

STATEMENT OF REQUIREMENT

for the

Supply and Installation of Camera Surveillance Systems

1.0 Summary

1.1 Requirement

Canada has a requirement for the supply and installation of two (2) individual secure, remotely accessible Camera Surveillance Systems including Cameras, Video Recorders (VRs); Cameras; Monitor; Software and ancillary equipment as described herein. After-installation support services (technical) are also a component of this requirement.

1.1.1 Overview

PSPC requires the supply and installation of the Camera Surveillance Systems detailed herein. The systems are for installation at the same building location, in separate designated areas. The performance and specification requirements are identical for both systems, however there are variables in the required quantity of camera equipment for each System. The two (2) systems will each be installed in a designated area of the building structure. The two (2) designated installation areas will henceforth be described as **Zone I and Zone II**. A blueprint of the building plan (Bid package) will be provided to qualified Bidders.

1.2 Abbreviations and Acronyms

CSS	Camera Surveillance Systems
GOC	Government of Canada
PSPC	Public Services and Procurement Canada
VR	Video Recorder

2.0 Scope of Work

The Contractor must provide all required tools, equipment, software, Resources; and conduct all work required to provide the deliverables described at section 2.1.

2.1 Deliverables

The Contractor must supply all equipment, materials and management software required for the installation and operation of the Camera Surveillance Systems as identified herein. The Contractor must conduct all work to meet the requirement as detailed at Section 2.2.

2.2 Tasks

The Contractor must perform and complete the following tasks:

- i. Arrange with the Project Authority, and conduct a minimum of one (1) site visit to assess all accessible areas and determine optimum installation plans and details. The survey should consider the structural and electrical distribution Systems.
- ii. Evaluate installation options and identify any impairments that may have a bearing on the installing process of the Camera.

- iii. Provide a written report including installation option, plans and potential impairments to the PSPC Project Authority, identifying any preliminary work that must be completed in order to proceed with the actual installation.
- iv. Provide a written installation plan to the PSPC Project Authority. detailing camera and video equipment locations and relevant installation details.
- v. Supply all materials, equipment and Resources required for Camera Surveillance Systems identified herein;
- vi. Conduct all tasks necessary for the installation, testing and operation of the Camera Surveillance Systems.
- vii. Provide on-site training to PSPC personnel for the operation and maintenance of the Camera.
- viii. Provide immediate multi level in-service support as and when requested by the PSPC Project Authority, including remote guidance and assistance and any required on-site support service to Canada.

2.2.1 Installation – Constraints

2.2.1.1 The site visit and submission of the written installation plan including any options as applicable must be completed **within one (1) week (seven calendar days) of contract award.**

2.2.1.2 The final installation plan **including any changes requested by the Project Authority** must be provided (electronic copy) to the Project Authority **within two (2) business** days following change request or approval of the Project Authority.

2.2.1.3 The work must not commence until the Contractor has received in writing, (via email) full approval from the Project Authority.

2.2.1.4 The installation must be completed **within two (2) weeks** following written approval of the installation plan by the Project Authority.

2.2.1.5 All work is subject to the approval of the Project Authority.

2.3 Equipment

2.3.1 Systems – General Requirements and Constraints

The Camera Surveillance Systems must:

- i. Include remote access capability for wireless communication and controlled access by PSPC designates only;
- ii. Integrate all cameras in one network and offer a common display for all;
- iii. Have the ability to record and emit notifications (alarms) triggered by movement detection or power interruption;
- iv. Include Video Recorders to handle the recording, video and alarm management.
- v. Have a video multiplexer to integrate visuals from multiple cameras or VRs on a single monitor; and
- vi. Each component of the camera and video Systems must be configured with a video security IT solution being utilized for surveillance. This includes interlinking all cameras, multiplexers, and VRs in the same network video Systems, for storage and future transmission purposes.

2.3.2 Cameras

The Contractor must supply and install nine (9) Indoor Mounted Cameras and sixteen (16) Exterior Mounted Cameras in accordance with the site plan drawing at Appendix I (*to be provided in the Bid Package*)

2.3.2.1 Digital IP Network Cameras - Minimum Specifications

The Digital IP Network Cameras (**all**) must be:

- i. Powered over Ethernet (POE) enabled;
- ii. Equipped with wide-angled lens;
- iii. Pan-Tilt-Zoom (PTZ)
- iv. Capable of streaming real-time video;
- v. High Resolution of at minimum 1080p; **and**

The Digital IP Network Cameras (**all**) must have:

- i. A minimum of 4 Megapixel (MP); and
- ii. Night vision capability.

2.3.2.2. The exterior Digital Network Cameras must have:

- i. An Ingress Protection Rating (IPP) of at least **IP66**, suitable for rugged outdoor temperatures and Canadian climate.

2.3.3 Video Recorders (VR)

The Contractor must supply and install one (1) Video Recorder (VR) for each of the **two (2) site Zones** identified at Appendix I.

2.3.3.1 The Video Recorder(s) must be:

- i. Local storage only and must not be cloud based storage.
- ii. Internet or network ready, with remote access capability from any mobile device (i.e. Smartphone) application or web-based direct connection. Remote Personal Computer (PC) connectivity software is not acceptable as the sole means of connectivity.
- iii. Compatible with the IP cameras; and
- iv. Must preserve the imaging quality of the IP cameras.

The VR's may be inbuilt to the Multiplexer or may be stand-alone units integrated with the multiplexer and display screen.

2.3.3.2 All VR devices must have:

- i. The ability to limit or restrict the recording of individual channels based on schedule or settings;
- ii. Movement Detection capability; and
- iii. Connectivity for access from multiple monitors located in various on-site locations.

A) Zone I VR

- i. Must have a minimum of thirty-two (32) channels
- ii. Must have a hard drive capability of fourteen (14) days storage (where one day is twenty-four (24) hours).
- iii. Image and video storage must be located on the VR and must not be cloud based storage.

B) Zone 2 VR

- i. Must have a minimum of eight (8) channels
- ii. Must have a hard drive capability of fourteen (14) days storage (where one (1) day is twenty-four (24) hours.
- iii. Image and video storage must be located on the VR and must not be cloud based storage.

2.3.4 Display Monitor(s)

The Contractor must supply and install:

- i. A minimum of one (1) and a maximum of two (2) Display Monitors.

The monitor screen(s) must be:

- i. Flat-screened; and
- ii. A minimum of twenty-four inches (24") in screen size.

Canada will consider proposed options that include integrating **both** Camera Surveillance Systems into one common Display Monitor **OR** where each Camera Surveillance System is configured to it's own dedicated Display Monitor.

The location(s) for the Display Monitors will be determined by the PSPC Project Authority during the pre-installation site visit with the Contractor. The Contractor must provide reference to the location(s) prior to Installation in the final written installation plan submitted to the Project Authority.

Canada will consider proposed options for the Display Monitor including:

- i. split screen display(s) **or** a screen display including a switch device to change the monitor display between each Camera Surveillance System.

2.3.5 Manuals

- i. The Contractor must provide all relevant **Operating Manuals** for the Camera. The Manuals must be provided at minimum in electronic copy, and if available, hard copy. The Manuals must be provided in **English** and **French**.

2.3.6 Technical Support and On-site Service

The Contractor must provide twenty-four (24) hour technical support service as and when required including:

- i. Technical support via telephone or e-mail
- ii. On-site technical support.
- iii. Provision of temporary equipment in the event of equipment failure in accordance with section 2.3.6.2.

2.3.6.1 Technical Support Response Time and Service Levels.

The telephone or e-mail response time for technical support must be a maximum of **one (1) hour or less**;

For Systems failure not resolved by troubleshooting by phone or e-mail, the on-site response time must consist of the Contractor's arrival onsite within a maximum of **4 hours or less** from the time of telephone response.

The total response time for any service interruption must be a maximum of **six (6) hours** from Canada's report of any service interruption event.

2.3.6.2 Equipment Failure

In the event of any equipment failure not including a power interruption (“blackout”) :

If the event is not resolvable within the same business day, the Contractor must provide alternate temporary equipment meeting the performance and specification requirements at no extra cost to Canada, to ensure the operational integrity of the Camera Surveillance Systems. The temporary equipment provided must remain in situ until the equipment failure is resolved.

3.0 Constraints

3.1 The Camera Surveillance Systems **must NOT** be “cloud-based.

3.2 **Canada will retain sole rights as Administrators of the Camera Surveillance Systems.**

3.3 The Vendor will not retain administrative rights or have access to the camera surveillance systems except in the case of requested assistance from Canada in the event of a technical failure. **All such requests will be issued in writing by the PSPC Project Authority and must be limited to the duration of the in-service support event.**

4.0 Canada’s support to the Contractor

- i. Canada will provide all required infrastructure necessary for the Camera Surveillance Systems prior to installation.
- ii. Canada will provide any necessary furniture required for the placement of monitors or auxiliary equipment as deemed necessary by the Technical Authority.
- iii. Canada will provide any additional remote monitors required for onsite office locations..

5.0 Location of Work

The location of work is Bedford Commons, Nova Scotia. The Civic address and contract information will be provided at contract award.