Section I: Technical Bid

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

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

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

Section II: Financial Bid

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

3.1.2 Exchange Rate Fluctuation

C3011T 2013-11-06 Exchange Rate Fluctuation

3.1.3 *SACC Manual* Clauses

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

(a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical evaluation criteria.

(b) An evaluation team composed of representatives of Canada and BR2 Architecture will evaluate the bids.

4.1.1 Technical Evaluation

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

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

SACC Manual Clause A0220T 2014-06-26, Evaluation of Price-Bid

4.2 Basis of Selection

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

To be declared responsive, a bid must:

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

b. meet all mandatory criteria;

2. Bids not meeting (a) or (b) will be declared non-responsive.

3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60 % for the technical merit and 40 % for the price.

4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60 %.

5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40 %.

6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

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

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 *NEW* COVID-19 vaccination requirement certification

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Bidders must provide with their bid, the COVID-19 Vaccination Requirement Certification attached to this bid solicitation (Annex C), to be given further consideration in this procurement process. This Certification incorporated into the bid solicitation on its closing date is incorporated into, and forms a binding part of any resulting Contract.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the Employment and Social Development Canada (ESDC) - Labour's 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 Statement of Work

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

6.2 Standard Clauses and Conditions

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

6.2.1 General Conditions

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

6.3 Security Requirements

6.3.1 There is no security requirement applicable to the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

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

6.4.2 Delivery Date

See Annex A.

6.4.3 Delivery Points

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

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

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

6.5.2 Project Authority

The Project Authority for the Contract is: *added at contract award*

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

6.5.3 Contractor's Representative

Name: _____

Company: _____

Address: _____

Telephone: _____

E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

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

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

6.7.2 Multiple Payments

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

6.7.3 Milestone Payments – Not subject to holdback

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

a. an accurate and complete claim for payment using PWGSC-TPSGC 1111, Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

b. all the certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives;

c. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

6.7.4 Schedule of Milestones

Milestone No.	Description	Firm Amount	Due Date
A1	Shop Drawing and Submittals	*Added at contract award per Annex B*	Within twenty (20) business days.
A2 to A7	Onsite Work - Dismantling, Removal, and Installation		Within one-hundred five (105) calendar days of shop drawing approvals.
A8	S.A.T.P.		Within fourteen (14) calendar days prior to the scheduled S.A.T.
A9	S.A.T.		Within five (5) Business days after installation.
A10	Completion of O+M Manuals		Within fifteen (15) to thirty (30) days.
Desired Completion Date	Operational Trial Period		Fourteen (14) days after the completion of the S.A.T.; Restarts after deficiencies have been cleared.
	Final Completion Date		Approximately July 29, 2022

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

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

   Each claim must show:

   a. all information required on form PWGSC-TPSGC 1111;

   b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;

   c. the description and value of the milestone claimed as detailed in the Contract.

2. Applicable Taxes, must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.

3. The Contractor must prepare and certify one original and two (2) copies of the claim on form PWGSC-TPSGC 1111, and forward it to the Project Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

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

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

6.9 Certifications and Additional Information

6.9.1 Compliance

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

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

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

6.10 Applicable Laws

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

6.11 Priority of Documents

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

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

6.12 Insurance

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

6.13 Dispute Resolution

(a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.

(b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.

(c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.

(d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "Dispute Resolution".

6.14 SACC Manual clause

A9068C	2010-01-11	Government Site Regulations
B7500C	2006-06-16	Excess Goods

ANNEX "A"

STATEMENT OF WORK

1 Scope

1.1 Introduction

The Government of Canada has a requirement for new ergonomic dispatch workstations for their Call Centre in Regina, Saskatchewan.

1.2 Objective of Requirements

The Government of Canada's Call Centre in Regina, Saskatchewan, requires the supply, delivery, and installation of nine (9) new dispatch workstations. In addition, the contractor must dismantle twelve (12) existing workstations and all components/devices. The contractor shall also re-install three (3) of the existing workstations in an alternate location in the same room. The contractor shall also transport the remaining nine (9) existing workstations to a storage facility.

1.3 Background and Specific Scope of Requirements

The Government of Canada's Call Centre serves as a vital link between the Government of Canada and the people of Saskatchewan. The current ergonomic workstations in the Call Centre have reached the end of their life cycle.

The Call Centre is a twenty-four (24) hour a day facility that requires its employees to process requests for services from the general public and employees/members. It is critical to consider all of the needs of the various employees in the Centre. Employee health and wellness are of the utmost importance in order for them to remain operational. It is recommended that employees be able to sit or stand during the duration of their shift, reducing strain on their bodies and allowing them to remain operational rather than taking a walk outside to stretch. It is recommended that the workstations the employees use shall be able to accommodate the individualized needs of the employee and provide control over their immediate environments in order for them to remain comfortable while confined to this position for long periods of time. Workstations shall allow for control over things such as heating and cooling, lighting, sit/standing positions, and monitor adjustment.

Replacement parts for these pieces of equipment that allow employees to sit/stand, have environmental control, and minimize physical strain on their bodies while working a combination of shifts in these extremely busy twenty-four (24) hour, seven (7) day a week, three-hundred sixty-five (365) day facilities are becoming increasingly difficult to obtain. As the current workstations reach the end of their life cycle, new workstations shall be installed to replace them. These new workstations shall be capable of providing the employees with everything they need to remain operational and shall maintain their quality and functionality for a period of a minimum of 10 years.

2 Requirements

2.1 Tasks Activities, Deliverables and Milestones

2.1.1 Tasks

.1 Pre -Installation

a) The Contractor shall work with pre-designed floor plans and layouts provided to them by the Government of Canada.

b) The Contractor shall submit shop drawings and all finish samples for review and approval by the Government of Canada.

.2 Old workstations

a) The Contractor shall dismantle the twelve (12) existing workstations and all components/devices. The contractor shall re-install three (3) of these twelve (12) workstations in an alternate location in the same room. The contractor shall transport the remaining nine (9) workstations to a storage facility.

i. The three (3) existing workstations shall be dismantled and reinstalled in designated locations are manufactured by Sustema.

ii. The nine (9) existing workstations that shall be dismantled and transported to a storage facility are manufactured by Evans Consoles.

iii. The Contractor shall breakdown the furniture to its major functional components.

iv. The Contractor shall transport the designated nine (9) dismantled workstations to storage (the storage facility will be located within a 10km radius of 6101 Dewdney Avenue).

v. Care shall be taken to preserve the existing condition of the old workstations/ devices during this process.

.3 New workstations

a) The Contractor shall provide and install nine (9) new dispatch workstations, as well as all components and accessories as outlined in section **3.2** for the Regina Call Centre.

b) The Contractor shall provide lockable storage systems to store up to nine (9) employee's personal belongings. Personal belongings may include but are not limited to purses, knapsacks, etc.

.4 Site Acceptance Test

a) Site Acceptance Test Plan (S.A.T.P.)

i. Within fourteen (14) days prior to the scheduling of the Site Acceptance Test (S.A.T.), the contractor shall provide a Site Acceptance Test Plan to the Government of Canadas's Technical Authority (T.A.) for review and final approval. The Government of Canada's T.A. reserves the right to modify the vendors proposed test plan.

b) Site Acceptance Test (S.A.T.)

i. Within five (5) days after the installation, the vendor shall complete a separate Site Acceptance Test (S.A.T.) for each location, based on the approved S.A.T.P., to the satisfaction of The Government of Canada's T.A. The Government of Canada's T.A. or representative will witness the S.A.T.

ii. The S.A.T. shall be conducted during regular work hours, Monday to Friday from 08:00 to 17:00 Hour's local time with the Government of Canada's T.A. or delegate present.

iii. If any technical problems occur during the testing, the Contractor shall resolve them in cooperation with the Government of Canada's T.A. The Contractor shall resolve them in cooperation with the Government of Canada T.A. or its delegate within five (5) working days after the S.A.T. If any failures occur during the S.A.T., the contractor shall document them on the report. Report severity levels are defined as Major or Minor deficiencies.

.5 In-Service Support

a) The Contractor shall provide an on-going warranty for all supplied equipment and services for a minimum of ten (10) years commencing with issuance of certification of substantial completion. This warranty shall include all parts, shipping, and labour.

b) The Contractor shall submit written assurance that replacement parts will be available a minimum of five (5) years following discontinuation of product manufacture.

c) The Contractor may have an equipment housing area with lights/lighting capability for improved work area when technicians are servicing.

2.1.2 Activities

a) Receiving, unloading, storing, and transporting all products and accessories to staging and/or work sites, including but not limited to all construction requirements, etc.

b) Unpack and inspect all products and accessories for shipping damage.

c) Make any minor repairs as necessary on site including touching up all minor nicks and scratches that may have occurred during shipping and installation.

d) Install all products and accessories as per manufacturers specification, including any required adjustments, alignments, or programming.

e) Dismantle and re-install the three (3) designated existing workstations in their new locations.

f) Fully clean products.

g) Clean up the staging and/ or work site including removing debris and shipping materials. The staging and / or work site shall be maintained in a neat, orderly and workman like appearance at all times during the dissemination, removal, and installation process. Noise and dust shall be kept to a minimum.

h) Flexible installation start time is required. The possible window for work is Monday to Friday. Work shall be completed between 0830 to 1530 hours each day. If necessary, there is the possibility of increased work hours.

i) Transport the nine (9) dismantled workstations to a defined location.

j) Operations trial period will consist of fourteen (14) calendar days, where the Government of Canada will note and communicate and deficiencies to the Contractor. The Contractor

is required to correct the deficiencies within the next seven (7) calendar days. A deficiency report shall be generated for the problems and for those that fall within the Contractors scope of work. The fourteen (14) calendar day operational trial period shall restart at day zero (0) after all deficiencies have been cleared and agreed to by the Government of Canada's T.A.

2.1.3 Deliverables

The Contractor shall provide the following:

a) Shop drawings – within twenty (20) business days of Contract Award

b) Finish samples – To be reviewed and approved by The Government of Canada.

c) Dismantling/removal/installation of furniture and devices – within one hundred five (105) Calendar days of design approvals

d) The contractor shall submit a written assurance of a comprehensive ten (10) year warranty period commencing with issuance of certificate of substantial completion. This warranty is to be comprehensive and include all parts, shipping, and labour.

e) S.A.T.P. – within fourteen (14) calendar days prior to the scheduled S.A.T. for each location.

f) S.A.T. – within five (5) business days after installation for each location.

g) Operational and maintenance manuals (O+M): One hard copy, and one digital copy within fifteen (15) to thirty (30) days.

h) All other documents as outlined herein.

i) Final Acceptance Certificate – Approximately July 29, 2022

3 Specifications and Standards

3.1 Equipment/ Product Specification

All supplied equipment/products shall at the very minimum meet the following standards as applicable – refer to the latest issue unless noted:

a) Canadian Standards Association (C.S.A),

b) Canadian Electrical Code Part 1 C.S.A. C22.1,

c) American National Standards Institute (A.N.S.I.)

d) Business and International Furniture Manufacture Association (B.I.F.M.A.)

e) A.N.S.I. / B.I.F.M.A. X5.5 – Desk Product,

f) American Society for Testing and Materials (A.S.T.M.),

g) A.S.T.M., A.N.S.I./ N.E.M. A LD-3, C.G.S.B. testing of coating, surface finishes, and adhesive

h) D523 – Test Method for Specula Gloss,

i) D3359 – Standard Test Method for Measuring Adhesion by Tape Test,

j) D3363 – Standard Test Method for File Hardness by Pencil Test,

k) D4060 – 01 Standard Test Method for Abrasion Resistance of Organic Coating by the Taber Abraser

l) ANSI/HFES 100-2007

3.2 Standards

3.2.1 General Requirements

a) Quality of workmanship: The assembled components shall be uniform in quality and style, material and workmanship and shall be clean as well as free of any defects that may affect the appearance, serviceability, or safety of the product.

b) When assembled in all possible configurations there shall be no visible unfinished edges or surfaces, with the exception of stainless steel.

c) Metal edges, corners, and parts with which the user is intended to come in contact, shall have rounded corners or be covered with protective caps.

d) All welds shall be structurally sound and free from cracks and surface voids. They shall be clean smooth and uniform in appearance and free from scale, flux, trapped foreign matters or any other inclusions that may be detrimental to the application of the primer or final finish.

e) The workstation shall accommodate a variety of computer, communication, display, environmental controls, and operator interface devices that may differ from site to site and from operator position to operator position.

f) The workstation design shall address the functional and ergonomic needs of the working environment while adhering to accepted human factor design and ergonomic standards for viewing distance, angle, keyboard height, and knee-well space.

g) The design of the workstation shall be modular and reconfigurable with an independent steel frame structure. Design shall facilitate future equipment retrofits and full reconfigurations without requiring major modifications to the structure of independent exterior cladding.

h) All workstations shall provide flexibility in design to accommodate different Call Centre’s floor space and configuration that will normally be with a nominal eight (8) foot x eight (8) foot footprint in an L- shape configuration.

i) To prevent the spread of contamination, all surfaces shall be able to be thoroughly cleaned.

j) The workstation shall include integrated ventilation and wire management systems.

k) **Safety:** Fixed, moveable, or adjustable parts shall be constructed such that they cannot unintentionally become loose, dislodged, or cause personal injury.

l) **Design:** The supporting metal structures and components shall not show deflection when normally loaded.

m) **Tolerances:** The tolerances for width and depth dimensions are +/- twenty-five-point four (25.4) mm (+/- one (1) inch) unless otherwise specified.

n) **Warranty:** Contractor shall submit a written assurance of a comprehensive 10-year warranty period.

3.2.2 Detailed Requirements

.1 Automated Sit/Stand Capability

a) The workstation shall have the capability of height adjustment for both stand-up and sit-down positions. The workstation shall have two adjustable components that have the capability of moving independently from one another: one (1) horizontal work surface and one (1) system that will deal with monitor management.

i. No physical demands shall be placed on the end-user when using the Sit/Stand function.

2. The height range for the sit stand capability shall be a range of at least twenty-seven inches plus or minus one inch (27” +/- 1”) to forty-six inches plus or minus one inch (46” +/- 1”) above the floor level.

ii. All movable components of the workstation shall be designed and tested in accordance with the ANSI/BIFMA X5.5 standards.

4. The workstation lift speed shall be a minimum twenty (20) mm/s.

iii. In accordance with ANSI/HFES 100-2007 the adjustable components shall use a fail-safe mechanism to prevent inadvertent movement.

iv. In accordance with ANSI/HFES 100-2007 the adjustable components shall use a control locking mechanism to prevent inadvertent operation.

v. At a minimum all electrically actuated drive systems shall include a safety shutoff feature along the entire desk perimeter and under desktop to prevent any operator Injury. It will be preferred that the workstation can protect users and equipment from both upward and downward forces throughout the entire work surface.

b) The workstation shall have an integrated control panel for the sit/stand capability. This shall be an electronic controller for actuator mechanisms, allowing effortless independent height adjustment of horizontal work surface and monitor management system.

i. It shall include a numeric height indicator display on the control panel, allowing the user to perform precise digital replication of surface heights.

ii. Flush mounted electronic controls on the top of the work surface will be preferred for ease of visibility, however other locations for the controls will be considered if they are within the primary reach zone of twenty-four inches (24”) and do not interfere with users’ typical work activities.

c) The workstation shall accommodate for differential side-to-side loads to prevent racking and damaging to structure.

d) The sound level for the lift system in operation shall be a maximum of 50 dBA.

.2 Monitor Management System

a) There shall be a system for desktop monitor management that shall be able to accommodate horizontal and vertical movement. This system can be either a separate surface from the work surface that holds the monitors on a monitor arm system, or it can be a system that holds the monitors on arms on top of the single surface that moves horizontally and vertically.

i. This system shall accommodate height adjustments with an electronically actuated drive system. It shall be capable of adjusting the height of the monitor system separately from the surface a minimum of eight inches (8”).

ii. The system shall allow users to adjust the distance between their eyes and the viewable display monitors. The minimum distance this shall move is eight inches (8”). The ability to electronically control the monitors towards the user will be preferred over manual control.

iii. It shall be ergonomically correct for all employee types including those that may be confined to a wheelchair.

iv. No physical demands shall be placed on the end-user when using the vertical or horizontal monitor adjustment function.

2) If the monitor management system is an independent surface (dual surface console) it shall be capable of supporting a minimum of five hundred fifty pounds (550lbs).

e) Monitors shall be supported on adjustable monitor arms, which allows for flexibility in mounting positions including ability to stack vertically. The monitor arm shall be capable of triple articulation; letting the operator tilt, rotate, raise and/or lower the flat panel monitor.

f) The system shall be supported by a heavy-duty steel and aluminum extrusion.

g) The Call Centre currently has four (4) twenty-two (22) to twenty-four (24) inch monitors. However, the system shall have the capacity of holding up to a minimum of six monitors to provide for future growth.

h) The system shall have integrated wire management capable of supporting all video and power cables.

i) The system will be preferred to accommodate a slat rail mounting system that is configurable and can be straight, mitered, or curved to meet ergonomic requirements.

.3 Horizontal Work Surface

a) The Horizontal work surface will be the primary work surface for the operators that will accommodate the keyboard and mouse. This surface shall be able to accommodate height adjustment with an electronically actuated drive system.

i. It shall be ergonomically correct for all employee types including those that may be confined to a wheelchair.

ii. The primary horizontal work surface shall have a minimum weight capacity of five hundred and fifty (550) lbs static load.

iii. If the workstation is a dual surface the depth of the work surface shall be a minimum of 610mm (24inch). If the workstation is a single surface the surface shall have enough room for the user to have 610 mm (24”) of work room in front of them.

b) The core of the work surfaces shall be constructed using a minimum one (1) inch particleboard (wheat chaff not acceptable) and shall be finished with High Pressure Laminate (HPL).

c) The surface shall be a minimum of two (2) columns constructed of heavy-duty steel and aluminum extrusions.

d) All operators’ interfacing edges of the work surface shall be designed with a soft material to limit work surface pressure on the arms.

i. If the edging is to be damaged or needs replacing under warranty either the edging itself or the surface it is attached to will need to be replaced with little to no disturbance to the call centre operations.

ii. All operators’ interfacing edges of the work surface shall have a minimum radius of three (3) mm.

e) All other edging of the worksurface shall be made of either polyvinyl chloride (PVC), polypropylene (PP), Acrylic, Acrylonitrile Butadiene Styrene (ABS) or solid hardwood edging in matching colours, at a minimum of two-point five (2.5) mm thickness.

.4 Heavy-Duty Lift System

a) The workstation shall use heavy duty electromechanical columns that allow for lifting of the minimum amount of weight capacity of each surface stated in section **3.2.2.3** and **3.2.2.2.**

b) Optimal lifting conditions for each platform shall be evaluated by considering dynamic loading situations such as (but not limited to):

i. A person leaning or sitting on the work surface.

ii. Significant offset loading due to equipment placement.

iii. Future equipment additions or changes.

iv. The lifting mechanisms shall be capable of withstanding a dynamic offset load of at least 250Nm without impacting the operation lift system.

c) Design of the lift system shall ensure that if synchronization is lost between the cooperating actuator mechanisms that the lift surface shall not bind (in other words the lift system shall self-healing).

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

.5 Frame System

a) The workstation frame shall be constructed of heavy-duty steel and aluminum and provide maximum bucking and torsion resistance.

b) In accordance with ANSI/HFES 100-2007, the frame shall leave an unobstructed knee clearance in the seated operating position.

c) The workstation shall have an acoustical partition system consisting of fabric wrapped panels

i. The partition system shall not be a structural component of the workstations.

ii. The acoustical partition shall range in height from forty-two (42) inches to fifty-four (54) inches.

iii. The partition shall provide a minimum N.R.C. rating of zero point five zero (0.50).

iv. The partition shall have a clear plexiglass section at the top of the partition. The clear glass section shall be twelve (12) inches to sixteen (16) inches high.

v. The partition shall allow easy access to the workstation substructure without the use of tools, allowing for quick and easy access to the equipment housing.

vi. The partition system shall be within the workstation footprint given to maximize floor space.

d) The workstation shall also have additional plexiglass (acrylic) guards that shall be installed on any side of the workstation that is adjacent directly next to another workstation in the Centre.

e) The horizontal frame members shall be able to accommodate for flexible equipment mounting configurations. Further, it shall have the ability to be reconfigured to accommodate for possible future requirements of new equipment or accessories.

f) The workstation’s frame shall have leveler legs to be incorporated into the frame. The leveling mechanism shall adjust not less than twenty-five (25) mm (one (1) inch).

i. The supports shall have the load bearing capacity to support any fully loaded hanging surface and the under-surface equipment mounting.

ii. The surface area of the bottom of the leg (floor contact surface) shall not cause any damage to raised tile surfaces.

g) The frame structure shall have fully integrated cable management.

i. The base structure shall have a minimum of two (2) lateral raceways;

ii. the transition from the base to the work surface shall have a minimum of two (2) vertical raceways;

iii. and the work surface shall have one (1) lateral raceway.

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

.6 Column Housing

a) The column housing shall be removable from the main frame if needed.

b) The housing shall contain all the lifting mechanisms required to provide applicable height adjustments for the different surfaces of the workstation. The lifting mechanisms shall not be mounted directly to the floor of the control room.

c) The column housing shall have service access allowing for easy cable access and lifting mechanism service or replacement.

d) Column housing enclosures shall have flexibility in height and width to support ergonomic and equipment requirements.

.7 Environmental Control

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

a) Touch screen controller

i. The workstation shall at a minimum have a touch screen controller that controls a heating device, a minimum of two (2) fans, and a minimum of two (2) task lights.

ii. The touch screen shall be durable.

iii. The touch screen shall be a touch sensitive LCD screen interface.

iv. The touch screen will be preferred to have the option of savable setting preferences, so operators can adjust to pre-set settings with ease.

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

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

b) Heating and Ventilation

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

2. Fans - The workstations shall have incremental control of a minimum of (2) fans (fans controlled as one unit). The ability to control up to four (4) fans will be preferred. The fans shall be protected to prevent obstruction by foreign objects.

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

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

c) Task Lighting

i. The workstation must have incremental control of up to two (2) LED lighting devices. In this solicitation, only one task light is required, however the workstation should accommodate for future use or if there are locations in the control centre that require more light than others.

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

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

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

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

i. incremental control over a radiant or forced air heating device.

ii. incremental control of up to two (2) lighting devices (controlled as one)

3. Incremental control of up to a minimum of two (2) fans (fans controlled as one (1) unit). (Control of up to four (4) if four (4) are provided)

iii. Field upgradable software

.8 Situational Awareness System

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

a) The system shall be capable of providing LED visual alerts at each operator position that can been seen throughout the Centre.

b) Visual alerts shall have the ability to be controlled by a software development kit and connect to the phone to display a user defined colour (minimum 3 colours).

c) The visual alerts shall have the capability to be controlled manually or through a digital interface.

d) The situational awareness light shall be able to securely mount to the workstation.

e) In addition to the situational awareness system, the option to also have the alert illuminated via under counter lighting and/ or work surface lighting will be a preferred feature.

.9 Workstation Finishes and Material

a) Horizontal Surface Material

i. All horizontal work surfaces shall be made of matching high-density particle board (forty-five (45) lbs./ sq. inch) and covered with high pressure decorative laminate with a minimum of two-point five (2.5) mm edging expect edges that are that are designed for a user to rest the forearm or wrist shall have a radius of at least 3mm.

b) High Pressure Decorative Laminates - All high-pressure decorative laminates shall be in accordance with the following:

i. Gloss – the sixty (60) degree specular gloss of work surfaces shall not be more than forty-five (45) units when tested in accordance with A.S.T.M. D 523

ii. Abrasion Resistance – The loss of finish shall not exceed zero point zero two zero nine (0.0209) per five hundred (500) cycles using a cs-10 wheel, with a one thousand (1000) g load when tested in accordance with A.S.T.M. D 4060-01

iii. Colour Stability – The finish, after exposure, when tested in accordance with A.N.S.I/ N.E.M.A. LD3, section three (3), shall not show a change in colour greater than grey scale four (4) contrasts by reference to A.A.T.C.C. EP 1.

iv. Impact Resistance – There shall be no cracking when tested in accordance with A.N.S.I./N.E.M.A. LD3, with the following exceptions: the ball drop height shall be seven hundred sixty-two (762) mm (thirty (30) inch); the test substrate shall be the material to be used for the manufacturers work surfaces; and trim and edging that may project onto the work surface are exempt from these requirements.

c) Other Surfaces

i. Painted (non-wood):

1. Gloss - the sixty (60) degree specular gloss of work surfaces shall not be more than forty-five (45) units when tested in accordance with A.S.T.M. D 523

2. Abrasion Resistance – The loss of finish shall not exceed zero point zero four zero nine (0.0409) per five hundred (500) cycles using a cs-10 wheel, with a one thousand (1000) g load when tested in accordance with A.S.T.M. D 4060-0

3. Colour Stability – The finish, after exposure, when tested in accordance with A.N.S.I/ N.E.M.A. LD3, section three (3), shall not show a change in colour greater than grey scale four (4) contrasts by reference to A.A.T.C.C. EP 1.

4. Finish Hardness – the finish shall be not less than H, when tested in accordance with A.S.T.M. D336305, “scratch hardness” method.

5. Paint Adhesion – The adhesion rating of the painted finish shall be at least forty-eight (48), when tested in accordance with the A.S.T.M. D3359, Method

ii. Metal/ Steel

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

.10 Workstation Panels

a) Workstation enclosure panels shall be fabricated from three quarter (3/4) inch high quality wood material. Panel cladding edges shall receive post applied edging made of with either polyvinyl chloride (PVC), polypropylene (PP), Acrylic, Acrylonitrile Butadiene Styrene (ABS) or solid hardwood edging in matching colours.

b) All panels shall be attached to the frame via concealed means.

c) Workstation’s front and back access panels shall be removable without the use of tools.

d) The end gables shall be constructed of a minimum one (1) inch wood covered by plastic laminate and use a mechanical fastening system that readily accepts future reconfiguration and additions with no site cutting, drilling, or machining required. Wood screws are not acceptable.

e) Panels shall be strong enough to withstand future modifications/drilling, if necessary, at worksite.

.11 Equipment Mounting

a) The workstation shall have an equipment mounting system.

i. The workstation equipment mounting system shall accommodate rack mounted horizontal devices. It shall also support for non rack mounted devices (i.e., computer towers).

ii. The mounting system shall be capable of accommodating up to four (4) full sized computers and any communication, display, and operator interface devices. The equipment mounting systems shall sit within the footprint of the workstation and be raised above the floor.

iii. Sliding shelves within the workstation equipment mounting system that the computers can sit on will be preferred.

iv. The equipment mounting shall not interfere with appropriate leg and knee space requirements set by ANSI/HFES 100-2007.

v. The equipment housing areas shall be vented and provide passive air circulation.

vi. Cables from equipment shall be managed effectively within the system.

b) The Call Centre currently utilize two computers. One is a standard computer and the other is SFF computer. The equipment mounting system shall be able to accommodate for more equipment in the future and the possibility of mounting the SFF computer on the rack.

.12 Lockable Storage

a) As stated in section 2.1.1.3.c the Contractor shall provide lockable storage systems for all employee's personal belongings.

i. Nine (9) storage systems shall be provided

b) The lockable storage systems shall be a minimum of eighteen inches (18") wide, eighteen inches (18") deep and can range from twenty-five inches plus or minus one inch (25" +/- 1") to twenty-nine inches plus or minus one inch (29" +/- 1").

c) The lockable storage system will be preferred to be part of the provided workstation footprint and be located beneath the work surface, leaving enough room for the appropriate leg and knee space requirements specified by ANSI/HFES 100-2007. However, if there is insufficient space in the footprint, the lockable storage will be permitted to sit next to the workstation.

d) The lockable storage systems shall be the same finish as the workstations and comply with section 3.2.2.9 and 3.2.2.10

3.2.3 Electrical and Data Systems Requirements

.1 General Electrical and Data Requirements

a) The workstation frame shall be conducive to electrical grounding without need to drill or modify frame elements on-site.

b) The workstations shall have an integrate modular power distribution system that shall have the following functionality:

i. There shall be a minimum of three (3) individual power distribution units (PDU) with a minimum of eight (8) plugs per unit. Two (2) power distribution units (PDU) will be utilized for UPS load and one (1) will be for non- UPS loads. These can be made up of any standard configuration. These shall utilize N.E.M.A. 5-20R receptacles. These shall be 20-amp circuits. The system shall be capable of connecting multiple circuit distribution units to various positions without the need for electrical contractor installation. The cords shall be a minimum of fifteen (15) feet long.

ii. The Call Centre utilizes a building UPS system. A UPS will not be required to be installed inside of the workstation. However, two of the PDUs will utilize this power from the building.

iii. The power distribution units (PDU) shall be secured to the workstation with fastening hardware (no double-sided tape permitted).

iv. Each power distribution unit (PDU) shall have an independent volt/current display. These do not need to be visible to the operators.

v. Fully UL certified components.

vi. Ability to control each circuit independently.

vii. Ability to provide a singular power distribution system between multiple workstation positions.

viii. R56 compliant.

ix. Colour coding around the receptacles shall differentiate multiple power sources.

c) The workstation shall have a surface desktop mounted or slatwall mounted user-accessible power, voice, and data connections. The following shall be provided:

i. six (6) USB-3.0-A, USB-C, eight (8) 15A power receptacles, six (6) HDMI, and two (2) RJ45

ii. Any in desk network cabling shall be Cat6.

d) The power distribution system shall meet or exceed CSA 22.2 NO.203.01 or UL 183 Standard for Safety and be UL listed as “manufactured Wiring System” which allows the end user to disconnect and reconnect pre-manufactured products

.2 I/O Distribution

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

4 Technical, Operational and Organizational Environment

4.1 Operational

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

a) Ensure the staging/installation area is kept neat and free of debris at all times
b) Ensure noise is kept to a minimum
c) Ensure there is minimal impact to the Call Centres.

4.2 Security Requirements

The following security requirement (SRCL at Appendix “A”) applies and forms part of the contract. The Contractor (if an individual) and all the contractor’s personnel/subcontractors who may work on site shall

hold a valid “Facility Access with Escort Security Clearance” issued by the Government of Canada’s Departmental Security.

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

5 Methods and Source of Acceptance

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

A final acceptance certificate certifies the following:

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

6 Environmental Considerations

Where applicable, the contractor is encouraged to:

6.1 Deliverables

a) Provide and transmit draft reports, final reports, and bids in electronic format. Should printed material be required, the use of double-sided printing in black and white format is required unless otherwise specified by the Project Authority.

b) When printed material is requested, the minimum recycled content of thirty (30) % is required and/or certified as originating from a sustainably managed forest.

c) Recycle unneeded printed documents (in accordance with Security Requirements)

d) Recycle as much of the old workstations as possible, in conformance with Government Greening policies and initiatives.

6.2 Travel Requirements/Meetings

a) Conducting meetings via telephone, teleconference, and/or video conferencing in order to minimize travel requirements is preferred.

b) Contractors are encouraged to access the PWGSC Accommodation Directory, which includes Eco-Rated properties. When searching for accommodation, contractors can go to that link and search for properties with Environmental ratings, identified by green keys or green leaf’s that will honour the pricing for the contractor.

c) Contractors are encouraged to use public/green transit where feasible.

6.3 Shipping Requirements

a) Minimize packaging.

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

7 Reporting Requirements

The contractor shall:

a) Update the Project Authority of all changes, delays and/or issues via email throughout the contract, and.

b) Provide deficiency reports starting after the successful conclusion of the SAT until there are no more deficiencies.

8 Project Management Control Procedures

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

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

9 Additional Information

9.1 Canada's Obligations

The Government of Canada will provide the contractor the following:

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

9.2 Contractor Obligations

The contractor shall:

a) Supply all necessary components (such as, but not limited to panels, surfaces, trims, connectors, and supports) and services required to install;

b) Provide nine (9) new workstations in the Regina Federal Building.

c) Transport nine (9) existing dismantled workstations to a defined location.

d) Relocate three (3) existing workstations to a new location inside of the Call centre.

e) Ensure workstations can be reconfigured, re-located, and or expanded on in the future.

f) Provide colour sample sheet for all surfaces, trim, and accessories. Following contract award, the final colours will be selected from all available finishes from the manufacturer. Canada shall incur no additional costs as a result of the colour selection.

g) Ensure all components, hardware, furniture, and related devices are brand new.

h) Ensure consultation with the Technical Authority regarding room layout & design, prior to installation.

i) Provide S.A.T.P.

j) Clear all deficiencies; and

k) Provide all operational and maintenance (O+M) manuals in English.

i. The contractor shall provide one hard copy, and one digital copy.

ii. The O+M manual shall contain manufacturer information, product specification, user information and support, and all warranty information.

9.3 Location of Work, Work Site and Delivery Point

Regina Federal Building
6101 Dewdney Ave
Regina SK, S4P 3K7

Regina Storage Facility
Within a 10 km radius of 6101 Dewdney Avenue.
Project Authority will provide the exact location to the Contractor.

10 Project Schedule

10.1 Expected Start and Completion Dates

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

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

a) Regina Location Schedule

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

Date	Operational Trial Period	cleared.
	Final Completion Date	Approximately July 29, 2022

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

COMPLIANCE MATRIX – MINIMUM MANDATORY PERFORMANCE SPECIFICATIONS

Instructions to Bidders

1) A complete list of mandatory evaluation criteria is detailed in the Compliance Matrix below.

2) Bids which fail to meet all of the mandatory evaluation criteria will be declared non-responsive.

3) Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they meet each mandatory evaluation criteria. Bidders should demonstrate their capability in a thorough, concise, and clear manner.

4) The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation or stating, without any substantiating information, that a bidder is compliant will not be sufficient.

5) Substantiating information may include, but is not limited to, specification sheets, technical brochures, photographs, or illustrations. If published supporting technical documentation is not available, the bidder should prepare a written narrative complete with a detailed explanation of how its bid demonstrates technical compliance. All substantiating information should be provided with the bid at solicitation closing date. It is the Bidders responsibility to ensure that the submitted supporting technical documentation provides detail to demonstrate that the submitted supporting technical documentation provides detail to demonstrate that the proposed product(s) meet the requirements of the evaluation criteria.

6) If the supporting documentation referenced above has not been provided at id closing, the contracting authority will notify the Bidder that they shall provide supporting documentation within two (20 business days following notification. Failure to comply with the request of the Contracting authority within that time period, will deem the bid non-responsive and the bid will be given no further consideration.

7) In order to facilitate the evaluation of the bid, Canada requests that bidders address and present the topics in the order of the evaluation criteria, and include a grid in their proposal, containing the information which demonstrates how the bidder meets each evaluation criteria. Alternatively, and to avoid any duplication, bidders may also refer to the different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

COMPLIANCE MATRIX - MINIMUM MANDATORY PERFORMANCE SPECIFICATIONS:

Item #	Performance Specification	SOW Reference #	Status: (M) Mandatory (PR) Point Rated – 1 Point	Performance Specification Offered: Bidder Should indicate how they meet the performance specification by recording this information in this column.	Cross Reference: In this column, Bidders should cross-reference where this performance specification is indicated in their supporting documents
1	**Company/ Manufacturer Requirements**				
1.1	The manufacturer/vendor shall have been building/ supplying workstations for the public safety field for at least five (5) years.		**M**		
1.2	The manufacturer/vendor will complete all necessary portions of this project, with their own employees and/or manufacturer authorized installers.		**M**		
1.3	The workstations shall have a proven track record of field use by emergency departments of law enforcement (Police, Military, and/or Fire).		**M**		
1.4	Contractor shall submit a written assurance of a comprehensive 10-year warranty		**M**		
2	**Standards**	3.2			
2.1	**General Requirements**	3.2.1			
2.1.1	Quality of workmanship: The assembled components shall be uniform in quality and style, material and workmanship and shall be clean as well as free of any defects that may affect the appearance, serviceability, or safety of the product.	3.2.1 a)	**M**		
2.1.2	When assembled in all possible configurations there shall be no visible unfinished edges or surfaces, with the exception of stainless steel.	3.2.1 b)	**M**		
2.1.3	Metal edges, corners, and parts with which the user is intended to come in contact, shall have rounded corners or be covered with protective caps.	3.2.1 c)	**M**		
2.1.4	All welds shall be structurally sound and free from cracks and surface voids. They shall be clean smooth and uniform in appearance and free	3.2.1 d)	**M**		

	from scale, flux, trapped foreign matters or any other inclusions that may be detrimental to the application of the primer or final finish.				
2.1.5	The workstation shall accommodate a variety of computer, communication, display, environmental controls, and operator interface devices that may differ from site to site and from operator position to operator position.	3.2.1 e)	**M**		
2.1.6	The workstation design shall address the functional and ergonomic needs of the working environment while adhering to accepted human factor design and ergonomic standards for viewing distance, angle, keyboard height, and knee-well space.	3.2.1 f)	**M**		
2.1.7	The design of the workstation shall be modular and reconfigurable with an independent steel frame structure. Design shall facilitate future equipment retrofits and full reconfigurations without requiring major modifications to the structure of independent exterior cladding.	3.2.1 g)	**M**		
2.1.8	All workstations shall provide flexibility in design to accommodate different Call Centre's floor space and configuration that will normally be with a nominal eight (8) foot x eight (8) foot footprint in an L- shape configuration.	3.2.1 h)	**M**		
2.1.9	To prevent the spread of contamination, all surfaces shall be able to be thoroughly cleaned.	3.2.1 i)	**M**		
2.1.10	The workstation shall include integrated ventilation and wire management systems.	3.2.1 j)	**M**		
2.1.11	**Safety:** Fixed, moveable, or adjustable parts shall be constructed such that they cannot unintentionally become loose, dislodged, or cause personal injury.	3.2.1 k)	**M**		
2.1.12	**Design:** The supporting metal structures and components shall not	3.2.1 l)	**M**		

	show deflection when normally loaded.				
2.1.13	**Tolerances:** The tolerances for width and depth dimensions are +/- twenty-five-point four (25.4) mm (+/- one (1) inch) unless otherwise specified.	3.2.1 m)	**M**		
2.1.14	**Warranty:** Contractor shall submit a written assurance of a comprehensive 10-year warranty period.	3.2.1 n)	**M**		
2.2	**Detailed Requirements:** Automated Sit/Stand Capability	3.2.2.1			
2.2.1	The workstation shall have the capability of height adjustment for both stand-up and sit-down positions. The workstation may be either a single surface or a dual surface system.	3.2.2.1 a)	**M**		
2.2.2	No physical demands shall be placed on the end-user when using the Sit/Stand function.	3.2.2.1 a) i.	**M**		
2.2.3	The height range for the sit stand capability shall be a range of at least twenty-seven inches plus or minus one inch (27” +/- 1”) to forty-six inches plus or minus one inch (46” +/- 1”) above the floor level.	3.2.2.1 a) ii.	**M**		
2.2.4	3. The height range for the sit stand capability shall be a range of at least twenty-seven inches plus or minus one inch (27” +/- 1”) to forty-six inches plus or minus one inch (46” +/- 1”) above the floor level. All movable components of the workstation shall be designed and	3.2.2.1 a) iii.	**M**		

	tested in accordance with the ANSI/BIFMA X5.5 standards.				
2.2.5	The workstation lift speed shall be a minimum twenty (20) mm/s.	3.2.2.1 a) iv.	**M**		
2.2.6	5. The workstation lift speed shall be a minimum twenty (20) mm/s. In accordance with ANSI/HFES 100-2007 the adjustable components shall use a fail-safe mechanism to prevent inadvertent movement.	3.2.2.1 a) v.	**M**		
2.2.7	In accordance with ANSI/HFES 100-2007 the adjustable components shall use a control locking mechanism to prevent inadvertent operation.	3.2.2.1 a) vi.	**M**		
2.2.8	At a minimum all electrically actuated drive systems shall include a safety shutoff feature along the entire desk perimeter and under desktop to prevent any operator Injury. It will be preferred that the workstation can protect users and equipment from both upward and downward forces throughout the entire work surface.	3.2.2.1 a) vii.	**M (Refer to point rated criteria system)**		
2.2.9	The workstation shall have an integrated control panel for the sit/stand capability. This shall be an electronic controller for actuator mechanisms, allowing effortless independent height adjustment of horizontal work surface and monitor management system.	3.2.2.1 b)	**M**		
2.2.10	It shall include a numeric height indicator display on the control panel, allowing the user to perform precise digital replication of surface heights.	3.2.2.1 b) i.	**M**		
2.2.11	Flush mounted electronic controls on the top of the work surface will be preferred for ease of visibility, however other locations for the controls will be considered if they are within the primary reach zone of twenty-four inches (24”) and do not interfere with users’ typical work activities.	3.2.2.1 b) ii.	**M (Refer to point rated criteria system)**		
2.2.12		3.2.2.1 c)	**M**		

	The workstation shall accommodate for differential side-to-side loads to prevent racking and damaging to structure.				
2.2.13	The sound level for the lift system in operation shall be a maximum of 50 dBA.	3.2.2.1 d)	**M**		
2.3	**Monitor Management System**	3.2.2.2			
2.3.1	There shall be a system for desktop monitor management that shall be able to accommodate horizontal and vertical movement. This system can be either a separate surface from the work surface that holds the monitors on a monitor arm system, or it can be a system that holds the monitors on arms on top of the single surface that moves horizontally and vertically.	3.2.2.2 a)	**M**		
2.3.2	This system shall accommodate height adjustments with an electronically actuated drive system. It shall be capable of adjusting the height of the monitor system separately from the surface a minimum of eight inches (8”).	3.2.2.2 a) i.	**M**		
2.3.3	The system shall allow users to adjust the distance between their eyes and the viewable display monitors. The minimum distance this shall move is eight inches (8”). The ability to electronically control the monitors towards the user will be preferred over manual control.	3.2.2.2 a) ii.	**M (Refer to point rated criteria system)**		
2.3.4	v. The system shall allow users to adjust the distance between their eyes and the viewable display monitors. The minimum distance this shall move is eight inches (8”). The ability to electronically control the monitors towards the user will be preferred over manual control.	3.2.2.2 a) iii.	**M**		

	It shall be ergonomically correct for all employee types including those that may be confined to a wheelchair.				
2.3.5	No physical demands shall be placed on the end-user when using the vertical or horizontal monitor adjustment function.	3.2.2.2 a) iv.	**M**		
2.3.6	If the monitor management system is an independent surface (dual surface console) it shall be capable of supporting a minimum of five hundred fifty pounds (550lbs).	3.2.2.2 b)	**M**		
2.3.7	3) If the monitor management system is an independent surface (dual surface console) it shall be capable of supporting a minimum of five hundred fifty pounds (550lbs). Monitors shall be supported on adjustable monitor arms, which allows for flexibility in mounting positions including ability to stack vertically. The monitor arm shall be capable of triple articulation; letting the operator tilt, rotate, raise and/or lower the flat panel monitor.	3.2.2.2 c)	**M**		
2.3.8	The system shall be supported by a heavy-duty steel and aluminum extrusion.	3.2.2.2 d)	**M**		
2.3.9	The Call Centre currently has four (4) twenty-two (22) to twenty-four (24) inch monitors. However, the system shall have the capacity of holding up to a minimum of six monitors to provide for future growth.	3.2.2.2 e)	**M**		
2.3.10	The system shall have integrated wire management capable of supporting all video and power cables.	3.2.2.2 f)	**M**		
2.3.11	The system will be preferred to accommodate a slat rail mounting system that is configurable and can be straight, mitered, or curved to meet ergonomic requirements.	3.2.2.2 g)	**NA (Refer to point rated**		

			criteria system)		
2.4	**Horizontal Work Surface**	3.2.2.3			
2.4.1	The Horizontal work surface will be the primary work surface for the operators that will accommodate the keyboard and mouse. This surface shall be able to accommodate height adjustment with an electronically actuated drive system.	3.2.2.3 a)	**M**		
2.4.2	It shall be ergonomically correct for all employee types including those that may be confined to a wheelchair.	3.2.2.3 a) i.	**M**		
2.4.3	The primary horizontal work surface shall have a minimum weight capacity of five hundred and fifty (550) lbs static load.	3.2.2.3 a) ii.	**M**		
2.4.4	If the workstation is a dual surface the depth of the work surface shall be a minimum of 610mm (24inch). If the workstation is a single surface the surface shall have enough room for the user to have 610 mm (24”) of work room in front of them.	3.2.2.3 a) iii.	**M**		
2.4.5	The core of the work surfaces shall be constructed using a minimum one (1) inch particleboard (wheat chaff not acceptable) and shall be finished with High Pressure Laminate (HPL).	3.2.2.3 b)	**M**		
2.4.6	The surface shall be a minimum of two (2) columns constructed of heavy-duty steel and aluminum extrusions.	3.2.2.3 c)	**M**		
2.4.7	All operators’ interfacing edges of the work surface shall be designed with a soft material to limit work surface pressure on the arms.	3.2.2.3 d)	**M**		
2.4.8	If the edging is to be damaged or needs replacing under warranty either the edging itself or the surface it is attached to will need to be replaced with little to no disturbance to the call centre operations.	3.2.2.3 d) i.	**M**		
2.4.9	All operators’ interfacing edges of the work surface shall have a minimum radius of three (3) mm.	3.2.2.3 d) ii.	**M**		
2.4.10	All other edging of the worksurface shall be made of either polyvinyl chloride (PVC), polypropylene (PP), Acrylic, Acrylonitrile Butadiene	3.2.2.3 e)	**M**		

	Styrene (ABS) or solid hardwood edging in matching colours, at a minimum of two-point five (2.5) mm thickness.				
2.5	**Heavy-Duty Lift System**	3.2.2.4			
2.5.1	The workstation shall use heavy duty electromechanical columns that allow for lifting of the minimum amount of weight capacity of each surface stated in section 3.2.2.3 and 3.2.2.2.	3.2.2.4 a)	**M**		
2.5.2	Optimal lifting conditions for each platform shall be evaluated by considering dynamic loading situations such as (but not limited to): a. A person leaning or sitting on the work surface. b. Significant offset loading due to equipment placement. c. Future equipment additions or changes. d. The lifting mechanisms shall be capable of withstanding a dynamic offset load of at least 250Nm without impacting the operation lift system.	3.2.2.4 b)	**M**		
2.5.3	Design of the lift system shall ensure that if synchronization is lost between the cooperating actuator mechanisms that the lift surface shall not bind (in other words the lift system shall self-healing).	3.2.2.4 c)	**M**		
2.5.4	All lift motors shall have an overload protection equipped with selectable manual/automatic reset.	3.2.2.4 d)	**M**		
2.6	**Frame System**	3.2.2.5			
2.6.1	The workstation frame shall be constructed of heavy-duty steel and aluminum and provide maximum bucking and torsion resistance.	3.2.2.5 a)	**M**		
2.6.2	In accordance with ANSI/HFES 100-2007, the frame shall leave an unobstructed knee clearance in the seated operating position.	3.2.2.5 b)	**M**		
2.6.3	The workstation shall have an acoustical partition system consisting of fabric wrapped panels	3.2.2.5 c)	**M**		

2.6.4	The partition system shall not be a structural component of the workstations.	3.2.2.5 c) i.	**M**		
2.6.5	The acoustical partition shall range in height from forty-two (42) inches to fifty-four (54) inches.	3.2.2.5 c) ii.	**M**		
2.6.6	The partition shall provide a minimum N.R.C. rating of zero point five zero (0.50).	3.2.2.5 c) iii.	**M**		
2.6.7	The partition shall have a clear plexiglass section at the top of the partition. The clear glass section shall be twelve (12) inches to sixteen (16) inches high.	3.2.2.5 c) iv.	**M**		
2.6.8	The partition shall allow easy access to the workstation substructure without the use of tools, allowing for quick and easy access to the equipment housing.	3.2.2.5 c) v.	**M**		
2.6.9	The partition system shall be within the workstation footprint given to maximize floor space.	3.2.2.5 c) vi.	**M**		
2.6.10	The workstation shall also have additional plexiglass (acrylic) guards that shall be installed on any side of the workstation that is adjacent directly next to another workstation in the Centre.	3.2.2.5 d)	**M**		
2.6.11	The horizontal frame members shall be able to accommodate for flexible equipment mounting configurations. Further, it shall have the ability to be reconfigured to accommodate for possible future requirements of new equipment or accessories.	3.2.2.5 e)	**M**		
2.6.12	l) The horizontal frame members shall be able to accommodate for flexible equipment mounting configurations. Further, it shall have the ability to be reconfigured to accommodate for possible future requirements of new equipment or accessories. The workstation's frame shall have leveler legs to be incorporated into the frame. The leveling mechanism	3.2.2.5 f)	**M**		

	shall adjust not less than twenty-five (25) mm (one (1) inch).				
2.6.13	The supports shall have the load bearing capacity to support any fully loaded hanging surface and the under-surface equipment mounting.	3.2.2.5 f) i.	**M**		
2.6.14	The surface area of the bottom of the leg (floor contact surface) shall not cause any damage to raised tile surfaces.	3.2.2.5 f) ii.	**M**		
2.6.15	The frame structure shall have fully integrated cable management. i. The base structure shall have a minimum of two (2) lateral raceways; ii. the transition from the base to the work surface shall have a minimum of two (2) vertical raceways; iii. and the work surface shall have one (1) lateral raceway. iv. The cable raceways shall be accessible from the front (the operator's position) and continuous throughout the entire workstation layout thus allowing uninterrupted cable management.	3.2.2.5 g)	**M**		
2.7	**Column Housing**	3.2.2.6			
2.7.1	The column housing shall be removable from the main frame if needed.	3.2.2.6 a)	**M**		
2.7.2	The housing shall contain all the lifting mechanisms required to provide applicable height adjustments for the different surfaces of the workstation. The lifting mechanisms shall not be mounted directly to the floor of the control room.	3.2.2.6 b)	**M**		
2.7.3	The column housing shall have service access allowing for easy cable access and lifting mechanism service or replacement.	3.2.2.6 c)	**M**		
2.7.4		3.2.2.6 d)	**M**		

	Column housing enclosures shall have flexibility in height and width to support ergonomic and equipment requirements.				
2.8	**Environmental Control**	3.2.2.7			
2.8.1	**Touch Screen Controller**	3.2.2.7 a)			
2.8.1.1		3.2.2.7 a) i.	**M**		
2.8.1.2	i. The workstation shall at a minimum have a touch screen controller that controls a heating device, a minimum of two (2) fans, and a minimum of two (2) task lights. The touch screen shall be durable.	3.2.2.7 a) ii.	**M**		
2.8.1.3	The touch screen shall be a touch sensitive LCD screen interface.	3.2.2.7 a) iii.	**M**		
2.8.1.4	The touch screen will be preferred to have the option of savable setting preferences, so operators can adjust to pre-set settings with ease.	3.2.2.7 a) iv.	**NA (Refer to point rated criteria system)**		
2.8.1.5	The touch screen will also be preferred to have the option to additionally control the height settings of the surfaces.	3.2.2.7 a) v.	**NA (Refer to point rated criteria system)**		
2.8.1.6	The option to control the situational awareness system from the environmental control touch screen is a preferred feature.	3.2.2.7 a) vi.	**NA (Refer to point rated criteria system)**		
2.8.2	**Heating and Ventilation**	3.2.2.7 b)			
2.8.2.1	Heater - The workstation shall have incremental control over an adjustable radiant or forced air heating device. A forced air heating device will be preferred over a	3.2.2.7 b) i.	**M (Refer to point rated criteria system)**		

	radiant heating device. The device shall be securely mounted to the underside of the workstation. Freestanding heat panels are not acceptable. The power cord for the heating device shall be a nonstandard colour (or have labelling) so that it is clear they should not be plugged into U.P.S. power.				
2.8.2.2	Fans - The workstations shall have incremental control of a minimum of (2) fans (fans controlled as one unit). The ability to control up to four (4) fans will be preferred. The fans shall be protected to prevent obstruction by foreign objects.	3.2.2.7 b) ii.	**M**		
2.8.2.3	3. Fans - The workstations shall have incremental control of a minimum of (2) fans (fans controlled as one unit). The ability to control up to four (4) fans will be preferred. The fans shall be protected to prevent obstruction by foreign objects. The emitted noise level of the heating and ventilation shall not exceed fifty (50) dBA.	3.2.2.7 b) iii.	**M**		
2.8.2.4	The heating and ventilation system shall have an electrical overload protection that is manually resettable.	3.2.2.7 b) iv.	**M**		
2.8.3	**Task Lighting**	3.2.2.7 c)			
2.8.3.1	The workstation must have incremental control of up to two (2) LED lighting devices. In this solicitation, only one task light is required, however the workstation	3.2.2.7 c) i.	**M**		

	should accommodate for future use or if there are locations in the control centre that require more light than others.				
2.8.3.2	The lighting devices shall be LED, Dimmable and adjustable and provide lighting coverage to entire work surface.	3.2.2.7 c) ii.	**M**		
2.8.3.3	These lighting devices shall be securely mounted on either the monitor arms, workstation surface or a rail mounting system if this is provided.	3.2.2.7 c) iii.	**M**		
2.8.3.4	The lighting shall not degrade the image quality on the display monitor.	3.2.2.7 c) iv	**M**		
2.8.4	**Controls**	3.2.2.7 d)			
2.8.4.1	incremental control over a radiant or forced air heating device.	3.2.2.7 d) i.	**M**		
2.8.4.2	incremental control of up to two (2) lighting devices (controlled as one)	3.2.2.7 d) ii.	**M**		
2.8.4.3	Incremental control of up to a minimum of two (2) fans (fans controlled as one (1) unit). (Control of up to four (4) if four (4) are provided)	3.2.2.7 d) iii.	**M**		
2.8.4.4	4. Incremental control of up to a minimum of two (2) fans (fans controlled as one (1) unit). (Control of up to four (4) if four (4) are provided) Field upgradable software	3.2.2.7 d) iv.	**M**		
2.9	**Situational Awareness System**	3.2.2.8			
2.9.1	The workstation shall be equipped with a situational awareness system that signals when an operator is available, on call, or in need of critical assistance.	3.2.2.8	**M**		
2.9.2	The system shall be capable of providing LED visual alerts at each	3.2.2.8 a)	**M**		

	operator position that can been seen throughout the Centre.				
2.9.3	Visual alerts shall have the ability to be controlled by a software development kit and connect to the phone to display a user defined colour (minimum 3 colours).	3.2.2.8 b)	**M**		
2.9.4	The visual alerts shall have the capability to be controlled manually or through a digital interface.	3.2.2.8 c)	**M**		
2.9.5	The situational awareness light shall be able to securely mount to the workstation.	3.2.2.8 d)	**M**		
2.9.6	In addition to the situational awareness system, the option to also have the alert illuminated via under counter lighting and/ or work surface lighting will be a preferred feature.	3.2.2.8 e)	**NA (Refer to point rated criteria system)**		
2.10	**Workstation Finishes and Material**	3.2.2.9			
2.10.1	Horizontal Surface Material	3.2.2.9 a)			
2.10.1.1	All horizontal work surfaces shall be made of matching high-density particle board (forty-five (45) lbs./ sq. inch) and covered with high pressure decorative laminate with a minimum of two-point five (2.5) mm edging expect edges that are that are designed for a user to rest the forearm or wrist shall have a radius of at least 3mm.	3.2.2.9 a) i.	**M**		
2.10.2	High Pressure Decorative Laminates - All high-pressure decorative laminates shall be in accordance with the following:	3.2.2.9 b)			
2.10.2.1	Gloss – the sixty (60) degree specular gloss of work surfaces shall not be more than forty-five (45) units when tested in accordance with A.S.T.M. D 523	3.2.2.9 b) i.	**M**		
2.10.2.2	Abrasion Resistance – The loss of finish shall not exceed zero point zero two zero nine (0.0209) per five hundred (500) cycles using a cs-10 wheel, with a one thousand (1000) g load when tested in accordance with A.S.T.M. D 4060-01	3.2.2.9 b) ii.	**M**		
2.10.2.3		3.2.2.9 b) iii.	**M**		

	Colour Stability – The finish, after exposure, when tested in accordance with A.N.S.I/ N.E.M.A. LD3, section three (3), shall not show a change in colour greater than grey scale four (4) contrasts by reference to A.A.T.C.C. EP 1.				
2.10.2.4	Impact Resistance – There shall be no cracking when tested in accordance with A.N.S.I./N.E.M.A. LD3, with the following exceptions: the ball drop height shall be seven hundred sixty-two (762) mm (thirty (30) inch); the test substrate shall be the material to be used for the manufacturers work surfaces; and trim and edging that may project onto the work surface are exempt from these requirements.	3.2.2.9 b) iv.	**M**		
2.10.3	Other Surfaces	3.2.2.9 c)			
2.10.3.1	Painted (non-wood): Gloss - the sixty (60) degree specular gloss of work surfaces shall not be more than forty-five (45) units when tested in accordance with A.S.T.M. D 523 Abrasion Resistance – The loss of finish shall not exceed zero point zero four zero nine (0.0409) per five hundred (500) cycles using a cs-10 wheel, with a one thousand (1000) g load when tested in accordance with A.S.T.M. D 4060-0 Colour Stability – The finish, after exposure, when tested in accordance with A.N.S.I/ N.E.M.A. LD3, section three (3), shall not show a change in colour greater than grey scale four (4) contrasts by reference to A.A.T.C.C. EP 1. Finish Hardness – the finish shall be not less than H, when tested in accordance with A.S.T.M. D336305, “scratch hardness” method. Paint Adhesion – The adhesion rating of the painted finish shall be at least forty-eight (48), when tested in accordance with the A.S.T.M. D3359, Method	3.2.2.9 c) i.	**M**		

2.10.3.2	Metal/ Steel: All metal/ steel surfaces shall be finished with an epoxy powder coat finish.	3.2.2.9 c) ii.	**M**		
2.11	**Workstation Panels**	3.2.2.10			
2.11.1	Workstation enclosure panels shall be fabricated from three quarter (3/4) inch high quality wood material. Panel cladding edges shall receive post applied edging made of with either polyvinyl chloride (PVC), polypropylene (PP), Acrylic, Acrylonitrile Butadiene Styrene (ABS) or solid hardwood edging in matching colours.	3.2.2.10 a)	**M**		
2.11.2	f) Workstation enclosure panels shall be fabricated from three quarter (3/4) inch high quality wood material. Panel cladding edges shall receive post applied edging made of with either polyvinyl chloride (PVC), polypropylene (PP), Acrylic, Acrylonitrile Butadiene Styrene (ABS) or solid hardwood edging in matching colours. All panels shall be attached to the frame via concealed means.	3.2.2.10 b)	**M**		
2.11.3	Workstation's front and back access panels shall be removable without the use of tools.	3.2.2.10 c)	**M**		
2.11.4	The end gables shall be constructed of a minimum one (1) inch wood covered by plastic laminate and use a mechanical fastening system that readily accepts future reconfiguration and additions with no site cutting, drilling, or machining required. Wood screws are not acceptable.	3.2.2.10 d)	**M**		
2.11.5	Panels shall be strong enough to withstand future modifications/drilling, if necessary, at worksite.	3.2.2.10 e)	**M**		
2.12	**Equipment Mounting**	3.2.2.11			

2.12.1	The workstation shall have an equipment mounting system.	3.2.2.11 a)	**M**		
2.12.2	The workstation equipment mounting system shall accommodate rack mounted horizontal devices. It shall also support for non rack mounted devices (i.e., computer towers).	3.2.2.11 a) i.	**M**		
2.12.3	The mounting system shall be capable of accommodating up to four (4) full sized computers and any communication, display, and operator interface devices. The equipment mounting systems shall sit within the footprint of the workstation and be raised above the floor.	3.2.2.11 a) ii.	**M**		
2.12.4	Sliding shelves within the workstation equipment mounting system that the computers can sit on will be preferred.	3.2.2.11 a) iii.	**NA (Refer to point rated criteria system)**		
2.12.5	The equipment mounting shall not interfere with appropriate leg and knee space requirements set by ANSI/HFES 100-2007.	3.2.2.11 a) iv.	**M**		
2.12.6	The equipment housing areas shall be vented and provide passive air circulation.	3.2.2.11 a) v.	**M**		
2.12.7	Cables from equipment shall be managed effectively within the system.	3.2.2.11 a) vi.	**M**		
2.12.8	The Call Centre currently utilize two computers. One is a standard computer and the other is SFF computer. The equipment mounting system shall be able to accommodate for more equipment in the future and the possibility of mounting the SFF computer on the rack.	3.2.2.11 b)	**M**		
2.13	**Lockable Storage**	3.2.2.12			
2.13.1	As stated in section 2.1.1.3.c the Contractor shall provide lockable storage systems for all employee's personal belongings. i. Nine (9) storage systems shall be provided	3.2.2.12 a)	**M**		
2.13.2	The lockable storage systems shall be a minimum of eighteen inches	3.2.2.12 b)	**M**		

	(18”) wide, eighteen inches (18”) deep and can range from twenty-five inches plus or minus one inch (25” +/- 1”) to twenty-nine inches plus or minus one inch (29” +/- 1”)				
2.13.3	The lockable storage system will be preferred to be part of the provided workstation footprint and be located beneath the work surface, leaving enough room for the appropriate leg and knee space requirements specified by ANSI/HFES 100-2007. However, if there is insufficient space in the footprint, the lockable storage will be permitted to sit next to the workstation.	3.2.2.12 c)	**M**		
2.13.4	The lockable storage systems shall be the same finish as the workstations and comply with section 3.2.2.9 and 3.2.2.10	3.2.2.12 d)	**M**		
2.15	**Electrical and Data Systems Requirements**	0			
2.15.1	**General Electrical and Data Requirements**	3.2.3.1			
2.15.1.1	The workstation frame shall be conducive to electrical grounding without need to drill or modify frame elements on-site.	3.2.3.1 a)	**M**		
2.15.1.2	There shall be a minimum of three (3) individual power distribution units (PDU) with a minimum of eight (8) plugs per unit. Two (2) power distribution units (PDU) will be utilized for UPS load and one (1) will be for non- UPS loads. These can be made up of any standard configuration. These shall utilize N.E.M.A. 5-20R receptacles. These shall be 20-amp circuits. The system shall be capable of connecting multiple circuit distribution units to various positions without the need for electrical contractor installation. The cords shall be a minimum of fifteen (15) feet long.	3.2.3.1 b) i.	**M**		
2.15.1.3	The Call Centre utilizes a building UPS system. A UPS will not be required to be installed inside of the workstation. However, two of the PDUs will utilize this power from the building.	3.2.3.1 b) ii.	**M**		
2.15.1.4	The power distribution units (PDU) shall be secured to the workstation	3.2.3.1 b) iii.	**M**		

	with fastening hardware (no double-sided tape permitted).				
2.15.1.5	Each power distribution unit (PDU) shall have an independent volt/current display. These do not need to be visible to the operators.	3.2.3.1 b) iv.	**M**		
2.15.1.6	Fully UL certified components.	3.2.3.1 b) v.	**M**		
2.15.1.7	Ability to control each circuit independently.	3.2.3.1 b) vi.	**M**		
2.15.1.8	Ability to provide a singular power distribution system between multiple workstation positions.	3.2.3.1 b) vii.	**M**		
2.15.1.9	R56 compliant.	3.2.3.1 b) viii.	**M**		
2.15.1.10	Colour coding around the receptacles shall differentiate multiple power sources.	3.2.3.1 b) ix.	**M**		
2.15.1.11	The workstation shall have a surface desktop mounted or slatwall mounted user-accessible power, voice, and data connections. The following shall be provided: six (6) USB-3.0-A, USB-C, eight (8) 15A power receptacles, six (6) HDMI, and two (2) RJ45 Any in desk network cabling shall be Cat6.	3.2.3.1 c)	**M**		
2.15.1.12	The power distribution system shall meet or exceed CSA 22.2 NO.203.01 or UL 183 Standard for Safety and be UL listed as “manufactured Wiring System” which allows the end user to disconnect and reconnect pre-manufactured products	3.2.3.1 d)	**M**		
2.16	**I/O Distribution**	3.2.3.2			
2.16.1	The workstation shall provide two (2) separate USB 3.0/2.0 compatible distributions hubs with at least four (4) powered USB connectors on each. Additionally, shall provide a USB-C. Cabling for the USB distribution hubs shall be integrated into the desktop cable management system and terminate in CPU equipment base tray. All connectors and cables shall be numbered for easy identification.	3.2.3.2 a)	**M**		

POINT RATED CRITERIA SYSTEM

a) In addition to the mandatory requirements some specifications will be rated in a point system

b) If the bidder does not meet any of these criteria their bid will still be considered and evaluated next to other bidders as long as they meet all the previously stated mandatory requirements.

c) The point ranking is noted for each optional specification.

d) The total number of points able to be accumulated is 80.

Item #	Description of optional specification	SOW Reference #	Points available	Points earned 1-10	Performance Specification Offered: Bidder Should indicate how they meet the performance specification by recording this information in this column.	Cross Reference: In this column, Bidders should cross-reference where this performance specification is indicated in their supporting documents
1	Mounted electronic controls for actuator mechanisms	3.2.2.1 b) ii.	**0 -** electronic controls for actuator mechanisms are a mandatory requirement as noted in the compliance matrix and if this is not met the bid will be declared non-responsive **5 –** has mounted electronic controls for actuator mechanisms located within the primary reach zone of twenty-four inches (24”). **10 –** has flush mounted electronic			

			controls for actuator mechanisms located on top of work surface within the primary reach zone of twenty-four inches (24”).			
2	Slat rail System	3.2.2.2 h)	**0 -** The system does not accommodate a slat rail system **10-** The system supports a slat rail mounting system that is configurable and can be straight, mitered, or curved to meet ergonomic requirements.			
3	Electrically Actuated drive system safety feature	3.2.2.1 a) vii.	**0-** At a minimum all electrically actuated drive systems shall include a safety shutoff feature along the entire desk perimeter and under desktop to prevent any operator Injury **10-** The workstation can protect users and equipment from both upward and downward forces throughout the entire work surface.			
4	Monitor Management system – Electronic controls	3.2.2.2 a) ii.	**0-** The system allows users to adjust the distance between their eyes and the viewable display monitors manually. **10-** The system allows users to adjust the distance between their eyes and the viewable display monitors with an electronic control.			

5	Environmental Control System – Touch Screen Controls	3.2.2.7 a)	**0 –** The controls do not accommodate for the following: savable setting preferences, control of the height settings of the surfaces, control of situational awareness system **3 -** The controls accommodate for one of the following: savable setting preferences, control of the height settings of the surfaces, control of situational awareness system. **7 -** The controls accommodate for two of the following: savable setting preferences, control of the height settings of the surfaces, control of situational awareness system. **10 -** The controls accommodate for all the following: savable setting preferences, control of the height settings of the surfaces, control of situational awareness system.			
6	Environmental Control System – Heating	3.2.2.7 b)	**0 -** The workstation utilizes a radiant heating device. **10 –** The workstation utilizes a forced air heating device.			
7	Equipment mounting - Sliding shelves	3.2.2.11 a) iii.	**0 –** The equipment mounting system holds the computers withing			

			the system. **10 –** The equipment mount system holds the computers on slide out shelves (trays).			
8	Situational Awareness System – Lighting options	3.2.2.8 e)	**0-** the workstation does not have alert illuminated under counter lighting and/ or work surface lighting **10-** the workstation has the option for alert illuminated under counter lighting and/ or work surface lighting			
9	Environmental Control System – Fans	3.2.2.7 b) ii.	**0 –** The system has control of a minimum of two (2) fans. **10 –** The system has control of up to four (4) fans.			
10	Lockable Storage System Location	3.2.2.13 c)	**0 –** A lockable storage system is provided outside of the workstation footprint (standing on its own). **10 –** A lockable storage system is located within the workstation footprint (under the workstation).			

Appendix A

RCMP Custom Security Requirements

Government of Canada / Gouvernement du Canada

SRCL # 202011123179

Contract Number / Numéro du contrat
M5000-213807
Security Classification / Classification de sécurité
RCMP Facility Access with Escort FA-2

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine: RCMP	2. Branch or Directorate / Direction générale ou Direction: F Division Operational Communications Centre
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 / Bréve description du travail
To dismantle, remove and install 9 workstations in the F Division Operational Communications Centre

5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	[x] No / Non	[ ] 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 Réglement sur le contrôle des données techniques?	[x] No / Non	[ ] 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)	[x] No / Non	[ ] 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.	[ ] No / Non	[x] 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?	[x] No / Non	[ ] 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 [ ]	NATO / OTAN [ ]	Foreign / Étranger [ ]

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion [ ]	All NATO countries / Tous les pays de l'OTAN [ ]	No release restrictions / Aucune restriction relative à la diffusion [ ]
Not releasable / À ne pas diffuser [ ]		
Restricted to: / Limité à : [ ]	Restricted to: / Limité à : [ ]	Restricted to: / Limité à : [ ]
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 [ ]	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ [ ]	PROTECTED A / PROTÉGÉ A [ ]
PROTECTED B / PROTÉGÉ B [ ]	NATO RESTRICTED / NATO DIFFUSION RESTREINTE [ ]	PROTECTED B / PROTÉGÉ B [ ]
PROTECTED C / PROTÉGÉ C [ ]	NATO CONFIDENTIAL / NATO CONFIDENTIEL [ ]	PROTECTED C / PROTÉGÉ C [ ]
CONFIDENTIAL / CONFIDENTIEL [ ]	NATO SECRET / NATO SECRET [ ]	CONFIDENTIAL / CONFIDENTIEL [ ]
SECRET / SECRET [ ]	COSMIC TOP SECRET / COSMIC TRÈS SECRET [ ]	SECRET / SECRET [ ]
TOP SECRET / TRÉS SECRET [ ]		TOP SECRET / TRÈS SECRET [ ]
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) [ ]		TOP SECRET (SIGINT) / TRÉS SECRET (SIGINT) [ ]

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
M5000-213807

Security Classification / Classification de sécurité
RCMP Facility Access with Escort FA-2

PART A *(continued)* / PARTIE A *(suite)*

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? — [x] No / Non [ ] Yes / Oui
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets? — [x] No / Non [ ] Yes / Oui
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

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

[ ] RELIABILITY STATUS / COTE DE FIABILITÉ	[ ] CONFIDENTIAL / CONFIDENTIEL	[ ] SECRET / SECRET	[ ] TOP SECRET / TRÈS SECRET
[ ] TOP SECRET– SIGINT / TRÈS SECRET – SIGINT	[ ] NATO CONFIDENTIAL / NATO CONFIDENTIEL	[ ] NATO SECRET / NATO SECRET	[ ] COSMIC TOP SECRET / COSMIC TRÈS SECRET
[x] SITE ACCESS / ACCÈS AUX EMPLACEMENTS			

Special comments: RCMP Facility Access with Escort FA-2
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? — [x] No / Non [ ] Yes / Oui
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

If Yes, will unscreened personnel be escorted? — [ ] No / Non [ ] Yes / Oui
Dans l'affirmative, le personnel en question sera-t-il escorté?

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? — [x] No / Non [ ] Yes / Oui
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

11. b) Will the supplier be required to safeguard COMSEC information or assets? — [x] No / Non [ ] Yes / Oui
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? — [x] No / Non [ ] Yes / Oui
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? — [x] No / Non [ ] Yes / Oui
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

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

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
M5000-213807
Security Classification / Classification de sécurité
RCMP Facility Access with Escort FA-2

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 A	 B	 C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRES SECRET
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?

[X] No / Non [ ] Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifier 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?

[X] No / Non [ ] Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

ANNEX "B"

BASIS OF PAYMENT

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

Pricing is firm lot price, including all costs associated with providing the requirement in accordance with Annex A. Taxes are extra. GST, if applicable, are to be shown as a separate item on any resulting invoice.

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

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

Table 1 – Dispatch Workstations and Accessories

Item #	Task	Firm LOT Price (CAD ONLY)
1	Designs	$ _____
2	Dismantling Old Furniture	$ _____
3	Credit for Purchase of Old Furniture, if applicable	$ _____
4	Disposal/recycling of Old Furniture, including any shipping fees	$ _____
5	New Workstations	$ _____
6	Freight/Shipping of New Product	$ _____
7	Installation	$ _____
8	S.A.T.P. Testing of Workstations	$ _____
9	S.A.P. Testing of Workstations	$ _____
	SUBTOTAL	$ _____

ANNEX "C"

COVID-19 Vaccination Requirement Certification

I, _____ *(first and last name)*, as the representative of _____ *(name of business)* pursuant to _____*(insert solicitation number)*, warrant and certify that all personnel that _____*(name of business)* will provide on the resulting Contract who access federal government workplaces where they may come into contact with public servants will be:

(a) fully vaccinated against COVID-19 with Health Canada-approved COVID-19 vaccine(s); or

(b) for personnel that are unable to be vaccinated due to a certified medical contraindication, religion or other prohibited grounds of discrimination under the *Canadian Human Rights Act*, subject to accommodation and mitigation measures that have been presented to and approved by Canada;

until such time that Canada indicates that the vaccination requirements of the COVID-19 Vaccination Policy for Supplier Personnel are no longer in effect.

I certify that all personnel provided by _____ *(name of business)* have been notified of the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel, and that the _____ *(name of business)* has certified to their compliance with this requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the Contract. I understand that the certifications provided to Canada are subject to verification at all times. I also understand that Canada will declare a contractor in default, if a certification is found to be untrue, whether made knowingly or unknowingly, during the bid or contract period. Canada reserves the right to ask for additional information to verify the certifications. Failure to comply with any request or requirement imposed by Canada will constitute a default under the Contract.

Signature: _____

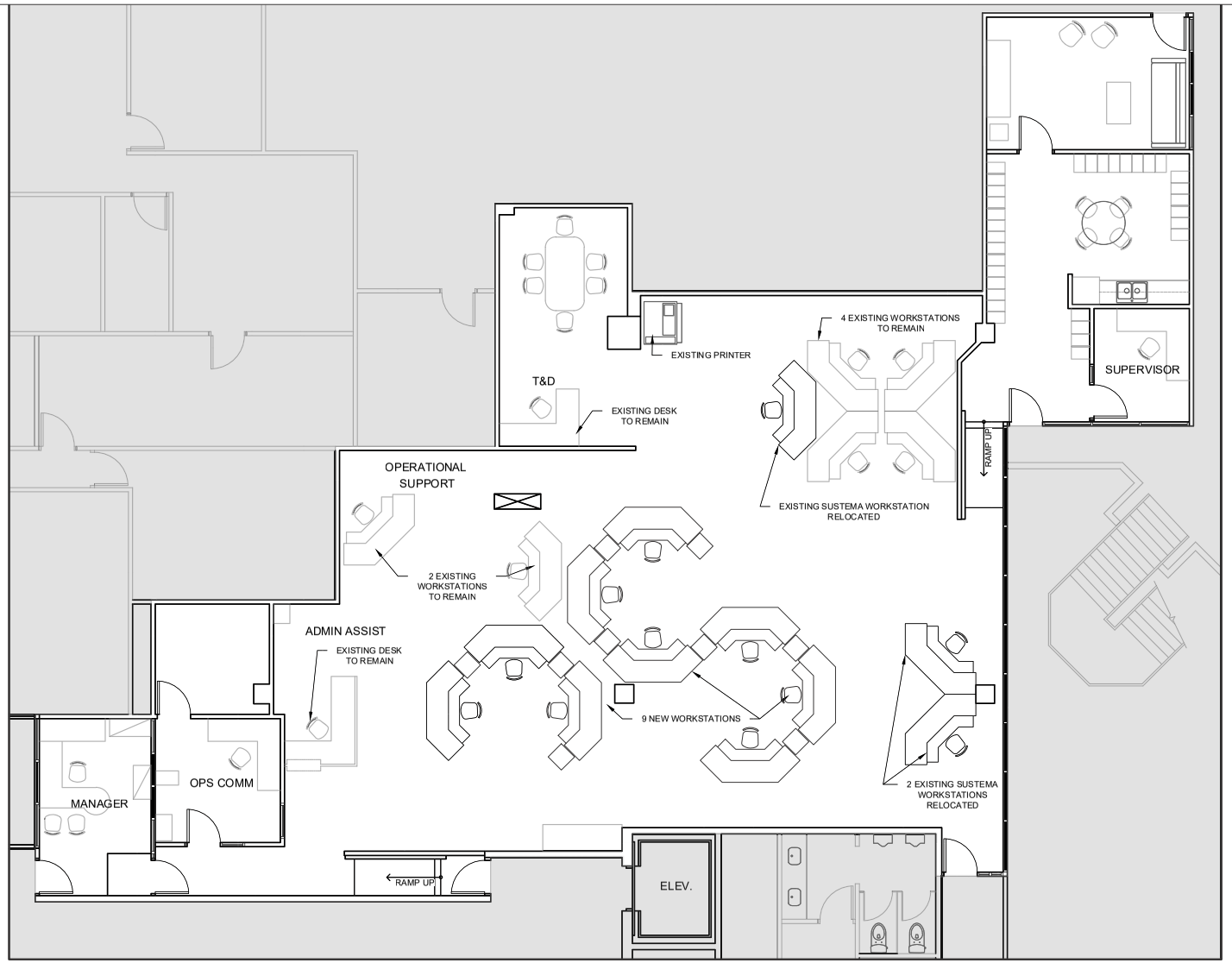
Date: _____

Optional

For data purposes only, initial below if your business already has its own mandatory vaccination policy or requirements for employees in place. Initialing below **is not** a substitute for completing the mandatory certification above.

Initials: _____

Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the Privacy Act. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for the Contract and who require access to federal government workplaces where they may come into contact with public servants.



PROPOSED CONSOLE ARRANGEMENT PLAN
GOVERNMENT OF CANADA - REGINA CALL CENTER

6101 DEWDNEY AVE, REGINA SK

AUGUST 19, 2021

NOTE: THESE DRAWINGS ARE FOR DESIGN INTENT PURPOSES ONLY AND SHALL NOT BE SCALED