

	<b>REQUEST FOR QUOTATION (RFQ)</b> <b>for the supply, installation and maintenance of security systems as outlined in Annex “B” - Statement of Work</b>
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<b>DATE: November 3, 2023</b>	<b>RFQ NUMBER: SEN-051 23-24</b>
<b>RFQ CLOSING DATE AND TIME:</b>	<b>November 27, 2023 @11:00AM EST</b>
<b>SUBMISSION OF QUOTATION:</b>	<b>Only Electronic quotations will be accepted at <a href="mailto:proc-appr@sen.parl.gc.ca">proc-appr@sen.parl.gc.ca</a>.</b>

The Senate of Canada invites submissions of quotations for the supply, installation and maintenance as set forth in this RFQ. The period of any resulting contract(s) shall be for one (1) year with four (4) one-year option periods.

- You **must** bid on all items in the stream(s) you have selected in order for your bid to be valid – see Annex “E” - Price List
- **Contract(s) award will be determined as follows: For each stream:**
  - In Annex “E” – Price list, Table 1, the items highlighted in yellow with an asterik (\*) shall be totaled and will be worth 60% and all other items listed shall be totaled and will be worth 40% the total combined rating.
  - In Annex “E” – Price list, Table 2, the service rates including emergency rate shall be totaled and will be worth 100%.
  - **Total Combined Rating = Table 1 items with \* (60%) + Table 1 all other prices (40%) + and Table 2 service rates (100%)**
  - The three (3) lowest bids obtaining the lowest total combined rating per stream shall be awarded a contract.

**Please indicate the Stream(s) you will be bidding on for the supply, installation, and maintenance of security systems:**

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If you are using subcontractors for the stream(s) you have selected, please indicate the stream and provide the name and address of the subcontractor(s): If needed, please use a separate sheet.

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**The following list outline’s locations where Senate Security will need to visit residences and have enhanced security and surveillance equipment installed:**

**Stream 1 – Ontario and Stream 7 – Manitoba are not applicable to this RFQ**

**Stream 1 – ONTARIO - N/A**

**Stream 2 – QUEBEC – Hudson, Montreal, Montreal (South Shore), Laval, Blainville, Quebec City, Gaspée**

**Stream 3 – NOVA SCOTIA – Halifax, Dartmouth, Sydney, Antigonish**

**Stream 4 – NEW BRUNSWICK – Saint John, Moncton, Bathurst, Richibucto, Fredericton, Edmundston, Grand Falls**

**Stream 5 – PEI – Charlottetown**

**Stream 6 – NEWFOUNDLAND – Gander, St. John’s, Saint Bride’s**

**Stream 7 – MANITOBA - N.A**

**Stream 8 – SASKATCHEWAN – Saskatoon, Wadena, Regina**

**Stream 9 – ALBERTA – Edmonton, Calgary, Banff**

**Stream 10 – BRITISH COLUMBIA – Vancouver, Kamloops, Vernon, Kelowna**

**Stream 11 – NORTHWEST TERRITORIES – Yellowknife**

**Stream 12 – YUKON – Whitehorse**

**Stream 13 - NUNAVUT – Iqaluit**

The Senate of Canada reserves the right to add additional cities over the term of any contract.

All pricing submitted on each stream in must remain valid for the **initial one (1) year period** of any resulting contract. All applicable taxes are extra to the quoted prices.

Please indicate that you are in agreement with the attached Annex “C” - Resulting Contract Clauses, which will form part of any resulting contract,:

Yes: \_\_\_\_\_ No: \_\_\_\_\_

**The following shall form part of this RFQ:**

The attached Annex “A” – Bidders Instructions shall form part of this RFQ.

The attached Annex “B” – Statement of Work shall form part of this RFQ and any resulting contract.

The attached Annex “C” – Resulting Contract Clauses shall for part of any resulting contract.

The attached Annex “D” – Terms of Work and Payment shall form part of any resulting contract.

The attached Annex “E” - Price List shall form part of this RFQ and any resulting contract (**must be completed and return with your RFQ**)

The attached Annex “F” - Supplier Creation & Direct Deposit Enrollment Form (**must be completed and return with your RFQ**)

The attached Annex “G” - Non-Disclosure Agreement must be signed and returned by the successful contractor(s) for each stream prior to a contract being awarded.

**Bidder information**

The Bidder offers and agrees to provide the Senate of Canada (Senate), upon the terms and conditions set out herein, including attachments to this document, the goods/services listed herein and on any attachment at the price(s) set out therefore.

Name of Firm:			
Name of Representative:			
Authorized Signature:		Date:	
Position Title:			
Email Address:			
Telephone Number:		Fax Number:	
Address:			

## ANNEX "A" - BIDDER'S INSTRUCTIONS

### 1. Receipt of Submissions

- I. Quotations must be received by the Senate of Canada on or before the date and time indicated on page 1 of this RFQ. Quotations received after the stated closing date and time will be rejected and not considered.
- II. The correct delivery of the e-mail is the sole responsibility of the Bidder.
- III. All correspondence, including the subject line of your return e-mail, must include the RFQ number indicated on page 1 of this RFQ.
- IV. For bids transmitted by email, the Senate will not be responsible for any failure attributable to the transmission or receipt of the email bid. The Senate will send a confirmation email to the Bidders when the submission is received.

### 2. Signature Requirement

- I. All pages of this RFQ shall be initialed and returned with your bid thereby acknowledging having read, understood and accepted the complete bid package and all addendums issued.
- II. Failure to **sign** and **return** the bidder's information (Page 3) **will** result in the disqualification of the bid.

### 3. Inquiries and Communications

- I. Any enquiries regarding this RFQ must be received by e-mail at: [Proc-Appr@sen.parl.gc.ca](mailto:Proc-Appr@sen.parl.gc.ca), no later than **November 17, 2023 at 11:00 AM EST** to the attention of **Shirley Chartrand, Senior Procurement Advisor**. 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 the Senate of Canada to provide an accurate answer. 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 the Senate of Canada determines that the enquiry is not of a proprietary nature. The Senate of Canada may edit the question(s) or may request that the Bidder do so, in order 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 the Senate of Canada. Non-compliance with this condition for that reason alone may result in the disqualification of Bidder's quotation.
- II. To ensure the equality of information among bidders, answers to enquiries which are relevant to the RFP will be posted to all bidders on CanadaBuys without revealing the sources of the enquiry.

### 4. Evaluation Procedures

- I. The Senate will conduct the RFQ process in a fair manner and will treat all bidders equally.
- II. It is the responsibility of a bidder to ensure that their bid is clear and complete. The Senate reserves the right to contact any bidder during the evaluation of bids to obtain clarifications. If the Senate seeks clarification or verification from a bidder about their bid, the bidder will have **two (2) working days** (or a longer period if specified in writing by the contracting authority) to provide the necessary information to the Senate. Failure to meet this deadline will result in the bidder being declared non-responsive, and the bid will receive no further consideration.

### 5. Irrevocable Bids

- I. Bids will remain open for acceptance for a period of no less than **ninety (90) days** from the closing date of the bid solicitation, unless specified otherwise in the bid solicitation.

## **6. Cost Related to the Preparation of this Quotation**

- I. No payment direct or indirect will be made for costs that may be incurred relative to the preparation or submission of your quotation in response to this RFQ.
- II. All copies of documents submitted in response to this Request for Quotation shall become the property of the Senate of Canada and will not be returned.

## **7. Provision of False or Incorrect Information**

- I. The Senate will reject any bids found to contain false, incorrect or misleading information. It is the responsibility of the bidder to ensure that all information provided is accurate, clear and easily understood. Furthermore, the Senate may refer cases of fraudulent misrepresentation to the Royal Canadian Mounted Police for potential criminal investigation.

## **8. Price Justification**

- I. In the event that only a single responsive bid is received, the bidder must provide any price justification document(s) requested by the Senate. Price justification documents may include one or more of the following:
  - a. a current published price list indicating the percentage discount available to the Senate;
  - b. a copy of paid invoices for similar services provided to other clients;
  - c. a price breakdown showing the cost of direct labour and profit;
  - d. price or rate certifications; or
  - e. any other supporting documentation as requested by the Senate.

## **9. Conflict of Interest – Unfair Advantage**

- I. In order to protect the integrity of the procurement process, bidders are advised that the Senate may reject a bid in the following circumstances:
  - a. if the bidder, any of their affiliates or subcontractors, or any of their respective employees or former employees involved in the preparation of the RFQ in any manner is or was in any situation of conflict of interest or an appearance of conflict of interest;
  - b. if the bidder, any of their affiliates or subcontractors, or any of their respective employees or former employees had access to information related to the RFQ that was not available to other bidders and that would, in the Senate's opinion, give or appear to give the bidder an unfair advantage.
- II. The experience acquired by a bidder who is providing or has provided the services described in the RFQ (or any similar such services) will not, in itself, be considered by the Senate as conferring an unfair advantage or creating a conflict of interest; however, the bidder remains subject to the criteria established above.
- III. If the Senate intends to reject a bid under this section, the contracting authority will inform the bidder and provide them with an opportunity to make representations before making a final decision. Bidders who are in doubt about a particular situation should contact the contracting authority before bid closing. By submitting a bid, the bidder represents that they do not consider themselves to be in conflict of interest nor to have an unfair advantage. The bidder acknowledges that it is within the Senate's sole discretion to determine if a conflict of interest, unfair advantage or appearance of

conflict of interest or unfair advantage exists.

## 10. Ownership of RFQ Documents

- I. This RFQ and all supporting documentation have been prepared by the Senate and remain the sole property of the Senate, Ottawa, Canada. The information is provided to the bidder solely for their use in connection with the preparation of a response to this RFQ and shall be considered proprietary and confidential information of the Senate. These documents are not to be reproduced, copied, loaned or otherwise disclosed either directly or indirectly to any third party, except to those of the bidder's employees who have a need to know for the preparation of the bidder's response. The bidder further agrees not to use the documents for any purpose other than that for which they are specifically furnished.

## 11. Funding Approvals

- I. Bidders should note that all contract awards are subject to the Senate's internal approvals process which includes the requirement of obtaining internal approvals should funding requirements exceed internal budgets for any proposed contract. Despite the fact that a bidder may have been recommended for contract award, a contract will only be awarded if internal approval is granted according to the Senate's internal policies. If approval is not granted, a contract cannot be awarded.

## 12. Applicable Laws

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

## 13. Joint Venture

- I. A joint venture is an association of two or more parties that combine their money, property, knowledge, expertise or other resources into a single joint business enterprise (sometimes referred as a consortium), to bid together on a requirement. Bidders who bid as a joint venture must indicate clearly that they are doing so as a joint venture and must provide the following information:
  - i. the name of each member of the joint venture;
  - ii. the procurement business number of each member of the joint venture;
  - iii. the name of the representative of the joint venture, i.e., the member chosen by the other members to act on their behalf, if applicable; and
  - iv. the name of the joint venture, if applicable.
- II. If the information is not clearly provided in the bid, the bidder must provide the information on request from the contracting authority.
- III. The bid and any resulting contract must be signed by all the members of the joint venture unless one member has been appointed to act on behalf of all members of the joint venture. The contracting authority may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as their representative for the purposes of the RFQ and any resulting contract. If a contract is awarded to a joint venture, all members of the joint venture will be jointly and severally liable for the performance of any resulting contract.

## 14. General Instruction

- I. All prices must be in Canadian funds and include applicable Canadian custom duties, and excise taxes, packing and packaging. All Goods are to be shipped FOB destination.

II. The Senate is PST exempt in the provinces of British Columbia, Manitoba, New Brunswick, Newfoundland, Nova Scotia, Prince Edward Island, Ontario and Quebec. The applicable federal GST/HST will be paid on the Total Bid Price; however, it should not be reflected in the Total Bid Amount.

III. Contract(s) may or may not be issued as a result of this request for quotation.

## ANNEX “B” – STATEMENT OF WORK (SOW)

### THE SUPPLY, INSTALLATION AND MAINTENANCE OF SECURITY SYSTEMS.

#### 1. Introduction

The Senate of Canada is the Upper House in Canada’s bicameral parliamentary democracy. It unites a diverse group of 105 senators, in service of their country.

The Senate Corporate Security Directorate (CSD) is seeking to complete up to sixty (60) security assessments of senator’s residences within a 10-month period from contract award. Thereafter, customized security assessment services will be provided on-demand. It is estimated that up to ten (10) security assessment services per year, following the initial 10-month period.

Customized security assessments provide the necessary added protection for senators at their residences. Once a security concern is raised by an individual senator, the Senate’s CSD will conduct a preliminary assessment and provide recommendations and options for security enhancement measures (e.g., alarms, camera systems and duress functionality) to the senator. Following the assessment, CSD will determine the equipment(s) required for installation in the home and will provide the list of required equipment(s) to the third-party contractor. CSD will also coordinate with the third-party contractor a visit to the senator’s residence for the installation of the required equipment.

#### 2. Statement of Requirements

Relevant to the Senate of Canada’s Security Assessment Program, the following has been assessed as requirements for the implementation of the service:

- 1) Prior to commencing the assessment, research will be conducted by the Senate on the environment and surrounding area of the senator’s residence. The Senate will inform the Contractor of the equipment required and the location of the installation. The Senate will also coordinate the date and timing of the installation with the Contractor.
- 2) Once the Senate had advised the Contractor of the equipment(s) required for a residence and prior to commencing the installation of the equipment, the Contractor must submit a quote to the Senate outlining the number of hour(s) required to complete the installation for that residence along with a cost listing of each piece of equipment required. Pricing must be as outlined in Annex “E” – Price List for the appropriate stream.
- 3) Contractors are required to travel to senator(s)’ residences across Canada (please see item 7 below for a list of residences and provinces) to install the required equipment within the residence.
- 4) The contractor will supply and install the equipment required as identified by the Senate.
- 5) Installation work will commence upon notification from the Senate Project Officer and must be done Monday to Friday during regular working hours (08:00 – 17:00 local time) unless otherwise specified. Specific workday and hours to be confirmed before commencement of work.
- 6) The contractor must perform all routine maintenance work Monday to Friday, during regular working hours (08:00 – 17:00 local time) unless otherwise specified.
- 7) All email and document exchanges must be encrypted using Entrust or password protected files. Personal email addresses and other online communication services **MUST NOT** be used to transmit any Senate sensitive information.
- 8) Any written communication must be available in either English or French. Should information be required in both official languages, the Senate will advise the Contractor in advance. However, the Contractor’s employees or sub-contractors must be able to converse in the language of choice of the senator. The Contractor must have at least



one English speaking and one French speaking individual available for each chosen stream.

- 9) If substituted equipment brands are required, a list of the proposed substituted equipment brands must be provided to the Senate Project Officer for approval, **prior to** their purchase and installation in the residence. The list must include what item is being substituted, the brand name, the price of the equipment, the model number and specification.
- 10) CSD has estimated that the completion of each security assessment, from start to finish, will be completed within an 8-week timeframe, as detailed in the section 6. "Estimated Deliverables and Timeline" below.
- 11) The Contractor must provide on-site emergency service/repairs during the contract period. Service calls for emergency repairs and other service requests will be initiated by CSD.

### 3. Warranty

Please outline any manufacture warranty features provided on the equipment and/or the installation service.

### 4. Role of the Contractor

#### The Contractor must:

- Ensure that all individuals that will have access to any Senate information or will be travelling to senators' residences for the installation of the equipment hold a valid security clearance at the required security level. This is a condition of the contract award
- Discuss the timeline for installation with the Senate within three (3) business days of receipt of job request.
- Upon receiving the list of required equipment for a residence, provide the Corporate Security Directorate with a quote outlining the number of hour(s) required to complete the installation for that residence.
- Ensure all installation work is conducted as agreed upon.
- If substituted equipment brands are required, provide a list of the proposed substituted equipment brands to the Senate Project Officer for approval, **prior to** their purchase and installation in the residence.
- Provide an invoice on each completed residence to the Senate. The invoice must include the senator's name and address, the number of hours worked, name of the individual(s) that performed the work, equipment installed, a brief summary of work performed, the contract reference number and the Business Registration Number (BN) when sales taxes are included.
- Work with the contractor providing the monitoring service and the Senate to ensure that the monitoring services link is in good working condition.
- Participate in the testing phases between all three parties (monitoring company, contractor, and Senate).
- Provide input into solving any issues that may arise during the creation of the monitoring link.

### 5. Role of the Senate

#### The Senate will:

- Discuss the timeline for installation with the Contractor upon sending the job request and approve the timeline agreed upon.
- Communicate the location of the installation to the Contractor and provide a list of required equipment to be purchased for each residence.

- Reviewing and approving quotes submitted by the Contractor outlining the number of hour(s) required to complete the installation of the equipment.
- Approve any proposed equipment substitutes, if required, in a timely manner.
- Be responsible to perform a security clearance on all individual performing the work under this contract. This is a condition of the contract award.
- Participate in the testing phases between all three parties (monitoring company, contractor, and Senate).
- Provide input into solving any issues that may arise during the creation of the monitoring link

## 6. Estimated Deliverables and Timelines

The estimated timeline to provide these goods/services is as follows:

Responsible	DELIVERABLE	Estimated TIMELINE
Contractor	Receive request sheet from Senate with required equipment for installation in the residence.	1 week
Contractor	Review the required equipment list, submit a quote to the Senate outlining the number of hour(s) required to complete the installation for that residence along with a cost listing of each piece of equipment. If required, also submit a request for substitute for approval.	3-4 weeks (or, 21 business days)
Senate	Review quote from supplier. Follow up with the supplier as required. Provide decision (go or no-go) to the supplier and coordinate date of installation with the contractor and the senator	
Contractor	Proceed with installation process of all equipment once Senate approval is received.	
Senate	Implement the security plan, making any necessary changes and updates where required.	2 days
Senate	Monitoring services (create the link from the monitoring company and the installation's completed work, and CSD Technical Security Unit Technicians), all three parties must meet during the set up the monitoring service.  The successful Contractor(s) shall be notified of who the monitoring company is as soon as the Senate awards a contract for this service.  Testing phases between all three aforementioned parties (monitoring company, contractor, and Senate).	1 day
Contractor	SIGN OVER equipment to CSD and monitoring company, CSD to take ownership.	
Contractor	Submit an invoice to the Senate.	
Senate	Follow-up by Senate with senator if any issue with equipment occurs.	1 day

Responsible	DELIVERABLE	Estimated TIMELINE
	<b>TOTAL estimated TIME for ENTIRE ASSESSMENT</b>	<b>Approx. 8 weeks</b>

## 7. Travel Location Requirements & Number of Residences

	Provinces	Location	# of Residences near location
Stream 1	Ontario	<b>NOT APPLICABLE</b>	
Stream 2	QUEBEC	Hudson	1
		Montreal	9
		Montreal (South Shore)	1
		Laval/Blainville	3
		Quebec City	7
		Gaspée	1
Stream 3	NOVA SCOTIA	Halifax/Dartmouth	7
		Sydney/Antigonish	2
Stream 4	NEW BRUNSWICK	Saint John/Moncton/ Bathurst/Richibucto	4
		Fredericton/Edmunston/Grand Falls	4
Stream 5	PRINCE EDWARD ISLAND	Charlottetown	3
Stream 6	NEWFOUNDLAND	St. John's/Saint Bride's	4
		Gander	1
Stream 7	MANITOBA	<b>NOT APPLICABLE</b>	
Stream 8	SASKATCHEWAN	Saskatoon/Wadena	3
		Regina	2
Stream 9	ABERTA	Edmonton	2
		Calgary/Banff	2
Stream 10	BRITISH COLUIMBIA	Vancouver/Kamloops/Vernon/Kelowna	5
Stream 11	NORTHWEST TERRITORIES	Yellowknife	1
Stream 12	YUKON	Whitehorse	1
Stream 13	NUNAVUT	Iqaluit	1

## ANNEX "C" - RESULTING CONTRACT CLAUSES

### 1. Appropriate Law

- I. This contract will be governed by and construed in accordance with the laws in force in the Province of Ontario.

### 2. Assignment

- I. The contract shall not be assigned in whole or in part by the Contractor without the prior written consent of the Senate and any assignment made without that consent is void and of no effect.
- II. No assignment of the contract shall relieve the Contractor from obligations under the contract or impose any liability upon the Senate.

### 3. Time is of the Essence

- I. Time is of the essence in this contract.
- II. Any delay by the contractor in performing the contractor's obligations under the contract that is caused by events beyond the contractor's control must be reported in writing to the Senate without delay. The notice will state the cause and circumstances of the delay. Furthermore, when requested to do so, the contractor must deliver, in a form satisfactory to the Senate, a "workaround plan" that includes alternative sources and any other means the contractor will utilize to minimize the delay and its effect on the Senate.
- III. Unless the contractor complies with the notice requirements set forth in the contract, any delays that would constitute an excusable delay will be deemed not to be an excusable delay.
- IV. Notwithstanding that the contractor has complied with the notice requirements, the Senate may exercise any right of termination contained in the contract.

### 4. Requirement Procedures

- I. When the Senate requires a home assessment of the nature described in Annex "B" — Statement of Work (SOW), it will notify the first ranked contractor in the appropriate stream. The firm will, within the timeline specified in the Senate's notice, reply in writing to provide:
  - a. confirmation that the notice has been received and understood;
  - b. their availability to perform the work in the timeline outlined in the notice
- II. In the event that the first ranked firm cannot perform the required services in the timeline requested, the Senate will proceed to give a notice to the second ranked contractor.
- III. If the second ranked contractor cannot perform the work in the timeline outlined in the notice, the Senate will proceed to give a notice to the third ranked contractor.
- IV. If the third ranked contractor cannot perform the work in the timeline outlined in the notice, the Senate will reassess its timeline and restart the process.

### 5. Indemnity Against Claims

- I. Except as otherwise provided in the contract, the contractor will indemnify and save harmless the Senate from and against any and all claims, damages, losses, costs and expenses that they may at any time incur or suffer as a result or arising out of performing the work described in the contract.

## 6. Inspection and Acceptance

- I. Any report, deliverable, item, document, good or service rendered under the Contract is subject to inspection by the Project Authority or their representative. Should any report, document or service not be in accordance with the requirements of the SOW and to the satisfaction of the Project Authority or their representative, as submitted, the Project Authority will have the right to reject it or require the correction at the sole expense of the contractor before recommending payment. The Senate reserves its right of access to any records resulting from this contract.

## 7. Termination of Contract

- I. The Senate of Canada may immediately terminate this contract if the Contractor is for any reason unable to provide the work, services or goods required under this agreement. Such termination notice shall be made in writing.
- II. The contract may be immediately terminated by the Senate if it is determined that the services provided by the contractor are not satisfactory, provided that the Contractor is given the opportunity to remedy the unsatisfactory services within ten (10) days. Any termination notice will be provided in writing.
- III. Either party may terminate this agreement upon thirty (30) days' written notice.
- IV. In the event that this agreement is terminated prematurely the Contractor shall be paid for the work done.

## 8. Notice

- I. Any notice or other communication may be given in any manner and, if required in writing, will be addressed to the party to whom it is intended either at the address in the contract or at the last address at which the sender has received written notice.
- II. Any notice or other communication given in writing in accordance with paragraph 7.I will be deemed to have been received by either party
  - a) if delivered personally, on the day it was delivered;
  - b) if forwarded by mail, on the earlier of the day it was received or the sixth day after it was mailed; or
  - c) if forwarded by facsimile or email, twenty-four (24) hours after it was transmitted.
- III. A notice given under Section 7 – Termination of Contract will be given in writing and, if delivered personally, will be delivered to the contractor if the contractor is a sole proprietor.

## 9. Insurance

- I. The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

## 10. Warranties

The contractor warrants that

- I. the proposed resource is competent to perform the work required under this contract and have the necessary qualifications, including the knowledge, skill and ability necessary to perform the work effectively;

- II. the proposed resource will, for the duration of this contract, at the contractor's own expense, remain a member in good standing of a law society in Canada and will maintain any professional liability insurance required by the law society of which the proposed resource is a member;
- III. the proposed resource will provide, under this contract, a quality of service at least equal to that which contractors generally would expect of a competent contractor in a like situation;
- IV. they have complete authority to enter into this contract; and
- V. all work commenced under this contract will be completed in full.

## **11. Confidentiality**

- I. Any information which is non-public, of a character confidential to the affairs of the Senate of Canada, its members or any of its employees, agents or contractors or proprietary in nature to the Senate or to a third party to which the contractor or any of its employees, or affiliates or subcontractors become privy as a result of services to be performed under this contract shall be treated as confidential during and after the performance of the work.

## **12. Information Security**

- I. For the purposes of this clause, "Senate confidential information" means information that has been classified by the Senate as "Confidential" and that, if compromised, could cause serious injury to individuals or to the Senate. It also includes information generated by the contractor in the performance of this contract that, if compromised, could cause serious injury to individuals or the Senate.
- II. Using Entrust or password protected files approved by the Senate, the contractor must encrypt all Senate confidential information while it is in transit to the Senate.
- III. Using Microsoft BitLocker or a comparable technology approved by the Senate, the contractor must encrypt all Senate confidential information that the contractor receives or generates on computers, external storage and portable devices.
- IV. The contractor must ensure that all Senate confidential information provided or generated under this contract is kept in Canada. The contractor must notify the contracting authority if they intend to move the information from Canada. The contractor must not move Senate information from Canada without the prior written consent of the contracting authority in accordance with Section 8 - Notice.
- V. The contractor must immediately notify the contracting authority of any information or data breach affecting information that is not publicly available and that is received or generated in the performance of this contract, including information or data — whether paper-based or electronic — prepared by the contractor for the benefit of the Senate.
- VI. The contractor must also cooperate with any investigation by the Senate into an information or data breach.

## **13. Information Management – Destruction of all Senate information upon termination of contract**

- I. Subject to subclause 12.II, upon the termination of the contract, the contractor must provide the Senate, in a useable format, all information that is not publicly available and that is received or generated in the performance of this contract, including information

or data — whether paper-based or electronic — prepared by the contractor for the benefit of the Senate. Once the Senate confirms receipt of the information, the contractor must destroy the information from their systems and backups and provide the Senate with a certificate of destruction.

- II. If the contractor is subject to legislation — including bylaws or rules of a law society or other self-regulating professional body in Canada — that requires the retention of information until a certain deadline, the contractor may retain information referred to in subclause 12.I until the applicable legislative deadline, at which time they must immediately destroy the information from their systems and backups and provide a certificate of destruction to the Senate.

#### **14. Information Management – Destruction of specific Senate information during the term of the contract**

- I. Despite subclause 12.I, the contractor must comply with any instruction provided by the contracting authority, during the term of the contract, in relation to the destruction of specific information that is received or generated by the contractor for the benefit of the Senate. In particular, the contractor must comply with any instruction requiring the contractor to, at any time during the term of the contract, provide specific information to the Senate in a usable format and, once the Senate confirms receipt of the information, wipe it from their systems and backups and provide a certificate of destruction to the Senate.
- II. If the contractor is subject to legislation — including bylaws or rules of a law society or other self-regulating professional body in Canada — that requires the retention of information until a certain deadline, the contractor may retain the information referred to in subclause 13.I until the applicable legislative deadline, at which time they must immediately destroy any remaining information from their systems and backups and provide a certificate of destruction to the Senate.

#### **15. Records to be Kept by the Contractor**

- I. The Contractor shall keep proper accounts and records of the costs of work and all expenditures or commitments made by the Contractor including the invoices, receipts and vouchers, which shall at reasonable times be open to audit and inspection by the authorized representatives of the Senate who may make copies and take extracts therefrom.
- II. The Contractor shall not dispose of the documents referred to herein without the written consent of the Senate but shall preserve and keep them available for audit and inspection for such a period of time as may be specified elsewhere in the contract or, in the absence of such specification, for a period of two years following the completion of the work.

#### **16. Confidentiality and Parliamentary Privilege**

- I. Any information of a nature that is confidential to the affairs of the Senate, its members or any of its employees, agents or contractors, and to which the contractor — or any of their employees, affiliates or subcontractors — becomes privy as a result of services to be performed under this contract must be treated as confidential during and after the performance of the work.
- II. No parliamentary privilege is waived through the operation of this contract

#### **17. Rules and Regulations**

- I. In the Contractor's operations, the Contractor and the Contractor's employees will comply with and abide by all lawful rules and regulations of the Senate that may be established from time to time, provided to the contractor in writing, and provided that no such rules or regulations inhibit the contractor from exercising their rights and duties hereunder.
- II. The contractor further understands that, to ensure fairness, openness and transparency in the procurement process, the commission of certain acts or offences may result in a termination for default under the contract. If the contractor made a false declaration in their quotation, makes a false declaration under the contract, or fails to diligently keep the information requested herein up to date, or if the contractor or any of the contractor's affiliates or subcontractors fails to remain free and clear of any acts or convictions specified herein during the period of the contract, any such false declaration or failure to comply may result in a termination for default under the contract. The contractor understands that a termination for default will not restrict the Senate's right to exercise any other remedies that may be available against the contractor.

### **18. Miscellaneous Restrictions**

- I. Under no circumstances will the contractor use any stationery displaying the Senate emblem, including letterhead and envelopes, to conduct business under this contract.
- II. It is the intention of the parties that
  - a) this contract is for the performance of a service or services and that the contractor is engaged as an independent contractor providing a service or services to the Senate; and
  - b) the contractor's directors, officers, employees and the proposed resource are not engaged as Senate employees and are not subject to any terms and conditions of employment or privileges that are applicable to Senate employees.
- III. No contractor or contractor's staff can render services to or benefit from payments under a contract with the Senate if they are a family member (as defined in the *Senate Administrative Rules*) of the end user or of someone in a similar position who has influence over the scope of the work.

### **19. Subcontracts**

- I. The contractor must obtain the Contracting Authority's written consent before subcontracting or permitting the subcontracting of any part of the work. A subcontract includes a contract entered into by any subcontractor, at any tier, to perform any part of the work.
- II. Changes can be made to the list of subcontractors throughout the contract, if they meet the same stated required conditions and keep the same prices as indicated in the contract. A change notification must be provided in writing to the Senate for approval. Any new subcontractor must obtain the necessary security clearances from the Senate of Canada prior to doing any work under the contract.
- III. In any subcontract, unless the Contracting Authority agrees in writing, the contractor must ensure that the subcontractor is bound by conditions compatible with and, in the opinion of the Contracting Authority, not less favorable to the Senate than the conditions of the contract.
- IV. Even if the Senate consents to a subcontract, the contractor remains responsible for performing the contract and the Senate is not responsible to any subcontractor. The contractor is responsible for any matters or things done or provided by any



subcontractor under the contract and for paying any subcontractors for any part of the work they perform.

## **20. No implied obligations**

- I. It is the intention of the parties that this agreement is for the provision of services. The contractor is engaged as an independent contractor providing services to the Senate in accordance with this contract. The contractor's directors, officers, employees and agents are not engaged as Senate employees and are not subject to the terms and conditions of employment applicable to the employees of the Senate of Canada.

## **21. Performance**

- I. The contractor will report to the Senate on performance under this contract and will do so in whatever format and at whatever frequency the Senate may require.

## **22. Amendments to the Contract**

- I. No person other than the Manager of Procurement or their designate can amend this contract in any form. Any changes to the original contract must be made in writing.

## **23. Ownership of Intellectual and Other Property, Including Copyrights**

- I. Documents and information (work) produced by the contractor in the performance of this contract, as well as the copyrights in and to the work, will vest in and remain the property of the Senate.

## **24. Conflict of Interest**

- I. The contractor declares that they have no pecuniary interest in the business of any third party that would or would seem to cause a conflict of interest in carrying out the work. Should such an interest be acquired during the life of the contract, the contractor must declare it immediately to the Senate.
- II. It is a term of this contract that no former public office holder who is not in compliance with the *Conflict of Interest Act* will derive a direct benefit from this contract.

## **25. Discrimination and Harassment in the Workplace**

- I. The contractor declares that neither the contractor, the contractor's directors, the contractor's officers nor the proposed resource have suffered any judgments in regard to legislation pertaining to discrimination or harassment in the workplace.
- II. If such judgments are made against the contractor, the contractor's directors, the contractor's officers or the proposed resource during the life of this contract, the Senate reserves the right to immediately terminate the contract. In such cases, the Senate will only be liable for payment for services performed. No other costs or fees will be due or payable by the Senate.

## **26. Advertisement**

- I. The contractor will not, without prior written consent from the Senate, advertise or publicize any work performed for the Senate. Any breach of this clause is considered to be a breach of confidentiality and will result in the removal of the contractor from Senate source files.

## **27. Security Accreditation Check**

- I. In accordance with the Senate Accreditation Policy, a valid security clearance is a condition of any Senate contract and is required for all individuals with whom the Senate may need to share or provide access to sensitive or classified information, assets, or facilities.
- II. The Contractor shall ensure that before any work can be undertaken for the Senate, all individuals, including affiliates and subcontractors working on any resulting contract(s) must undergo the Senate security screening process and successfully obtain a Senate security clearance at the level of “Secret”, or have successfully obtained an equivalent or higher security status under the security policy of another Canadian legislature or governmental institution recognized by the Senate. Equivalent security status or clearances must be approved by the Senate prior to the initiation of any work.
- III. Individuals that do not hold a valid security clearance at the level of “Secret” by a recognized institution must undergo the Senate security screening process and successfully obtain a Senate security clearance at the required level.
- IV. A financial inquiry may be performed as part of the security screening process to assess whether an individual poses a security risk on the basis of financial pressure or history of poor financial responsibility. The inclusion of a financial inquiry in a security screening is determined on a case-by-case basis and is based on the types of duties or tasks being performed by the individual at the Senate.
- V. The Senate reserves the right to raise the required level of a security clearance as needed.

## **28. Health and Safety**

- I. The Contractor, while working in the Senate workplace, must comply with the Senate Policy on Occupational Health and Safety and the Guidelines promoting a scent-free work environment. Particularly this entails:
  - a) Refraining or minimizing the use of scented products while in the Senate workplace;
  - b) Taking all reasonable measures to protect the health and safety of every employee and other person granted access to the workplace for work purpose; and
  - c) No smoking in any buildings or within the vicinity (or within nine (9) meters) of entrances, exits, windows or air intakes of Senate occupied buildings in the Parliamentary Precinct.
- II. If contractors breach these duties and responsibilities, corrective action will be taken which could include measures up to contract termination. The Senate Policy on Occupational Health and Safety and the Guidelines promoting a scent-free work environment will be available upon request.

## **29. Entire Agreement**

- I. This contract constitutes the entire agreement between the parties with respect to the subject matter of the contract and supersedes all previous negotiations, communications and other agreements relating to it unless they are incorporated by reference in the contract.

## **30. Authorities**

### **I. Contracting Authority**

The Contracting Authority for the contract is

Shirley Chartrand  
Senior Procurement Advisor  
Finance and Procurement Directorate  
The Senate of Canada  
40 Elgin Street, 11th floor  
Ottawa, ON K1A 0A4

Telephone: 613-995-8888 x 4  
Email: [Proc-Appr@sen.parl.gc.ca](mailto:Proc-Appr@sen.parl.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.

## II. Project Authority

The Project Authority for the contract is

xxxx

The Project Authority is the representative of the directorate for whom the work is being carried out under the contract and is responsible for the successful completion of the work, including assigning and reviewing drafting projects. The Project Authority has the ultimate authority on all aspects of the work, but 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.

## III. Contractor's Representative

The account manager for the contract is:

xxxx

## 31. Replacement of specific individuals

- I. If specific individuals are identified in the contract to perform the work, the contractor must provide the services of those individuals unless the contractor is unable to do so for reasons beyond their control.
- II. If the contractor is unable to provide the services of any specific individual identified in the contract, it must provide a replacement with equivalent or better qualifications and experience. The replacement must meet the criteria used in the selection of the contractor and be acceptable to the Senate. The contractor must, as soon as possible, give notice to the contracting authority of the reason for replacing the individual and provide the name, qualifications and experience of the proposed replacement.
- III. The contractor must not, in any event, allow performance of the work by unauthorized replacement persons. The contracting authority may order that a replacement stop performing the work. In such a case, the contractor must immediately comply with the order and secure a further replacement in accordance with subsection II. The fact that the contracting authority does not order that a replacement stop performing the work does not relieve the contractor of its responsibility to meet the requirements of the contract.

### **32. Priority of documents**

- I. If there is a discrepancy between the wording of any documents that appear on the following 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 this contract;
  - b. articles of the RFQ, including all annexes; and
  - c. the contractor's bid dated *(To be identified upon contract issuance)*.

### **33. Public Disclosure**

- I. All contracts awarded by the Senate must reflect fairness in the spending of public funds. The Senate is obligated to report on its website, every fiscal quarter, all contracts awarded that have a value of more than \$10,000.00 or whose value has exceeded \$10,000.00 via amendment.

## ANNEX "D" - TERMS OF WORK AND PAYMENT

### 1. Period of the Contract

The term of this contract shall be from the date of signature of both parties for one (1) year with four (4) one-year option periods.

### 2. Option to Extend the Contract

- I. The Contractor grants to the Senate the irrevocable option to extend the term of the contract by up to four (4) additional one (1) year period under the same conditions.
- II. The Senate may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) days before the Contract expiry date. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment

### 3. Price Escalation and Cost

- I. Upon contract award, all prices quoted in the Contractor's offer Annex "E" – Price List, will remain firm for a period of one (1) year from award of contract. Thereafter, on an annual basis, the Contractor may review the price list and may propose increases. Such increases must not be greater than the Canadian Consumers Price Index (CPI) for the previous year. The Contractor must provide the Senate with a thirty (30) day written notice for any increase in cost of goods proposed. Once this notification is received and accepted by the Senate, prices will remain firm until the next option period is exercised.

### 4. Contract Amount

- I. The contractor will be paid for the costs reasonably and properly incurred in the performance of the work, as determined in accordance with Section 5 – Basis of Payment (below), to a limitation of expenditure of **\$xxxx plus applicable taxes**.

### 5. Basis of Payment

- I. In consideration of the contractor satisfactorily completing all of their obligations under the contract, the contractor will be paid in accordance with rates specified below.

***Successful stream(s) to be inserted***

### 6. All-inclusive Pricing and Basis of Payment

- I. In consideration of the contractor satisfactorily completing all of their obligations under the contract, the Contractor will be paid in accordance Annex "D" – Terms of Work and Payment and Annex "E"- Price List.

### 7. Invoicing

- I. The contractor must submit a detailed invoice at the end of each home assessment that includes the name of the senator address, the number of hours worked, the name of the individual(s) that performed the work, the equipment installed, a brief summary of work performed, and the contract reference number and the Business Registration Number (BN) when sales taxes are included.
- II. The contractor's certified invoice must be forwarded to the following address:

by e-mail at: [finpro@sen.parl.gc.ca](mailto:finpro@sen.parl.gc.ca)

or

**The Senate of Canada  
Finance and Procurement Directorate  
Chambers Building  
40 Elgin Street, 11<sup>th</sup> floor  
Ottawa, Ontario  
K1A 0A4 Canada**

- III. The invoice must be reviewed and signed by the Project Authority or their delegated authority before payment is issued.
- IV. Payment by the Senate to the contractor for work, goods or services will be made as follows:
  - a) in the case of an invoice submitted in respect of a progress payment other than the final payment, within thirty (30) days following the date on which the invoice is submitted according to the terms of the contract; or
  - b) in the case of an invoice submitted in respect of a final payment, within thirty (30) days following the date on which the invoice is submitted, or within thirty (30) days following the date on which the work is completed, or the goods/services are delivered and accepted, whichever date is the later.
- V. If the Senate has any objections to the form of an invoice or its contents, written notification of the nature of such objections will be forwarded to the contractor within fifteen (15) days of receipt of the invoice.

## **8. Method of Payment**

- I. Payment will be made via direct deposit. The Senate will deposit all payments directly into the individual's or corporation's account.

## **9. Sales Tax**

- I. The Senate of Canada is exempt from provincial sales taxes in the provinces of British Columbia, Manitoba, New Brunswick, Newfoundland, Nova Scotia, Prince Edward Island, Ontario and Quebec.
- II. PST exemption numbers: British Columbia 005521 / Manitoba 390516-0 / New Brunswick P87-60-01648 / Newfoundland 32243-0-09 / Nova Scotia U84-00-03172-3 / Prince Edward Island OP-10000-250 / Ontario 11708174G / Quebec: 10-0813-5602-P
- III. The applicable taxes are not included in the contract amount.
- IV. The Applicable Taxes and Business Registration Number must be listed as a separate line item on all invoices.

## **10. Interest on Overdue Accounts**

- I. For the purposes of this section,
  - a. an amount is *due and payable* when it is due and payable by the Senate to the contractor according to the terms and conditions of the contract;

- b. an amount is *overdue* when it is unpaid on the first day following the day upon which it is due and payable;
- c. *date of payment* means thirty (30) days from the date of receipt of the invoice by the Senate;
- d. the *bank rate* is the average Bank of Canada discount rate for the previous month, plus 3%;
- e. the Senate will be liable to pay simple interest at the bank rate on any amount that is overdue from the day when that amount became overdue until the day prior to the date of payment, inclusively; however, interest will not be payable — nor will it be paid — unless the amount has been outstanding (unpaid) for more than fifteen (15) days following the due date;
- f. interest will only be paid when the Senate is responsible for the delay in paying the contractor, in the event that the Senate is not responsible for the delay in paying the contractor, no interest will be paid;
- g. the Senate will not be liable to pay the contractor any interest on unpaid interest.

**ANNEX "E" – PRICE LIST - SUPPLY, INSTALLATION AND MAINTENANCE OF SECURITY SYSTEMS.**

**YOU MUST BID ON ALL ITEMS IN THE STREAM(S) YOU HAVE SELECTED FOR YOUR BID TO BE VALID**

**TABLE 1**

No.	Item Description	Model	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price
			Stream 1 - Ontario	Stream 2 - Quebec	Stream 3 – Nova Scotia	Stream 4 – New Brunswick	Stream 5 - PEI	Stream 6 - Newfoundland	Stream 7 - Manitoba
	<b><i>DSC Power Series NEO</i></b>								
1.	Power Supply Module	HSM 2300	\$N/A	\$	\$	\$	\$	\$	\$N/A
2.	High Current Output Module	HSM 2204	\$N/A	\$	\$	\$	\$	\$	\$N/A
3.	Low Current Output Module	HSM 2208	\$N/A	\$	\$	\$	\$	\$	\$N/A
4.	8-Hardwired Zone Expander Module	HSM 2108	\$N/A	\$	\$	\$	\$	\$	\$N/A
5.	6 to 128 Zone Control Panel	HS2016	\$N/A	\$	\$	\$	\$	\$	\$N/A
6.	6 to 128 Zone Control Panel	HS2032	\$N/A	\$	\$	\$	\$	\$	\$N/A
7.	6 to 128 Zone Control Panel	HS2064E	\$N/A	\$	\$	\$	\$	\$	\$N/A
8.	6 to 128 Zone Control Panel	HS2128E	\$N/A	\$	\$	\$	\$	\$	\$N/A
9.	Power G Wireless Full Message LCD 2-way Wire-Free Keypad with optional Prox Support	HS2LCDWF9 (N)	\$N/A	\$	\$	\$	\$	\$	\$N/A
10.	Power G Wireless Full Message LCD 2-way Wire-Free Keypad with optional Prox Support	HS2LCDWFP9(N)	\$N/A	\$	\$	\$	\$	\$	\$N/A



No.	Item Description	Model	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price
			Stream 1 - Ontario	Stream 2 - Quebec	Stream 3 – Nova Scotia	Stream 4 – New Brunswick	Stream 5 - PEI	Stream 6 - Newfoundland	Stream 7 - Manitoba
11.	Power G ICON Hardwired Keypad with Built-in Transceiver	HS21CBRF9(N)	\$N/A	\$	\$	\$	\$	\$	\$N/A
12.	Power G ICON Hardwired Keypad with Built-in Transceiver	HS21CNRFP9(N)	\$N/A	\$	\$	\$	\$	\$	\$N/A
13.	Hardwired Touchscreen Keypad 7 inch with Prox Support	HS2TCHP(N)	\$N/A	\$	\$	\$	\$	\$	\$N/A
14.	Hardwired Touchscreen Keypad 7 inch with Prox Support	HS2TCHPBLK(N)	\$N/A	\$	\$	\$	\$	\$	\$N/A
15.	Power G Wireless Indoor Siren	PG9901 BATT	\$N/A	\$	\$	\$	\$	\$	\$N/A
16.	Power G Wireless Outdoor Siren	PG9911 BATT	\$N/A	\$	\$	\$	\$	\$	\$N/A
*17.	Power G Wireless Repeater	PG9920	\$N/A	\$	\$	\$	\$	\$	\$N/A
18.	Power G Host Transceiver Module	HSM2HOST9	\$N/A	\$	\$	\$	\$	\$	\$N/A
*19.	Cellular Alarm Communicator	LE2080®	\$N/A	\$	\$	\$	\$	\$	\$N/A
*20.	Dual Path Communicator	TL280LE®	\$N/A	\$	\$	\$	\$	\$	\$N/A
*21.	Internet Alarm Communicator	TL280(R)E	\$N/A	\$	\$	\$	\$	\$	\$N/A
22.	Communicator Remote Mounting Module	PCL-422	\$N/A	\$	\$	\$	\$	\$	\$N/A
23.	Power G Wireless Door/Window Contact	PG9303	\$N/A	\$	\$	\$	\$	\$	\$N/A
24.	Power G Wireless Recessed Contact	PG9307	\$N/A	\$	\$	\$	\$	\$	\$N/A

No.	Item Description	Model	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price
			Stream 1 - Ontario	Stream 2 - Quebec	Stream 3 – Nova Scotia	Stream 4 – New Brunswick	Stream 5 - PEI	Stream 6 - Newfoundland	Stream 7 - Manitoba
*25.	Power G Wireless 360 Ceiling Mount PIR Detector	PG862	\$N/A	\$	\$	\$	\$	\$	\$N/A
*26.	Power G Wireless Long Range Ceiling Mount PIR Detector	PG872	\$N/A	\$	\$	\$	\$	\$	\$N/A
*27.	Power G Wireless Pet Immune PIR Motion Detector	PG9914	\$N/A	\$	\$	\$	\$	\$	\$N/A
28.	Power G Curtain PIR Motion Detector	PG9924P	\$N/A	\$	\$	\$	\$	\$	\$N/A
29.	Power G Wireless Dual Technology (PIR & MW) Motion Detector	PG9984P	\$N/A	\$	\$	\$	\$	\$	\$N/A
30.	Power G Wireless Outdoor Magnetic Contact	PG312	\$N/A	\$	\$	\$	\$	\$	\$N/A
31.	Power G Wireless Smoke and Heat Detector	PG9936	\$N/A	\$	\$	\$	\$	\$	\$N/A
32.	Power G Wireless CO2 Detector	PG9933	\$N/A	\$	\$	\$	\$	\$	\$N/A
33.	Power G Wireless Panic Key	PG 9938	\$N/A	\$	\$	\$	\$	\$	\$N/A
	<b>HANWHA Video Equipment</b>								
*1.	Exterior Camera - 2MP, with IR and -50C rating	XNV-6081R	\$N/A	\$	\$	\$	\$	\$	\$N/A
*2.	NVR with integral PoE Switch 16 Channel	XRN-820S	\$N/A	\$	\$	\$	\$	\$	\$N/A

No.	Item Description	Model	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price
			Stream 1 - Ontario	Stream 2 - Quebec	Stream 3 – Nova Scotia	Stream 4 – New Brunswick	Stream 5 - PEI	Stream 6 - Newfoundland	Stream 7 - Manitoba
*3.	NVR with integral PoE Switch (4 Channel)	XRN-420S	\$N/A	\$	\$	\$	\$	\$	\$N/A
4.	20" Monitor, keyboard, mouse to support NVR		\$N/A	\$	\$	\$	\$	\$	\$N/A
5.	Lockable Can for NVR		\$N/A	\$	\$	\$	\$	\$	\$N/A
*6.	Outdoor multi-sensor camera PNM-9022V	PNM-9022V	\$N/A	\$	\$	\$	\$	\$	\$N/A
*7.	Outdoor multi-sensor camera PNM-7002VD	PNM-7002VD	\$N/A	\$	\$	\$	\$	\$	\$N/A
8.	2.4mm Fixed focal lens, FOV 135 for camera PNM-7002VD	SLA-2M2402D	\$N/A	\$	\$	\$	\$	\$	\$N/A
9.	2.8mm Fixed focal lens, FOV 107 for camera PNM-7002VD	SLA-2M2802D	\$N/A	\$	\$	\$	\$	\$	\$N/A
10.	3.6mm Fixed focal lens, FOV 95 for camera PNM-7002VD	SLA-2M3602D	\$N/A	\$	\$	\$	\$	\$	\$N/A
11.	6.0mm Fixed focal lens, FOV 50 for camera PNM-7002VD	SLA-2M6002D	\$N/A	\$	\$	\$	\$	\$	\$N/A
*12.	Outdoor multi-sensor camera PNM-9084QZ	PNM-9084QZ	\$N/A	\$	\$	\$	\$	\$	\$N/A
13.	Hanging mount (Cap adaptor) for camera PNM-9022V, PNM-9084QZ	SBP-276HMW	\$N/A	\$	\$	\$	\$	\$	\$N/A
14.	Hanging mount for camera PNM-7002V	SBP-201HMW	\$N/A	\$	\$	\$	\$	\$	\$N/A

No.	Item Description	Model	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price
			Stream 1 - Ontario	Stream 2 - Quebec	Stream 3 – Nova Scotia	Stream 4 – New Brunswick	Stream 5 - PEI	Stream 6 - Newfoundland	Stream 7 - Manitoba
15.	Wall mount for camera PNM - 7002VD, 9022V, 9084QZ	SBP-300WMW1	\$N/A	\$	\$	\$	\$	\$	\$N/A
16.	Corner mount for camera PNM - 7002VD, 9022V, 9084QZ	SBP-300KMW1	\$N/A	\$	\$	\$	\$	\$	\$N/A
<b>Additional Sensor Equipment</b>									
17.	Door Contact with integral magnasphere read switch	GRI MS184-12 (or equivalent)	\$N/A	\$	\$	\$	\$	\$	\$N/A
18.	Window Bar Sensor	GRI WB-30-42 (or equivalent)	\$N/A	\$	\$	\$	\$	\$	\$N/A
19.	Macurco Gas Detector	GD-2B (or equivalent)	\$N/A	\$	\$	\$	\$	\$	\$N/A
<b>Other</b>									
1.	Grounding Rod		\$N/A	\$	\$	\$	\$	\$	\$N/A
*2.	Cable per meter cost		\$N/A	\$	\$	\$	\$	\$	\$N/A
<b>Additional requirements</b>									
1.	DSC 25' LTE Antenna Extension Kit	LTE-25ANT	\$N/A	\$	\$	\$	\$	\$	\$N/A
2.	DSC 50' LTE Antenna Extension Kit	LTE-50ANT	\$N/A	\$	\$	\$	\$	\$	\$N/A
*3.	Tripp-Lite 1500VA Smart Online UPS 120V	SU1500RTXL2Ua	\$N/A	\$	\$	\$	\$	\$	\$N/A

No.	Item Description	Model	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price
			Stream 1 - Ontario	Stream 2 - Quebec	Stream 3 – Nova Scotia	Stream 4 – New Brunswick	Stream 5 - PEI	Stream 6 - Newfoundland	Stream 7 - Manitoba
4.	Plug In Transformer	FTA7516	\$N/A	\$	\$	\$	\$	\$	\$N/A
5.	Battery	BAT127	\$N/A	\$	\$	\$	\$	\$	\$N/A
*6.	2TB HDD	2TB	\$N/A	\$	\$	\$	\$	\$	\$N/A
*7.	4TB HDD	4TB	\$N/A	\$	\$	\$	\$	\$	\$N/A

**TABLE 1**

No.	Item Description	Model	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price
			Stream 8 - Saskatchewan	Stream 9 - Alberta	Stream 10 – British Columbia	Stream 11 – Northwest Territories	Stream 12 - Yukon	Stream 13 – Nunavut
	<b><i>DSC Power Series NEO</i></b>							
1.	Power Supply Module	HSM 2300	\$	\$	\$	\$	\$	\$
2.	High Current Output Module	HSM 2204	\$	\$	\$	\$	\$	\$
3.	Low Current Output Module	HSM 2208	\$	\$	\$	\$	\$	\$
4.	8-Hardwired Zone Expander Module	HSM 2108	\$	\$	\$	\$	\$	\$
5.	6 to 128 Zone Control Panel	HS2016	\$	\$	\$	\$	\$	\$
6.	6 to 128 Zone Control Panel	HS2032	\$	\$	\$	\$	\$	\$
7.	6 to 128 Zone Control Panel	HS2064E	\$	\$	\$	\$	\$	\$
8.	6 to 128 Zone Control Panel	HS2128E	\$	\$	\$	\$	\$	\$
9.	Power G Wireless Full Message LCD 2-way Wire-Free Keypad with optional Prox Support	HS2LCDWF9 (N)	\$	\$	\$	\$	\$	\$
10.	Power G Wireless Full Message LCD 2-way Wire-Free Keypad with optional Prox Support	HS2LCDWFP9(N)	\$	\$	\$	\$	\$	\$
11.	Power G ICON Hardwired Keypad with Built-in Tranceiver	HS21CBRF9(N)	\$	\$	\$	\$	\$	\$
12.	Power G ICON Hardwired Keypad with Built-in Tranceiver	HS2ICNRF9(N)	\$	\$	\$	\$	\$	\$

No.	Item Description	Model	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price
			Stream 8 - Saskatchewan	Stream 9 - Alberta	Stream 10 – British Columbia	Stream 11 – Northwest Territories	Stream 12 - Yukon	Stream 13 – Nunavut
13.	Hardwired Touchscreen Keypad 7 inch with Prox Support	HS2TCHP(N)	\$	\$	\$	\$	\$	\$
14.	Hardwired Touchscreen Keypad 7 inch with Prox Support	HS2TCHPBLK(N)	\$	\$	\$	\$	\$	\$
15.	Power G Wireless Indoor Siren	PG9901 BATT	\$	\$	\$	\$	\$	\$
16.	Power G Wireless Outdoor Siren	PG9911 BATT	\$	\$	\$	\$	\$	\$
*17.	Power G Wireless Repeater	PG9920	\$	\$	\$	\$	\$	\$
18.	Power G Host Transceiver Module	HSM2HOST9	\$	\$	\$	\$	\$	\$
*19.	Cellular Alarm Communicator	LE2080®	\$	\$	\$	\$	\$	\$
*20.	Dual Path Communicator	TL280LE®	\$	\$	\$	\$	\$	\$
*21.	Internet Alarm Communicator	TL280(R)E	\$	\$	\$	\$	\$	\$
22.	Communicator Remote Mounting Module	PCL-422	\$	\$	\$	\$	\$	\$
23.	Power G Wireless Door/Window Contact	PG9303	\$	\$	\$	\$	\$	\$
24.	Power G Wireless Recessed Contact	PG9307	\$	\$	\$	\$	\$	\$
*25.	Power G Wireless 360 Ceiling Mount PIR Detector	PG862	\$	\$	\$	\$	\$	\$
*26.	Power G Wireless Long Range Ceiling Mount PIR Detector	PG872	\$	\$	\$	\$	\$	\$
*27.	Power G Wireless Pet Immune PIR Motion Detector	PG9914	\$	\$	\$	\$	\$	\$

No.	Item Description	Model	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price
			Stream 8 - Saskatchewan	Stream 9 - Alberta	Stream 10 – British Columbia	Stream 11 – Northwest Territories	Stream 12 - Yukon	Stream 13 – Nunavut
28.	Power G Curtain PIR Motion Detector	PG9924P	\$	\$	\$	\$	\$	\$
29.	Power G Wireless Dual Technology (PIR & MW) Motion Detector	PG9984P	\$	\$	\$	\$	\$	\$
30.	Power G Wireless Outdoor Magnetic Contact	PG312	\$	\$	\$	\$	\$	\$
31.	Power G Wireless Smoke and Heat Detector	PG9936	\$	\$	\$	\$	\$	\$
32.	Power G Wireless CO2 Detector	PG9933	\$	\$	\$	\$	\$	\$
33.	Power G Wireless Panic Key	PG 9938	\$	\$	\$	\$	\$	\$
	<b>HANWHA Video Equipment</b>							
*1.	Exterior Camera - 2MP, with IR and -50C rating	XNV-6081R	\$	\$	\$	\$	\$	\$
*2.	NVR with integral PoE Switch 16 Channel	XRN-820S	\$	\$	\$	\$	\$	\$
*3.	NVR with integral PoE Switch (4 Channel)	XRN-420S	\$	\$	\$	\$	\$	\$
4.	20" Monitor, keyboard, mouse to support NVR		\$	\$	\$	\$	\$	\$
5.	Lockable Can for NVR		\$	\$	\$	\$	\$	\$
*6.	Outdoor multi-sensor camera PNM-9022V	PNM-9022V	\$	\$	\$	\$	\$	\$



No.	Item Description	Model	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price
			Stream 8 - Saskatchewan	Stream 9 - Alberta	Stream 10 – British Columbia	Stream 11 – Northwest Territories	Stream 12 - Yukon	Stream 13 – Nunavut
*7.	Outdoor multi-sensor camera PNM-7002VD	PNM-7002VD	\$	\$	\$	\$	\$	\$
8.	2.4mm Fixed focal lens, FOV 135 for camera PNM-7002VD	SLA-2M2402D	\$	\$	\$	\$	\$	\$
9.	2.8mm Fixed focal lens, FOV 107 for camera PNM-7002VD	SLA-2M2802D	\$	\$	\$	\$	\$	\$
10.	3.6mm Fixed focal lens, FOV 95 for camera PNM-7002VD	SLA-2M3602D	\$	\$	\$	\$	\$	\$
11.	6.0mm Fixed focal lens, FOV 50 for camera PNM-7002VD	SLA-2M6002D	\$	\$	\$	\$	\$	\$
*12.	Outdoor multi-sensor camera PNM-9084QZ	PNM-9084QZ	\$	\$	\$	\$	\$	\$
13.	Hanging mount (Cap adaptor) for camera PNM-9022V, PNM-9084QZ	SBP-276HMW	\$	\$	\$	\$	\$	\$
14.	Hanging mount for camera PNM- 7002V	SBP-201HMW	\$	\$	\$	\$	\$	\$
15.	Wall mount for camera PNM - 7002VD, 9022V, 9084QZ	SBP-300WMW1	\$	\$	\$	\$	\$	\$
16	Corner mount for camera PNM - 7002VD, 9022V, 9084QZ	SBP-300KMW1	\$	\$	\$	\$	\$	\$
	<b>Additional Sensor Equipment</b>							
1.	Door Contact with integral magnasphere read switch	GRI MS184-12 (or equivalent)	\$	\$	\$	\$	\$	\$

No.	Item Description	Model	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price
			Stream 8 - Saskatchewan	Stream 9 - Alberta	Stream 10 – British Columbia	Stream 11 – Northwest Territories	Stream 12 - Yukon	Stream 13 – Nunavut
2.	Window Bar Sensor	GRI WB-30-42 (or equivalent)	\$	\$	\$	\$	\$	\$
3.	Macurco Gas Detector	GD-2B (or equivalent)	\$	\$	\$	\$	\$	\$
	<b>Other</b>							
1.	Grounding Rod		\$	\$	\$	\$	\$	\$
2.	Cable per metre cost		\$	\$	\$	\$	\$	\$
	<b>Additional Requirements</b>							
1.	DSC 25' LTE Antenna Extension Kit	LTE-25ANT	\$	\$	\$	\$	\$	\$
2.	DSC 50' LTE Antenna Extension Kit	LTE-50ANT	\$	\$	\$	\$	\$	\$
*3.	Tripp-Lite 1500VA Smart Online UPS 120V	SU1500RTXL2Ua	\$	\$	\$	\$	\$	\$
4.	Plug In Transformer	FTA7516	\$	\$	\$	\$	\$	\$
5.	Battery	BAT127	\$	\$	\$	\$	\$	\$
*6.	2TB HDD	2TB	\$	\$	\$	\$	\$	\$
*7.	4TB HDD	4TB	\$	\$	\$	\$	\$	\$

**TABLE 2**

No.	Item Description		Extended Rate	Hourly Rate
	<i>Service Rates</i>			
		Firm hourly rate for Hardware Installation and Maintenance/Repair (all-inclusive)	<b>Estimated hours (for evaluation purposes only)</b>	Firm hourly rate for Emergency Corrective Repair (all-inclusive hourly rate)
1.	Stream 1 – Ontario	\$N/A	5	\$N/A
2.	Stream 2 - Quebec	\$	5	\$
3.	Stream 3 – Nova Scotia	\$	5	\$
4.	Stream 4 – New Brunswick	\$	5	\$
5.	Stream 5 - PEI	\$	5	\$
6.	Stream 6 - Newfoundland	\$	5	\$
7.	Stream 7 - Manitoba	\$N/A	5	\$N/A
8.	Stream 8 - Saskatchewan	\$	5	\$
9.	Stream 9 - Alberta	\$	5	\$
10.	Stream 10 – British Columbia	\$	5	\$
11.	Stream 11 – Northwest Territories	\$	5	\$
12.	Stream 12 - Yukon	\$	5	\$
13.	Stream 13 – Nunavut	\$	5	\$

**ANNEX "F" – SUPPLIER CREATION & DIRECT DEPOSIT ENROLLEMENT FORM**

This form must be completed and returned with your request for quotation

See attached



SENATE  
SÉNAT  
CANADA

FINANCE AND PROCUREMENT DIRECTORATE  
DIRECTION DES FINANCES ET DE L'APPROVISIONNEMENT

## SUPPLIER CREATION AND DIRECT DEPOSIT ENROLLMENT FORM

<b>INSTITUTION – Please select:</b>	SENATE OF CANADA	OFFICE OF THE SENATE ETHICS OFFICER
<b>ACTION REQUIRED – Please select:</b>	SUPPLIER CREATION	SUPPLIER MODIFICATION
<b>REASON FOR ACTION OR COMMENT:</b>		
<b>SECTION 1 – SUPPLIER DETAILS – Please print</b>		
LEGAL NAME _____		TELEPHONE _____
REMITTANCE NAME (if different from the legal name) _____		SUPPLIER URL ADDRESS (if applicable) _____
<b>ADDRESS</b>		
STREET _____		CITY _____
POSTAL CODE _____	PROVINCE _____	COUNTRY _____
<b>REMITTANCE ADDRESS (if different from above address)</b>		
STREET _____		CITY _____
POSTAL CODE _____	PROVINCE _____	COUNTRY _____
<b>CORPORATION:</b>		<b>TAX-EXEMPT</b>
CANADIAN	U.S.	OTHER FOREIGN COUNTRY
<b>CONTRACTOR/SOLE PROPRIETOR</b> (INDIVIDUAL CHARGING SALES TAXES)		<b>Please indicate your HST/GST number</b>
<b>CONTRACTOR/SOLE PROPRIETOR</b> (INDIVIDUAL IS NOT CHARGING SALES TAXES)		<b>Please indicate your SOCIAL INSURANCE NUMBER</b>
<b>SECTION 2 – SUPPLIER PAYMENT DETAILS</b>		
CANADIAN DOLLARS	OTHER CURRENCY _____ (by cheque only)	
<b>METHOD OF PAYMENT</b>		
CHEQUE	<b>DIRECT DEPOSIT (C\$ only)*</b> *Please attach a blank cheque with "VOID" written on or other related banking documents (recommended)	SENATE CREDIT CARD
<b>DIRECT DEPOSIT EMAIL PAYMENT NOTIFICATION</b>		
EMAIL ADDRESS 1 _____e		EMAIL ADDRESS 2 _____e
<b>SECTION 3 – CONSENT *</b>		
<i>*Note: If a corporation, an authorized signing officer must complete and sign this form.</i>		
<i>I give my consent to the Senate of Canada to pay the invoices for the supplier identified in Section 1 through direct deposit to the financial institution that I have designated using the attached cheque with "VOID" written on it or my other attached related banking documents.</i>		
CONTACT NAME _____		TITLE _____
SIGNATURE _____		DATE _____

For contract or Purchase order please submit this completed and signed form (and supporting documents) to the Procurement Division of the Senate by e-mail to  
For invoice please submit this completed and signed form (and supporting documents) by e-mail to

## **ANNEX “G” – NON-DISCLOSURE FORM**

The contractor hereby acknowledges that information disclosed to the contractor in the course of work performed under [IDENTIFY CONTRACT] may be confidential, subject to parliamentary privilege, or both; and agrees as follows:

### **1. Application**

- 1.1 For the purposes of this annex, a reference to the contractor in sections 1 to 4 includes their affiliates, directors, officers, employees, subcontractors, agents, representatives and any other individual involved in the performance of work under [IDENTIFY CONTRACT]. The contractor will be responsible for any breach of the obligations contained in this annex by any such affiliates, directors, officers, employees, contractors, agents, representatives or individuals involved in the performance of work under the contract.
- 1.2 This annex applies to all Senate information obtained by the contractor in the course of work performed under [IDENTIFY CONTRACT].
- 1.3 Despite section 1.1, this annex does not apply to information that
  - a. is or becomes available to the public in a manner outside the contractor’s control;
  - b. is or becomes known or available to the contractor on a non-confidential basis; or
  - c. is in the contractor’s possession at the signing of this annex.

### **2. General obligation to secrecy**

- 2.1 The contractor will keep Senate information obtained in the course of work performed under [IDENTIFY CONTRACT] confidential and will not, without consent from the appropriate Senate authority,
  - a. reproduce, copy, use, divulge, release or disclose the information, either in whole or in part, in any manner whatsoever, to any person other than an authorized Senate representative; or
  - b. use, directly or indirectly, the information at any time for any purpose other than in the performance of their obligations under [IDENTIFY CONTRACT].
- 2.2 The obligations contained in this annex will survive the completion of the work performed under [IDENTIFY CONTRACT] and will continue thereafter indefinitely.

### **3. Safety of Information**

- 3.1 The contractor will comply with any written or oral instructions issued by the Senate in relation to the safeguarding of Senate information.
- 3.2 The contractor will report any inadvertent disclosure of information caused by their acts or omissions to the Senate as soon as practicable after its occurrence, and the contractor will cooperate with any investigation into a disclosure.
- 3.3 If disclosure of information subject to this annex is required by law, the contractor will so inform the Senate and will take any measure(s) necessary to resist disclosure until such time as the Senate has sought an appropriate legal remedy or waived compliance with this annex.
- 3.4 The contractor will return to the Senate any record containing information obtained in the course of work performed under [IDENTIFY CONTRACT] that is in the

contractor's possession at the conclusion of their work. Upon confirmation of receipt of those records, the contractor will destroy any copies of the records in their possession and provide a certificate of destruction to the Senate.

**4. No property interest**

4.1 Any information that the contractor obtains or generates in the course of work performed under [IDENTIFY CONTRACT], or any work product generated by the contractor in the course of that work, is the property of the Senate.

**5. Choice of law**

5.1 This annex is governed by and construed in accordance with the laws in force in the province of Ontario.

**6. Severability**

6.1 If a court of competent jurisdiction determines that any provision of this annex is invalid, illegal or unenforceable in any respect, the validity, legality or enforceability of the remaining provisions will not in any way be affected or impaired by such a finding.

**7. Privileges of the Senate preserved**

7.1 Nothing in this annex will be construed as modifying or limiting the privileges, immunities and powers of the Senate.

7.2 The Senate may address a breach of the conditions contained in this annex as it deems fit.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of contractor's authorized  
representative