

RETURN TENDERS TO :  
 RETOURNER LES SOUMISSIONS À :  
 Bid Receiving - Réception des soumissions:

[bidsubmissions.GEN-NHQContracting@CSC-SCC.GC.CA](mailto:bidsubmissions.GEN-NHQContracting@CSC-SCC.GC.CA)

## INVITATION TO TENDER INVITATION À SOUMISSIONNER

**Tender to: Correctional Service Canada**

We hereby offer to sell to His Majesty the King 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 therefore.

**Soumission à : Service correctionnel du Canada**

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

THIS DOCUMENT DOES NOT CONTAIN A SECURITY REQUIREMENT  
 LE PRÉSENT DOCUMENT NE COMPORTE PAS D'EXIGENCE RELATIVE À LA SÉCURITÉ

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Telephone # — N° de téléphone :**

\_\_\_\_\_

**Fax # — N° de télécopieur :**

\_\_\_\_\_

**Email / Courriel :** \_\_\_\_\_

**GST # or SIN or Business # — N° de TPS  
 ou NAS ou N° d'entreprise**

\_\_\_\_\_

<b>Title — Sujet :</b> Fence Detection System (FDS)	
<b>Invitation No. — N°. de l'invitation</b> 21120-23-4257441	<b>Date :</b> May 26 <sup>th</sup> , 2023
<b>Client Reference No. — N°. de référence du Client</b> 21120-23-4257441	
<b>GETS Reference No. — N°. de référence de SEAG</b> 21120-23-4257441	
<b>Invitation Closes — L'invitation prend fin</b> at / à : 2 :00pm EDT / 14h HAE on / le : June 27 <sup>th</sup> , 2023 / 27 juin 2023	
<b>F.O.B. — F.A.B.</b> Plant – Usine:                      Destination:                      Other-Autre:	
<b>Address Enquiries to — Soumettre toutes questions à:</b>  Jason St-Onge <a href="mailto:jason.st-onge@csc-scc.gc.ca">jason.st-onge@csc-scc.gc.ca</a>	
<b>Telephone No. – N° de téléphone:</b>  (506) 269-3765	
<b>Destination of Goods, Services and Construction: Destination des biens, services et construction :</b>  FOB	
<b>Instructions: See Herein Instructions : Voir aux présentes</b>	
<b>Delivery Required — Livraison exigée :</b> See herein	<b>Delivery Offered – Livraison proposée :</b> Voir aux présentes
<b>Name and title of person authorized to sign on behalf of Vendor/Firm Nom et titre du signataire autorisé du fournisseur/de l'entrepreneur</b>	
_____	_____
Name / Nom	Title / Titre
_____	_____
Signature	Date
(Sign and return cover page with bid proposal / Signer et retourner la page de couverture avec la proposition)	



## INVITATION TO TENDER

### IMPORTANT NOTICES TO BIDDERS

**Note to Bidders, there will be no public opening for the purposes of this solicitation. See SI07 for further instructions.**

### REFERENCE TO PSPC

All references to the Department of Public Services and Procurement Canada (PSPC) in the instructions, general terms, conditions and clauses identified in the Invitation to Tender (ITT) by number, date and title, set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) are to be replaced with the Correctional Service of Canada (CSC).

### THIS DOCUMENT DOES NOT CONTAIN AN INDUSTRIAL SECURITY REQUIREMENT

### LISTING OF SUBCONTRACTORS

As per GI07 of R2710T you should provide Appendix C at Bid closing a list of Subcontractors that have 20% or more of the tendered price value.



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## SPECIAL INSTRUCTIONS TO BIDDERS (SI)

### SI01 BID DOCUMENTS

1. The following are the bid documents:
  - a. Invitation to Tender - Page 1;
  - b. Special Instructions to Bidders;
  - c. General Instructions – Construction Services – Bid Security Requirements, R2710T (2022-12-01)
  - d. Clauses & Conditions identified in “Contract Documents”;
  - e. Drawings and Specifications;
  - f. Bid and Acceptance Form and related Appendix(s); and
  - g. Any amendment issued prior to solicitation closing.

Submission of a bid constitutes acknowledgement that the Bidder has read and agrees to be bound by these documents.

2. General Instructions – Construction Services – Bid Security Requirements R2710T is incorporated by reference and is set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Services and Procurement Canada (PSPC). The SACC Manual is available on the PSPC Web site:  
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

### SI02 ENQUIRIES DURING THE SOLICITATION PERIOD

1. Enquiries regarding this bid must be submitted in writing to the Contracting Authority at the email address on the Invitation to Tender - Page 1 as early as possible within the solicitation period. Except for the approval of alternative materials as described in **G15 of R2710T**, enquiries should be received no later than five (5) business days prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may not result in an answer being provided.
2. To ensure consistency and quality of the information provided to Bidders, the Contracting Authority will examine the content of the enquiry and will decide whether or not to issue an amendment.
3. All enquiries and other communications related to this bid sent throughout the solicitation period must be directed **ONLY** to the Contracting Authority named on the Invitation to Tender - Page 1. Failure to comply with this requirement may result in the bid being declared non-responsive.

### SI03 MANDATORY SITE VISIT

#### **A9040T (2022-06-20) – Mandatory site visit**

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at Bath Institution, 5775 Bath Road, Bath, Ontario on June 13<sup>th</sup>, 2023. The site visit will begin at 10am EDT, at the Principal Entrance and ask for Daniel Smith. Bidder should be prepared to walk about two (2) km reviewing the fence perimeter.

Bidders must communicate with the Contracting Authority no later than June 9<sup>th</sup>, 2023 before 3:30pm EDT to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit, do not send a representative, or do not sign the attendance sheet will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

### SI04 REVISION OF BID

Section G110 Revision of bid of General Instructions – Construction Services – Bid Security Requirements R2710T is amended as follows:



Delete: Section GI10 Revision of bid in its entirety.

Insert: GI10 Revision of bid:

1. Offerors may revise an offer submitted in accordance with these instructions by email provided the revision is received at the CSC bid submission email address, on or before the date and time set for the closing of the solicitation. The email must be sent from the Offeror's email address, bear a signature that identifies the Offeror, and include the following in the subject field.
  - a. Tender Number;
  - b. Name of Offeror; and
  - c. Invitation to Tender Closing Date and Time.
2. Offerors submitting a revision to an offer that includes unit prices must clearly identify the change(s) in the unit price(s) and the specific item(s) to which each change applies.
3. Offerors submitting an email to confirm an earlier revision must clearly identify this email as a confirmation.
4. Failure to comply with any of the above provisions will result in the rejection of the non-compliant revision(s) only. CSC will evaluate the offer based on the original offer submitted and all other compliant revision(s).

## **SI05 SUBMISSION OF BID**

Section GI09 Submission of bid of General Instructions – Construction Services – Bid Security Requirements R2710T is amended as follows:

Delete: Section GI09 Submission of bid in its entirety.

Insert: GI09 Submission of bid:

1. Bidders must submit the Bid and Acceptance Form, duly completed, only to Correctional Service of Canada (CSC) by the date, time and at the CSC bid submission email address indicated on Front Page of the Invitation to Tender. This email address is the only acceptable email address for Bidders to submit their Bid and Acceptance Form in response to this Invitation to Tender.
2. Bidders must submit their bid on or before the date and time set for solicitation closing.
3. Unless otherwise specified in the Special Instructions to Bidders
  - a. the bid must be in Canadian currency;
  - b. the requirement does not offer exchange rate fluctuation risk mitigation. CSC will not consider requests for exchange rate fluctuation risk mitigation. All bids including such provision will render the bid non-responsive.
4. Prior to submitting the bid, the Bidder should ensure that the following information is included in the subject field of their email:
  - a. Solicitation Number;
  - b. Name of Bidder; and
  - c. Invitation to Tender Closing Date and Time.
5. Timely and correct delivery of bids is the sole responsibility of the Bidder.
6. Canada will not be responsible for any failure attributable to the transmission or receipt of the bid by email including, but not limited to, the following:
  - i. Receipt of a garbled, corrupted or incomplete bid;
  - ii. Availability or condition of the email service;
  - iii. Incompatibility between the sending and receiving equipment;
  - iv. Delay in transmission or receipt of the bid;
  - v. Failure of the Bidder to properly identify the bid;



- vi. Illegibility of the bid;
  - vii. Security of bid data;
  - viii. Failure of the Bidder to send the bid to the correct email address;
  - ix. Connectivity issues; or
  - x. Email attachments that are blocked or not received even though the Bidder's email has been successfully delivered.
7. CSC will send an acknowledgement of receipt of the Bidder's email by email from the email address provided for the submission of bids. This acknowledgement will confirm only the receipt of the Bidder's email and will not confirm if all of the Bidder's email attachments have been received, may be opened nor if their contents are readable. CSC will not respond to follow-up emails from Bidders requesting confirmation of attachments.
  8. Bidders must ensure they are using the correct email address for bid submission and should not rely on the accuracy of copying and pasting the email address from the Invitation to Tender document cover page.
  9. A bid transmitted by a Bidder to the CSC submission email address constitutes the Bidder's formal bid.
  10. Bidders are to note that CSC's email system has a limit of 10 MB per single email message. CSC's email system will reject emails with the following attachments: batch files, executable files, and image files in the following formats: JPEG, GIF, TIFF. Canada will not accept encrypted emails or emails that include attachments with passwords.

#### **SI06 BID RESULTS**

1. The responsive bid carrying the lowest price will be recommended for contract award.
2. CSC will send an official letter by email to unsuccessful bidders to inform them of the name of the winning bidder as well as the total contract value.

#### **SI07 INSUFFICIENT FUNDING**

In the event that the lowest compliant bid exceeds the amount of funding allocated by Canada for the Work, Canada in its sole discretion may:

- a. cancel the solicitation; or
- b. obtain additional funding and award the Contract to the Bidder submitting the lowest compliant bid.

#### **SI08 BID VALIDITY PERIOD**

1. Canada reserves the right to seek an extension to the bid validity period prescribed in BA04 of the Bid and Acceptance Form. Upon notification in writing from Canada, Bidders will have the option to either accept or reject the proposed extension.
2. If the extension referred to in paragraph 1 above is accepted, in writing, by all those who submitted bids, then Canada will continue immediately with the evaluation of the bids and its approvals processes.
3. If the extension referred to in paragraph 1 above is not accepted in writing by all those who submitted bids then Canada will, at its sole discretion, either
  - a. continue to evaluate the bids of those who have accepted the proposed extension and seek the necessary approvals; or
  - b. cancel the invitation to tender.
4. The provisions expressed herein do not in any manner limit Canada's rights in law or under [GI11 of R2710T](#).



## SI09 RIGHTS OF CANADA

1. Canada reserves the right to:
  - a. Reject any or all bids received in response to the bid solicitation;
  - b. Enter into negotiations with bidders on any or all aspects of their bids;
  - c. Accept any bid in whole or in part without negotiations;
  - d. Cancel the bid solicitation at any time;
  - e. Reissue the bid solicitation;
  - f. If no compliant bids are received and the requirement is not substantially modified, reissue the bid solicitation by inviting only the bidders who bid to resubmit bids within a period designated by Canada; and
  - g. Negotiate with the sole compliant Bidder to ensure best value to Canada.

## SI10 LISTING OF SUBCONTRACTORS AND SUPPLIERS

R2710T, GI07 has been amended to the following.

### **GI07 (2014-03-01) Listing of Subcontractors and Suppliers**

The Bidder must submit the names of Subcontractors and Suppliers for the part or parts of the Work listed. See Appendix C. **Failure to do so will result in the disqualification of its bid.**

## SI11 BID CHALLENGE AND RECOURSE MECHANISMS

Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority.

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the award of certain federal contracts under \$26,400 for goods and \$105,700 for services. If you have concerns regarding the award of a federal contract below these dollar amounts, you may contact OPO by e-mail at [the Office of the Procurement Ombudsman email address](#), by telephone at 1-866-734-5169, or by web at [the Office of the Procurement Ombudsman website](#). For more information on OPO's services or to determine if your concerns are within the Ombudsman's mandate, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).

## SI12 CONSTRUCTION DOCUMENTS

The successful Contractor will be provided with one electronic or paper copy of the sealed and signed drawings, the specifications and the amendments upon acceptance of the offer. Additional copies, up to a maximum of two (2) copies, will be provided free of charge upon request by the Contractor. Obtaining more copies will be the responsibility of the Contractor including costs.

CSC may furnish additional drawings for clarification. These additional drawings will have the same meaning and intent as if they were included in the original plans referred to in the Contract Documents.

The Contractor must check the existing building dimensions before starting work and ordering any materials. The Contractor must report discrepancies affecting the work shown on the drawings to the CSC Project Manager for clarification and final decision. It is the responsibility of the Contractor to visit the site personally to verify or obtain dimensions. Any dimensions given are approximate and CSC assumes no responsibility for the accuracy of these dimensions.

## SI13 WEB SITES

The connection to some of the Web sites in the solicitation documents is established by the use of hyperlinks. The following is a list of the addresses of the Web sites:

Buy and Sell

<https://buyandsell.gc.ca/>

Canadian economic sanctions

<http://www.international.gc.ca/sanctions/index.aspx?lang=eng>



Contractor Performance Evaluation Report (Form PWGSC-TPSGC 2913)

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913.pdf>

Standard Acquisition Clauses and Conditions (SACC) Manual

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

PSPC, Contract Security Program

<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>

PSPC, Code of Conduct and Certifications

<https://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/cca-ccp-eng.html>

Construction and Consultant Services Contract Administration Forms Real Property Contracting

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>

Declaration Form

<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>

Trade agreements

<https://buyandsell.gc.ca/policy-and-guidelines/Policy-and-Legal-Framework/Trade-Agreements>

Correctional service of Canada website: <http://www.csc-scc.gc.ca/index-eng.shtml>

## **R2710T GENERAL INSTRUCTIONS-CONSTRUCTION SERVICES – BID SECURITY REQUIREMENTS (GI) - (2022-12-01)**

The following GI's are included by reference and are available at the following Web Site <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

- GI01 Integrity Provisions - Bid
- GI02 Completion of Bid
- GI03 Identity or Legal Capacity of the Bidder
- GI04 Applicable taxes
- GI05 Capital Development and Redevelopment Charges
- GI06 Registry and Pre-qualification of Floating Plant
- GI07 Listing of Subcontractors and Suppliers
- GI08 Bid Security Requirements
- GI09 Submission of Bid
- GI10 Revision of Bid
- GI11 Rejection of Bid
- GI12 Bid Costs
- GI13 Procurement Business Number
- GI14 Compliance with Applicable Laws
- GI15 Approval of Alternative Materials
- GI16 Performance Evaluation
- GI17 Conflict of Interest-Unfair Advantage
- GI18 Code of Conduct for Procurement-bid





## CONTRACT DOCUMENTS (CD)

1. The following are the contract documents:

- a. Contract Page when signed by Canada;
- b. Duly completed Bid and Acceptance Form and any Appendices attached thereto;
- c. Drawings and Specifications;
- d. General Conditions and clauses

GC1	General Provisions – Construction Services	R2810D	(2022-12-01);
GC2	Administration of the Contract	R2820D	(2016-01-28);
GC3	Execution and Control of the Work	R2830D	(2019-11-28);
GC4	Protective Measures	R2840D	(2008-05-12);
GC5	Terms of Payment	R2850D	(2019-11-28);
GC6	Delays and Changes in the Work – Construction Services	R2865D	(2019-05-30);
GC7	Default, Suspension or Termination of Contract	R2870D	(2018-06-21);
GC8	Dispute Resolution	R2880D	(2019-11-28);
GC9	Contract Security	R2890D	(2022-12-01);
GC10	Insurance	R2900D	(2008-05-12);
	Allowable Costs for Contract Charges Under GC6.4.1	R2950D	(2015-02-25)

- e. Supplementary Conditions
- f. Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
- g. Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and
- h. Any amendment or variation of the contract documents that is made in accordance with the General Conditions.

2. The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Services and Procurement Canada (PSPC). The SACC Manual is available on the PSPC Web site:

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

3. The language of the contract documents is the language of the Bid and Acceptance Form submitted.



## **SUPPLEMENTARY CONDITIONS (SC)**

### **SC01 INSTITUTIONAL ACCESS REQUIREMENTS**

1. No security screening required as there is no access to sensitive information or assets. Contractor personnel will be escorted at all times by Correctional Service Canada personnel or those authorized by CSC on its behalf. CSC has developed very stringent internal policies to ensure that the security of institutional operations is not compromised.
2. Contractor personnel must adhere to institutional requirements for the conduct of searches by Correctional Service Canada prior to admittance to the institution/site. Correctional Service Canada reserves the right to deny access to any institution/site or part thereof of any Contractor personnel, at any time.

### **SC02 INSURANCE TERMS**

#### 1. Insurance Contracts

- a. The Contractor must, at the Contractor's expense, obtain and maintain insurance contracts in accordance with the requirements of the Certificate of Insurance. Coverage must be placed with an Insurer licensed to carry out business in Canada.
- b. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

#### 2. Period of Insurance

- a. The policies required in the Certificate of Insurance must be in force from the date of contract award and be maintained throughout the duration of the Contract.
- b. The Contractor must be responsible to provide and maintain coverage for Products/Completed Operations hazards on its Commercial General Liability insurance policy, for a period of six (6) years beyond the date of the Certificate of Substantial Performance.

#### 3. Proof of Insurance

- a. Before commencement of the Work, and no later than thirty (30) days after contract award, the Contractor must deposit with Canada a Certificate of Insurance on the form attached herein.
- b. Upon request by Canada, the Contractor must provide originals or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the Certificate of Insurance.

#### 4. Insurance Proceeds

In the event of a claim, the Contractor must, without delay, do such things and execute such documents as are necessary to effect payment of the proceeds.

#### 5. Deductible

The payment of monies up to the deductible amount made in satisfaction of a claim must be borne by the Contractor.

### **SC03 SUPPLEMENTAL GENERAL CONDITIONS 4013 (2022-06-20) – COMPLIANCE WITH ON-SITE MEASURES, STANDING ORDERS, POLICIES, AND RULES – APPLY TO AND FORM PART OF THE CONTRACT**

The Contractor must comply and ensure that its employees and Subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.

### **SC04 SACC MANUAL CLAUSE A3015C (2014-06-26) – CERTIFICATIONS – CONTRACT**

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is



determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

#### **SC05 COMPLIANCE WITH APPLICABLE LAWS:**

The Contractor must comply with all laws, regulations rules instructions and directives applicable to the performance of the Work or any part thereof in force on the site where the Work is to be performed. The Contractor must also comply with all laws, regulations, rules, instructions and directives applicable to the agents and servants of the Crown. The Contractor must also require compliance therewith by all of its Subcontractors. Evidence of compliance with such laws, regulations and rules must be furnished by the Contractor to the Contracting Authority at such times as the Contracting Authority may reasonably request.

Unless otherwise provided in the contract, the Contractor must obtain all permits and hold all certificates and licenses required for the performance of the Work.

Details on existing CSC policies can be found at [www.csc-scc.gc.ca](http://www.csc-scc.gc.ca) or any other CSC web page designated for such purpose.

#### **SC06 WORKERS COMPENSATION**

It is mandatory that every Contractor contracted for work must have an account with the applicable Provincial or Territorial Workers Compensation Board/Commission, and coverage must be extended to cover all employees.

#### **SC07 TUBERCULOSIS TESTING:**

It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfil the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.

Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.

All costs related to such testing will be at the sole expense of the Contractor.

#### **SC08 INFORMATION GUIDE FOR CONTRACTORS**

Prior to the commencement of any work, the Contractor certifies that its employees, or employees of its Subcontractors, working under contract for CSC, will complete the applicable Module(s) and retain the signed checklist(s) from the CSC Information Guide for Contractors" website: [www.bit.do/CSC-EN](http://www.bit.do/CSC-EN) .

#### **SC09 CLOSURE OF GOVERNMENT OFFICES**

Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government offices, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.

Contractors working at CSC sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.

#### **SC10 CONTRACTOR'S PERFORMANCE EVALUATION REPORT**

CSC will evaluate the Contractor's performance during the execution of the work and when it is completed using PWGSC – TPSGC form 2913 "Contractor Performance Evaluation Report Form (CPERF)". This evaluation will be based on the quality of the execution of the work, timeliness, management of on-site health and safety and the general management of the Contractor's work in relation to the effort required by the Department's employees in the administration of the contract. A completed performance evaluation report will be sent to the Contractor when the work has been completed for all projects.



## BID AND ACCEPTANCE FORM (BA)

### BA01 IDENTIFICATION

Fence Detection System (FDS)  
Bath Institution (Med)  
5775 Bath Road  
Bath, ON K0H 1G0

### BA02 BUSINESS NAME AND ADDRESS OF BIDDER

Legal Name:					
Operating Name (if any):					
Address:					
Telephone:		Fax:		PBN:	
E-mail address:					
Contract Security Program Organisation Number (when required)					

### BA03 THE OFFER

The Bidder offers to Canada to perform and complete the Work for the above named project in accordance with the Bid Documents for the Total Bid Amount of \$ \_\_\_\_\_ excluding applicable tax(es).  
(amount in numbers)

### BA04 BID VALIDITY PERIOD

The bid must not be withdrawn for a period of ninety (90) days following the date of solicitation closing.

### BA05 ACCEPTANCE AND CONTRACT

Upon acceptance of the Bidder's offer by Canada, a binding Contract will be formed between Canada and the Bidder. The documents forming the Contract will be the Contract Documents identified in "Contract Documents (CD)".

### BA06 CONSTRUCTION TIME

The Contractor must perform and complete the Work within sixteen (16) weeks from the date of notification of acceptance of the offer.

### BA07 SIGNATURE

Name and title of person authorized to sign on behalf of Bidder (Type or print)

Signature

Date



### APPENDIX A - COMBINED PRICE FORM

- 1) The prices per unit will govern in establishing the Total Extended Amount. Any arithmetical errors in this Appendix will be corrected by Canada.
- 2) Canada may reject the bid if any of the prices submitted do not reasonably reflect the cost of performing the part of the work to which that price applies.

#### LUMP SUM

The Lump Sum Amount designates Work to which a Lump Sum Arrangement applies.

- (a) Work included in the Lump Sum Amount represents all work not included in the unit price table.

<b>LUMP SUM AMOUNT (LSA)</b> Excluding applicable tax(es)
--

#### UNIT PRICE TABLE

The Unit Price Table designates Work to which a Unit Price Arrangement applies.

- (a) Work included in each item is as described in the referenced specification section.
- (b) The Price per Unit will not include any amounts for Work that is not included in that unit price Item.

Item	Specification Reference	Class of Labour, Plant or Material	Unit of Measurement	Estimated Quantity (EQ)	Price per Unit (PU) applicable tax(es) extra	Extended amount (EQ x PU) applicable tax(es) extra
<b>TOTAL EXTENDED AMOUNT (TEA)</b>						
Excluding applicable tax(es)						

<b>TOTAL BID AMOUNT (LSA +TEA)</b> Excluding applicable tax(es)
--



## APPENDIX B – INTEGRITY PROVISIONS

**List of names:** all bidders, regardless of their status under the Policy, must submit the following information when participating in a procurement process or real property transaction:

- Bidders that are corporate entities, including those bidding as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- Bidders bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners; or
- Bidders that are a partnership do not need to provide a list of names.

If the list of names has not been received in a procurement process or real property transaction by the time the evaluation of bids or offers is completed, or has not been received in a procurement process or real property transaction where no bid/offer will be submitted, the Contracting Authority will inform the Bidder of a time within which to provide the information. Providing the required names is a mandatory requirement for award of a contract or real property agreement. Failure to provide the list of names within the time specified will render a bid or offer non-responsive, or the Bidder otherwise disqualified for award of a contract or real property agreement.

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### APPENDIX C - LISTING OF SUBCONTRACTORS AND SUPPLIERS

- 1) In accordance with GI07 – Listing of Subcontractors and Suppliers of R2710T – General Instructions – Construction Services – Bid Security Requirements, the Bidder should provide a list of Subcontractors with his Bid.
- 2) The Bidder should submit the list of Subcontractors and for any portion of the Work valued at 20% or greater of the submitted In Price.

	Subcontractor	Division	Estimated value of work
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			



## APPENDIX D - VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES

(page 1 of 2)

### PUBLIC SERVICES AND PROCUREMENT CANADA APPRENTICE PROCUREMENT INITIATIVE

1. To encourage employers to participate in apprenticeship training, Bidders, bidding on construction and maintenance contracts by Public Services and Procurement Canada (PSPC) are being asked to sign a voluntary certification, signaling their commitment to hire and train apprentices.
2. Canada is facing skills shortages across various sectors and regions, especially in the skilled trades. Equipping Canadians with skills and training is a shared responsibility. The Government of Canada made a commitment to support the use of apprentices in federal construction and maintenance contracts. Contractors have an important role in supporting apprentices through hiring and training and are encouraged to certify that they are providing opportunities to apprentices as part of doing business with the Government of Canada.
3. The Government of Canada is encouraging apprenticeships and careers in the skilled trades. In addition, the government offers a tax credit to employers to encourage them to hire apprentices. Information on this tax measure administered by the Canada Revenue Agency can be found at: [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca). Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.
4. Signed certifications on page 2 of 2 will be used to better understand Contractor use of apprentices on Government of Canada maintenance and construction contracts and may inform future policy and program development.
5. The Contractor hereby certifies the following:

In order to help meet demand for skilled trades people, the Contractor agrees to use, and require its Subcontractors to use, reasonable commercial efforts to hire and train registered apprentices, to strive to fully utilize allowable apprenticeship ratios \* and to respect any hiring requirements prescribed by provincial or territorial statutes

The Contractor hereby consents to this information being collected and held by PSPC, and Employment and Social Development Canada to support work to gather data on the hiring and training of apprentices in federal construction and maintenance contracts.

To support this initiative, a voluntary certification signaling the Contractor's commitment to hire and train apprentices is available at page 2 of 2.

If you accept fill out and sign page 2 of 2.

*\* The journeyman-apprentice ratio is defined as the number of qualified/certified journeymen that an employer must employ in a designated trade or occupation in order to be eligible to register an apprentice as determined by provincial/territorial (P/T) legislation, regulation, policy directive or by law issued by the responsible authority or agency.*





**VOLUNTARY CERTIFICATION**

(To be filled out and returned with bid on a voluntary basis)  
(page 2 of 2)

*Note: The Contractor will be asked to fill out a report every six months or at project completion as per sample "Voluntary Reports for Apprentices Employed during the Contract" provided at Annex B*

Name:	
Signature:	
Company Name:	
Company Legal Name:	
Solicitation Number:	
Number of company employees:	
Number of apprentices planned to be working on this contract:	

Trades of those apprentices:




## APPENDIX E - DEPARTMENTAL REPRESENTATIVES

**(WILL BE PROVIDED AT CONTRACT AWARD)**

Contracting Authority is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Division: \_\_\_\_\_

Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

E-mail: \_\_\_\_\_

Technical Authority is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Division: \_\_\_\_\_

Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

E-mail: \_\_\_\_\_



**ANNEX A - CERTIFICATE OF INSURANCE (not required at solicitation closing)**

Description and Location of Work	Contract No.
	Project No.

Name of Insurer, Broker or Agent	Address (No., Street)	City	Province	Postal Code
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Name of Insured (Contractor)	Address (No., Street)	City	Province	Postal Code
------------------------------	-----------------------	------	----------	-------------

Additional Insured  
His Majesty the King in Right of Canada as represented by the Minister of Public Safety

Type of Insurance	Insurer Name and Policy Number	Inception Date D / M / Y	Expiry Date D / M / Y	Limits of Liability		
				Per Occurrence	Annual General Aggregate	Completed Operations Aggregate
<b>Commercial General Liability</b> <b>Umbrella/Excess Liability</b>				\$	\$	\$
				\$	\$	\$
<b>Builder's Risk / Installation Floater</b>				\$		
<b>Pollution Liability</b>				\$		Aggregate \$
				<input type="checkbox"/> Per Incident <input type="checkbox"/> Per Occurrence		
<b>Marine Liability</b>				\$		
<b>Aviation Liability</b>				\$		Aggregate \$
				<input type="checkbox"/> Per Incident <input type="checkbox"/> Per Occurrence		
<b>Insert other type of insurance as required</b>				\$		

I certify that the above policies were issued by insurers in the course of their Insurance business in Canada, are currently in force and include the applicable insurance coverage's stated on page 2 of this Certificate of Insurance, including advance notice of cancellation / reduction in coverage.

Name of person authorized to sign on behalf of Insurer(s) (Officer, Agent, Broker)

Telephone number

Signature

Date D / M / Y



## CERTIFICATE OF INSURANCE (not required at solicitation closing)

PAGE 2 of 2

### General

The insurance policies required on page 1 of the Certificate of Insurance must be in force and must include the insurance coverage listed under the corresponding type of insurance on this page.

The policies must insure the Contractor and must include His Majesty the King in Right of Canada as represented by the Minister of Public Safety Canada as an additional Insured.

The Policy must be endorsed to provide the owner with not less than thirty (30) days notice in writing in advance of any cancellation, cancellation or change or amendment restricting coverage.

Without increasing the limit of liability, the policies must protect all insured parties to the full extent of coverage provided. Further, the policies must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

### Commercial General Liability.

The insurance coverage provided must not be substantially less than that provided by the latest edition of IBC form 2100.

The policy must either include or be endorsed to include coverage for the following exposures or hazards if the Work is subject thereto:

- a) Blasting;
- b) Pile driving and caisson work;
- c) Underpinning;
- d) Removal or weakening of support of any structure or land whether such support be natural or otherwise if the work is performed by the insured Contractor.

The policy must have the following minimum limits:

- a) \$5,000,000 Each Occurrence Limit;
- b) \$10,000,000 General Aggregate Limit per policy year if the policy contains a General Aggregate; and
- c) \$5,000,000 Products/Completed Operations Aggregate Limit.

Umbrella or excess liability insurance may be used to achieve the required limits.

### Builder's Risk / Installation Floater.

The insurance coverage provided must not be less than that provided by the latest edition of IBC forms 4042 and 4047.

The policy must permit use and occupancy of any of the projects, or any part thereof, where such use and occupancy is for the purposes for which a project is intended upon completion.

The policy may exclude or be endorsed to exclude coverage for loss or damage caused by asbestos, fungi or spores, cyber and terrorism.

The policy must have a limit that is **not less than the sum of the contract value** plus the declared value (if any) set forth in the contract documents of all material and equipment supplied by Canada at the site of the project to be incorporated into and form part of the finished work. If the value of the work is changed, the policy must be changed to reflect the revised contract value.

The policy must provide that the proceeds thereof are payable to Canada or as Canada may direct in accordance with GC10.2, "Insurance Proceeds" (<https://buyandsell.gc.ca/policy-and-guidelines/standards-acquisition-clauses-and-conditions-manual/5/R/R2900D/2>).

### Contractors Pollution Liability

The policy must have a limit usual for a contract of this nature, but no less than \$1,000,000 per incident or occurrence and in the aggregate.

**ANNEX B - VOLUNTARY REPORT FOR APPRENTICES EMPLOYED DURING THE CONTRACT**

**(Sample)**

*(This report is not required at bid deposit)*

The Contractor should compile and maintain records on the number of apprentices and their trade that were hired to work on the contract.

The Contractor should provide this data in accordance with the format below. If no apprentices were hired during the contract period, the Contractor should still provide a "nil" report.

The data should be submitted to the Contracting Authority either six months after contract award or at the end of the contract, whichever comes first.

<b>Number of apprentices hired</b>	<b>Trade</b>

## ANNEX C - SCOPE OF WORK

### GENERAL INFORMATION

The Correctional Service Canada (CSC) has a requirement to install a new fence disturbance detection system (FDS) on the perimeter of the Bath Institution, located near Bath, ON. The new FDS will be integrated with the existing Perimeter Intrusion Detection System (PIDS) Integration Unit (PIU) in the Main Communication and Control Post (MCCP).

The new FDS system will be installed on the outer perimeter fence to provide a second layer of perimeter protection during planned construction and planned MDS replacement.

The Bath Institution is a medium security facility; work will have to be accomplished with minimum disruption to the daily operation and security of the institution. To satisfy this requirement, the new perimeter FDS detection system must operate in parallel with the existing FDS as a replacement for the existing MDS system. The new FDS will alarm in zones identical to existing MDS.

### SCOPE OF WORK

#### **Bath FDS – Scope of Work: FlexZone on exterior perimeter fence**

1. Install Senstar Network Manager computer (purchased by CSC under NMSO).
2. Upgrade the existing S100 PIDS and FAAS controllers to S100 Version 6.22
3. Integrate the new Senstar Network Manager computer with S100.
4. Supply and install five (5) Senstar FlexZone-60 processors on the exterior perimeter fence at the locations identified during the site visit conducted on Tuesday, June 13<sup>th</sup> (See attached Drawing).
5. Supply, install, and terminate fifteen (15) zones of FlexZone sensor cable on the outside of the exterior fence.
6. Supply and install a gate contact on each gate located in the exterior fenceline. Terminate the new gate contacts on the closest available FlexZone processor.
7. Power up the new FlexZone FDS and configure/calibrate using the Senstar UCM tool.
8. Modify the existing S100 site creation database to reflect the installation of the new exterior fence FDS and the associated gate contacts. At the same time, include the configuration of any existing microwave units that are currently integrated into S100 via a MDS field processor.
9. Disconnect the existing microwaves from their associated MDS processor(s) and reconnect/integrate to the new FDS.
10. Conduct system commissioning in the presence of a designated CSC official.
11. Complete all required corrective action associated with any deficiencies identified during commissioning.
12. Conduct eight (8) hours of maintenance training to site ADGA technicians. Training is to be focused on the locations of the installed components, integration into S100 via Network Manager, system configuration/calibration, and troubleshooting.
13. Generate close out documentation in the form of as-built drawings, product manuals, and system troubleshooting.

## **ANNEX D - SPECIFICATIONS**

Attached are the SPECIFICATIONS for the work required.

The SPECIFICATIONS are to be referenced along with the SCOPE OF WORK – **ANNEX C** and the DRAWINGS – **ANNEX E**.



**CORRECTIONAL SERVICE OF CANADA**  
**TECHNICAL SERVICES BRANCH**  
**ELECTRONIC SECURITY SYSTEMS**



---

**ELECTRONIC ENGINEERING EQUIPMENT SPECIFICATION**  
**AND INSTALLATION STANDARD FOR**  
**FENCE DETECTION SYSTEMS**  
**FOR USE IN FEDERAL INSTITUTIONS**

### **AUTHORITY**

Acquisition of Fence Detection System appliances for the identified purposes that are not in compliance with this standard must be approved by the Design Authority.

Recommended corrections, additions or deletions should be addressed to the Design Authority at the following address:

Director, Electronic Security Systems  
Correctional Service of Canada  
340 Laurier Avenue West,  
Ottawa, Ontario  
K1A 0P9

Prepared by: Wayne Hunken

A handwritten signature in black ink, appearing to read 'Wayne Hunken'.

Electronic Security Systems  
Engineering Division

Approved by:

Stéphane Jolicoeur  
Manager Electronic Security Engineering

*TABLE OF REVISIONS*

<b>Revision</b>	<b>Paragraph</b>	<b>Comment</b>
0	N/A	Original
2	various	Team Review



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## **1.0 INTRODUCTION**

### **1.1 General**

- .1 This specification defines the essential technical and functional requirements of the Correctional Service of Canada (CSC) for the procurement and installation of detection ranging, fence mounted cable or sensors deployed as Fence Detection System (FDS) for Federal Institutions.
- .2 This system is one of a number of systems, and/or sub systems of the Perimeter Intrusion Detection Systems (PIDS) installed at Institutions.

### **1.2 Purpose**

- .1 The FDS must effectively detect mechanical vibrations and stress in the fence fabric caused by climbing, cutting, or bridging with climbing devices. The fence detection system must have a high probability of detection for all intrusion attempts, low nuisance alarm rate for fence vibration and stress caused by wind, rain, and snow.

### **1.3 Commercial-Off-The-Shelf Equipment**

- .1 Systems procured off-the-shelf require the manufacturer's certified test data sheets as proof of performance. Where the system must be modified to meet CSC requirements, specific tests must be detailed. Where special tests are required, such as temperature and humidity tests, a paragraph should be prepared under the heading "Special Test" or a similar heading.

### **1.4 Technical Acceptability**

- .1 New systems designed for CSC must require extensive testing to verify the design and satisfactory application of components
- .2 ES/SOW-0101, Statement of Work outlines the documentation and procedures to be used for acceptance of systems, details of the type and number of copies of test data required to be submitted, and defines in general terms the tests which should be performed. The acceptance tests must be outlined in the system specification.

### **1.5 Equipment Procurement**

- .1 The Contractor must not procure any equipment in a contracted process until the CSC ESS Technical Authority has approved the make, model and quantity of proposed equipment for the applications within the statement of technical requirement.

## **2.0 APPLICABLE DOCUMENTS**

### **2.1 Specifications, Standards and Statements of Work**

ES/SOW-0101	Statement of Work for Installation of Electronic Systems
ES/SOW-0102	Statement of Work for Quality Control of Electronic Systems Installations
ES/SOW-0110	Statement of Work for Structured Cable Systems for Electronic Systems Installations
ES/SPEC-0102	Electronics Engineering Specification, Data Logger for use in Federal Correctional Institutions
ES/SPEC-0603	Electronics Engineering Specification, Facility Alarm Annunciation System Integration Unit for use in Federal Correctional Institutions
ES/STD-0300	Electronics Engineering Standard, Network Time Protocol Server
EIA-310	Electronic Industry Association Standard for Racks, Panels and Associated Equipment
IEC EN55024	International Electro Technical Commission Information technology equipment immunity characteristics – Limits and methods of measurement
IEC EN60529	International Electro Technical Commission International Protection Marking

### **3.0 SPECIFICATIONS**

#### **3.1 General**

- .1 The system must include an application server which processes, analyses, interprets and stores this information as well as receiving inputs from the Operator at a Command and Control user interface.
- .2 The existing FDS system is part of the Perimeter Intrusion Detection System Integration Unit (PIU).
- .3 The System will share a common interface with the Motion Detection System (MDS), the PIDS Public Address System and the PIDS CCTV.
- .4 The sensor(s) must be configurable into detection sectors or zones that average between ten and one hundred and fifty meters in length.
- .5 The system must be a maximum of one controller for two zones.
- .6 Support perimeters on average of two thousand meters in length.
- .7 The system must be able to detect but not necessarily display the position of an intruder cutting, or climbing the fence within three meters.
- .8 The System must have the following:
  - .1 Administrator user interface.
  - .2 Report user interface.
  - .3 Configuration user interface.
  - .4 Maintenance and training interface.

#### **3.2 Environment Requirements**

- .1 The FDS must have a high probability of detection and low rate of nuisance alarms over the following environmental conditions in any combination once the system has been calibrated and adapted to the terrain:
  - .1 Temperature -40° C to 55° C for outdoor equipment  
0° C to 40° C for indoor equipment
  - .2 Humidity 0 to 100% for outdoor equipment  
20 to 90% for indoor equipment
  - .3 Exposure to direct sunlight.
  - .4 Rainfall up to 30 mm/hr.
  - .5 Hail stones up to 2 cm in diameter.
  - .6 Temperature changes causing quick freezing or thawing conditions to fence fabric.
  - .7 Wind velocity up to 100 km/hr.
  - .8 Snowfall up to 30 cm/hr.
  - .9 Ice buildup on fence fabric up to 2 cm
  - .10 Seismic vibrations.
  - .11 Lightning strikes outside the radius of 1 km from system.

#### **3.3 Power Requirements**

- .1 Power and Data signals can be in the same physical cable or provided over separate, supervised cable. Power and data must be fed bi-directionally for redundancy.
- .2 Indoor equipment must be standard 120 VAC.

- .3 Outdoor equipment can be supplied by AC or DC depending on the manufactures equipment requirements.
- 3.4 Mechanical Requirements**
- .1 All indoor signal processing and distribution equipment must be mounted in standard 19 inch racks.
  - .2 All outdoor signal processing and distribution equipment must be mounted and housed in weatherproof tamper proof enclosures.
- 3.5 Design Requirements**
- .1 The FDS must meet the following design requirements:
    - .1 Be of a modular design,
    - .2 Be sufficiently flexible to allow the overall number and layout of sectors.
    - .3 Be extensible such that at a future date, more sectors and associated sensor modules, processing and control equipment may be added to the installed system and configured without replacing existing sensor modules, interface units or server hardware.
- 3.6 Technical and Functional Requirements**
- .1 The FDS Sectors must be
    - .1 Of modular design.
    - .2 Flexible to allow a number of detection sectors as laid out by Design Authority
    - .3 Be expandable if required at a future date for additional detection zones.
    - .4 Have the ability for external input and output points
    - .5 Detect and annunciate any cut or climb in the detection zone(s).
    - .6 Provide a detection zone two to 3 meters wide.
    - .7 Detect an intruder weighing 35 kg or more attempting to climb the fence in detection zone.
    - .8 Provide the availability to calibrate and adjust the detection system within 3 meters in the detection zones.
    - .9 Provide the ability of field monitoring and calibration of the detection zones.
    - .10 Support the ability to initiate, monitor and store the results of testing the detection zones.
    - .11 The FDS system must be constantly monitored for power or data cable failures. In the event of a cable cut the system should be able to detect within 6 meters of the cut and provide maintenance with an approximate location on the cut. In the event of a field processor or controller failure no more than 2 zones should be effected.
    - .12 Tamper alarms for open or damaged field enclosures
    - .13 The system must report sensor module failures or any failure of any component of the system.
  - .2 Probability of Detection
    - .1 The FDS system must provide continues coverage with the probability of detecting a mass of 35 kg or more on average 98% of the time.

- .2 The FDS system should be able to be calibrated to a point to eliminate the possibility of dead zones.
  - .3 If any non-detection zones are noted during the warranty period it is the Contractor's responsibility to correct the issue at their own expense.
- .3 Nuisance and False Alarms
- .1 Nuisance Alarms are defined as alarms that occur as a detection with no valid target within the specified environmental conditions.
  - .2 Within the specified environmental conditions there should be no more than 10 nuisance alarms per day in a detection zone.
  - .3 Nuisance alarms caused by, changing weather conditions, and testing are not to be considered as nuisance alarms.
  - .4 False alarms may be caused by system failure or failures in one or more parts of the system.
  - .5 False alarms may be attributed to communication errors to the sensor in the detection zones.
  - .6 Failure alarms should not exceed five per month
- .4 FDS Alarm Notifications Reports
- .1 Record all sensor alarms and resets
  - .2 Record all Zone disturbance alarms.
  - .3 Record all sensor or device tamper alarms
  - .4 Record all Sensor or device faults
  - .5 Record all System and power failures.
- .5 FDS Event Notifications Logs
- .1 All disturbance alarms
  - .2 All device and Tamper alarms
  - .3 All Sensor or device faults
  - .4 All System and power failures
  - .5 All operators user interface commands
  - .6 All configuration changes.

#### **4.0 TRAINING, MAINTENANCE AND DOCUMENTATION**

##### **4.1 Training Requirements**

- .1 Training for both operators and maintenance technicians is required. The specification must include requirements for a training plan, training schedule, student workbooks and the conduct of training courses at the institution. These requirements must conform to ES/SOW-0101, Statement of Work unless prior approval has been given by CSC to deviate from those requirements.

##### **4.2 Warranty / Extended Maintenance and Support**

- .1 The warranty must come into effect 2 weeks (10 business days) after CSC certifies in writing that the applicable Acceptance Test has been successfully completed.
- .2 The client must be provided with a manufacturer's warranty of 5 years to be free from manufacturer's defects from normal use.
- .3 The manufacture/integrator must supply one year onsite maintenance for replacement of faulty components determined by onsite technicians when the fault is the result of poor workmanship.
- .4 All service support must be performed by manufacturer trained service personnel provided by the Contractor.
- .5 Preventive maintenance must be done in accordance with the manufacturer's recommendations.

##### **4.3 Manual and Documentations Requirements**

- .1 Maintenance and sparing requirements must be specified by reference to ES/SOW-0101, Statement of Work. Any special documents requirements must be clearly explained including the purpose, content and format required.

## **5.0 INSTALLATION STANDARDS**

### **5.1 Scope**

- .2 The scope of the installation must be detailed in the statement of technical requirements. Installed systems for the CSC must meet or exceed all safety and engineering standards.

### **5.2 Safety**

- .1 Any appliances chosen must conform to Canadian Standards Association (CSA) safety standards.

### **5.3 Pre-Installation Requirements**

- .1 The Contractor must provide the TA with a copy of the installation requirements of the equipment to be installed, including measurements (system), placement considerations, electrical requirements, electrical connection locations, conduit requirements and detailed images. All building modifications / upgrades will be the responsibility of CSC.
- .2 An in-person site visit or virtual meeting must be completed within 3 weeks after the contract is awarded for each location to provide information to the identified facilities and gather essential information for the project.
  - .1 During the site visit the Contractor must meet with local Administration, Management and stakeholders to review the system to be installed and address questions and concerns raised.

### **5.4 Installation / Installations Protocols**

- .1 The Contractor must be required to install the system/equipment to high quality workmanship standards. Reference must be made to ES/SOW-0101, Statement of Work.

### **5.5 Institution Acceptance Test**

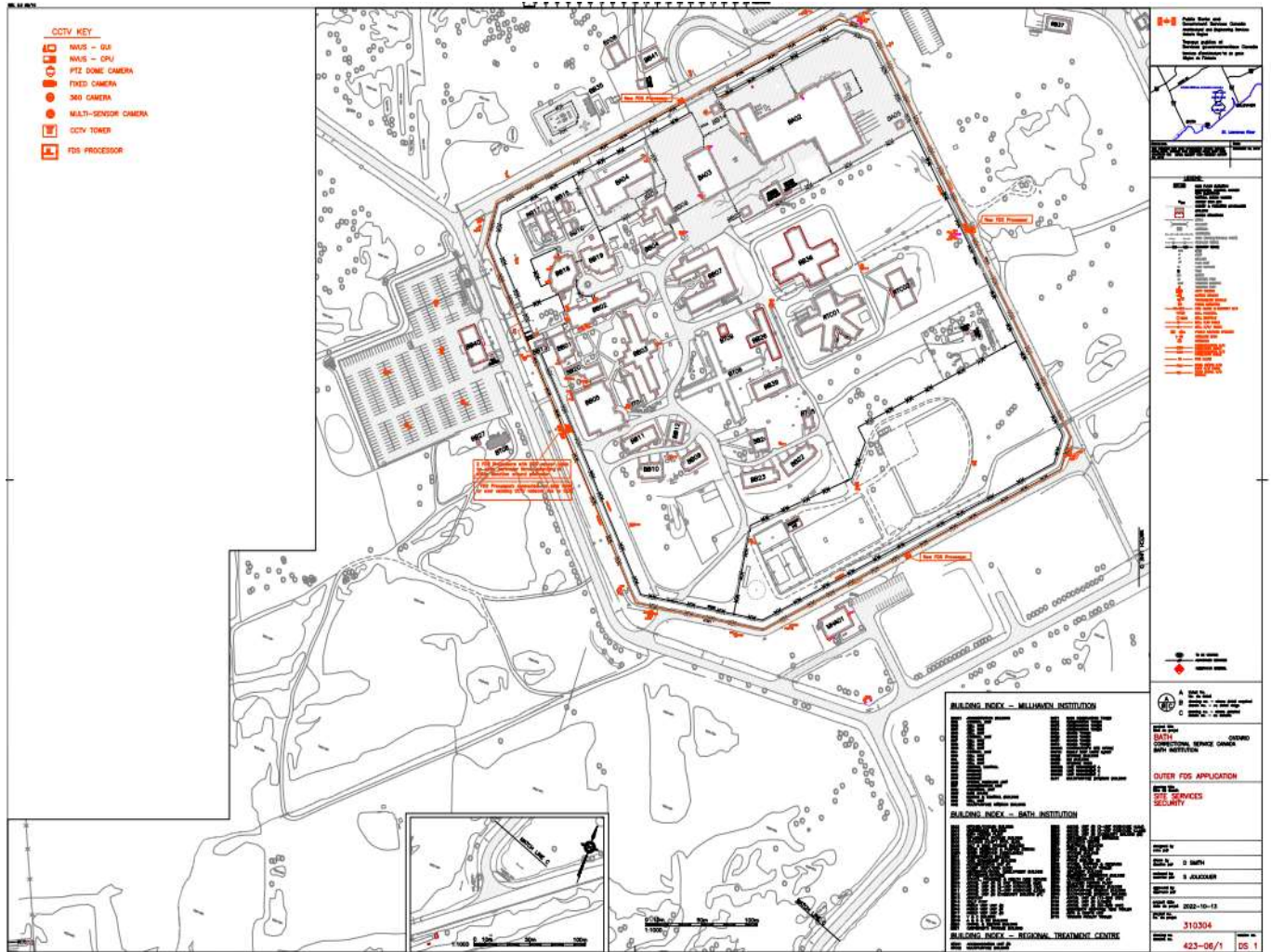
- .1 An ATP must be conducted after the initial training has been completed.
- .2 The ATP must be conducted with the Contractor and the TA or on-site representative for CSC.
- .3 The ATP is to serve as verification that the installation was completed as per the contractual documents.
- .4 The ATP must verify that the provided system functions in a manner consistent with the performance specifications above and the deliverables identified in the SOW and resulting contract.
- .5 The ATP must verify that all required software and reporting options have been completed.
- .6 Any deficiencies are to be noted and corrected within ten (10) business days at which time a second ATP will be conducted.



## ANNEX E – DRAWINGS

Attached are the DRAWINGS for the work required.

The DRAWINGS are to be referenced along with the SCOPE OF WORK – **ANNEX C** and the SPECIFICATIONS – **ANNEX D**.



**ANNEX F - STATEMENT OF TECHNICAL REQUIREMENT**

**Correctional Service Canada  
Technical Services Branch  
Electronics Systems**

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**Issue 1  
OCT 2022**

**STATEMENT  
OF  
TECHNICAL REQUIREMENTS**

**FENCE DISTURBANCE DETECTION  
SYSTEM INSTALLATION**

**AT BATH INSTITUTION**

**AUTHORITY**

This Statement of Technical Requirements is approved by Correctional Service Canada for the replacement of an existing Fence Disturbance Detection System at Bath Institution.

---

**Prepared by:**

**Daniel Smith,  
Design coordinator, Electronic Security Systems,  
Electronic Security Systems**

**Approved by:**

**Director,  
Electronic Security Systems**



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### **ABBREVIATIONS**

The following abbreviations are used in this specification:

CCTV	Closed Circuit Television
CER	Common Equipment Room
CSC	Correctional Service Canada
DA	Design Authority
FDS	Fence Disturbance Detection System
MCCP	Main Communications and Control Post
MDS	Motion Detection System
PIDS	Perimeter Intrusion Detection System
PIU	PIDS Integration Unit



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## DEFINITIONS

The following definitions are used throughout this specification:

Design Authority: Director, Engineering Services, Correctional Service of Canada (CSC)

Contract Authority: Correctional Service Canada (CSC)

Contractor: The company selected as the successful bidder on the contract.



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## 1.0 INTRODUCTION

### 1.1 General

The Correctional Service Canada (CSC) has a requirement to install a new fence disturbance detection system (FDS) on the perimeter of the Bath Institution, located near Bath, ON. The new FDS will be integrated with the existing Perimeter Intrusion Detection System (PIDS) Integration Unit (PIU) in the Main Communication and Control Post (MCCP).

The new FDS system will be installed on the outer perimeter fence to provide a second layer of perimeter protection during planned construction and planned MDS replacement

The Bath Institution is a medium security facility; work will have to be accomplished with minimum disruption to the daily operation and security of the institution. To satisfy this requirement, the new perimeter FDS detection system must operate in parallel with the existing FDS as a replacement for the existing MDS system. The new FDS will alarm in zones identical to existing MDS.

### 1.2 Scope

The Contractor must design, supply, install, test and provide operational and technical training on an FDS as described in this STR & Scope of Work and must integrate the new detection system into the existing PIU. The Contractor must provide acceptable documentation for the operation and the maintenance of this equipment.

### 1.3 Requirement

The purpose of this Statement of Technical Requirement (STR) is to define the technical aspects for the installation of the new FDS on the perimeter of the institution.

This STR will indicate the extent to which both general and particular CSC specifications are applicable to the implementation of this requirement.



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## 2.0 **APPLICABLE DOCUMENTS**

### 2.1 **Applicability**

The provisions contained in the documents listed in the following paragraphs must apply to all aspects of this requirement, unless these provisions have been exempted or modified by this STR.

### 2.2 **Specifications**

The following specifications form part of this STR:

ES/SPEC-0405 Specification for a Fence Disturbance Detection System

ES/SOW-0101 Statement of Work for Installation of Electronic Systems

ES/SOW-0102 Statement of Work for Quality Control of Electronic Systems Installations

### 2.3 **Language**

The language at the Bath Institution is English; all PIU display and control information as well as all documentation for this institution must be in English.

## 3.0 **OPERATIONAL CRITERIA**

### 3.1 **General**

The operational parameters of the FDS must meet the performance and operational requirements in accordance with the ES/SPEC-0405 Specification, where this STR differs from this specification; this STR will be the document of reference. The operation of the PIU must not be affected by the installation of the new FDS.



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#### 4.0 **TECHNICAL REQUIREMENTS**

##### 4.1 **Existing Perimeter Detection Systems**

###### 4.1.1 **Fence Detection System**

There are 15 Fence Disturbance Detection System (FDS) sectors on the perimeter fence. 5 new FDS processors will be located on the outer perimeter fence. 2 at the midspan point of the west fence and one each at the midspan of the North, East & South runs of perimeter fencing. A controlling computer or host server will be located in the common equipment room (CER) and connected to the 2 west fence processors via available dark OM1 fibre strands or via a subnet mask over the existing CCTV network where a network link is available in the outer perimeter tower located at the midspan of the west perimeter fence.

###### 4.1.2 **Motion Detection System**

The existing Motion Detection System (MDS) sectors, will be copied by the new FDS in zone demarcation and camera call up macros. After the new FDS is commissioned the existing MDS will be de-commissioned and disconnected from the PIU. The MDS processor is located in the common equipment room. The power and data cable is routed along the fence to the MCCP and the MDS sectors are displayed on the PIU.

###### 4.1.3 **Closed Circuit Television (CCTV)**

There are a number of CCTV cameras providing surveillance of the perimeter. These cameras are used for the institution perimeter alarm verification and assessment. When a MDS sector is in alarm condition designated cameras are called onto the PIDS PIU monitors. These macro camera call-ups will be duplicated by the new FDS to emulate the MDS zones that are being replaced by the FDS.

##### 4.2 **Existing Perimeter Systems**

The Contractor must test the operational characteristics of all existing PIU equipment and systems, relating to the Project, prior to integration and provide a written record of those tests for the Crown.

The Contractor must identify any operational deficiency of equipment being integrated or else risk being held accountable for system deficiencies during the FDS commissioning period.

##### 4.3 **Removal Existing Fence Disturbance Detection System**

The Contractor must not remove any of the existing FDS cables located on the fences. Care must be taken to ensure that any cables and conduits of the CCTV systems are not damaged.





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#### 4.4 **Computer Software Upgrade**

The Contractor must upgrade both the existing PIDS and FAAS computers software to the most up to date version. The Contractor must integrate a CSC provided Senstar Network Manager Computer to support alarm integration of the new FDS into the existing Senstar PIU

#### 4.5 **Fence Disturbance Detection System Installation**

The Contractor must provide, install, test and document a Fence Disturbance Detection System. The FDS installation must meet or exceed the performance and operational requirements contained in the ES/SPEC-0405 for a perimeter detection system. The provided FDS system must use a ranging technology to determine the location of alarm events, within 3M of the event. The provided FDS system will maintain full function from either direction if there is a cable cut.

#### 4.6 **PIU Integration**

The Contractor must integrate the New FDS with the existing FDS zones and CCTV system in the PIU. The Contractor must upgrade the PIU to accept RS-232 or RS-485 where one of these is selected as the interface method, and the existing PIU does not currently support it.



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## 5.0 **ADDITIONAL REQUIREMENTS**

### 5.1 **Training**

The Contractor must provide the training to CSC operational and maintenance personnel in accordance with the specification ES/SOW-0101 Statement of Work.

### 5.2 **Manuals**

The Contractor must provide the technical manuals in accordance with the specification ES/SOW-0101 Statement of Work. The Contractor must provide two copies of the maintenance manual in English to the site (hardcopy). The Contractor must provide one copy of the maintenance manual in English to the Regional Telecommunications and Electronics Officer (RTEO). This could be in the form of a soft copy PDF type format. Maintenance manuals must all include completed Acceptance Testing Protocol (ATP) forms. The Contractor must provide copies of the completed Maintenance Handover Report Form contained in Annex A.

### 5.3 **Testing**

5.3.1 The Contractor must provide a detailed Acceptance Test Plan for approval 2 weeks prior to start of installation of the equipment.

5.3.2 The Contractor must provide a fully completed and signed copy of the Acceptance Test Plan two days prior to start of the final acceptance testing.

5.3.3 Testing may be witnessed by the Design Authority or designated representative.

5.3.4 The Crown may choose to repeat some, or all, of the tests signed off in Paragraph 5.5.2.

### 5.4 **As-Built Drawings**

The Contractor must provide as-built drawings of the site installation in accordance with ES/SOW-0101 Statement of Work.

### 5.5 **Spares**

The Contractor must recommend the type and quantity of spares required to support:

- a. installation and on-site testing; and
- b. operational requirements.



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**5.6 Warranty**

The required warranty period will be for twelve months effective from the date of the on-site acceptance or the date the system is put in service by CSC, whichever is the earlier. The Contractor must provide all materials and labour required to correct any system/equipment problems occurring during the warranty period.

**5.7 Schedule**

The Contractor must provide a detailed installation schedule as well as a project completion date.

**5.8 Operational Down-Time**

Equipment and systems operational down time must be kept to a minimum. All down time will be coordinated with the Coordinator of Correctional Operations (CCO) on site or designate. The Contractor's staff may be required to work during evenings, nights and/or weekends to reduce the amount of down time and to meet operational requirements.

**5.9 Institutional Operations**

All employees of the Contractor will be required to be in possession of a valid, current security clearance before they are permitted to enter and work in Bath Institution. The security clearance is available from the CCO at the site. The Contractor must take every precaution to minimize any disturbance to institutional operations. The Contractor and his staff on site must fully cooperate with operational staff and conform to all security requirements.

**5.10 Institution Address**

Correctional Service Canada  
Bath Institution  
5775 Bath Road  
P.O. Box 1500  
Bath, ON  
K0H 1G0

Telephone: (613) 351-8049  
Contact: Kevin White

**5.11 Safety**

The Contractor must comply with the document titled "Safety Regulations for Security Electronics Contractors Working at CSC Institutions" (see page 46).



**CORRECTIONAL SERVICE OF CANADA**  
**TECHNICAL SERVICES BRANCH**  
**ELECTRONICS SYSTEMS**

**MAINTENANCE HANDOVER REPORT FORM**

**INSTITUTION:**

**DATE:**

**SYSTEM/EQUIPMENT:**

**APPLICABLE CONTRACT NO: 21120-23-4257441**

DSS FILE NO:

SPECIFICATIONS:

**EQUIPMENT SUPPLIER (NAME AND ADDRESS):**

**SUPPLIER CONTACT (NAME AND TELEPHONE):**

**WARRANTY DETAILS:**

Expiry date on materials/parts:

Expiry date on installation:

Expiry date on factory labor:

Travel & living expenses during the warranty period:

chargeable to CSC

not chargeable to CSC

Equipment transportation costs are paid by CSC for:

sending to the supplier

returning from the supplier

Negotiated rates for emergency repairs at site due to misuse/abuse during warranty period are as follows:

Not applicable.

Negotiated rates for labor at site after warranty period are as follows:

Not applicable.



**DEFICIENCIES:**

None remain

List attached

**DOCUMENTATION:**

Maintenance manual:

Supplied

Due by ;

As-built drawings, cabling and wiring diagrams:

Supplied

Due by ;

Acceptance test results:

Supplied

Due by ;

**DISTRIBUTION OF DOCUMENTATION:**

1 copy to CESM sent on:

1 copy to RATIS/RTEO sent on:

2 copies to institution sent on:

**SPARES:**

All delivered

Delivery to be completed by ;

**EQUIPMENT LIST:**

See attached list.

**MAINTENANCE TRAINING:**

Completed

Scheduled for ;

**SIGNATURE:** Project Manager

**DISTRIBUTION:** CESM, NHQ  
RATIS/RTEO, RHQ  
AWMS, Institution



**SAFETY REGULATIONS FOR SECURITY ELECTRONICS CONTRACTORS**  
**WORKING AT CSC INSTITUTIONS**

**1. Acts and Regulations**

- a. The Contractor must, at all times, be in full compliance with the latest issue of the following Acts and Regulations:
  1. The Occupational Health and Safety Act of the province where the work is being carried out,
  2. The Canada Labour Code Part II,
  3. The National Building Code Part VIII,
  4. The Workers' Compensation Board regulations of the province where the work is being carried out,
  5. Safety regulations and procedures prepared by the Institution where the work is being carried out,
  6. All other safety regulations in effect at the work site.
- b. In the event of conflict between any provisions of the above authorities, the most stringent will apply.

**2. Safety Plan**

- a. The Contractor is responsible to ensure that a site specific Safety Plan has been completed and maintained on site. The Contractor must provide the Safety Plan, when requested, to Institution Staff and the Safety Officers and Inspectors authorized by the Acts and Regulations listed in Paragraph 1.a. above. The Safety Plan must include a hazard assessment, controls, an emergency plan and a communications strategy.
- b. The Contractor must complete a hazard assessment. All critical tasks and the associated hazards must be identified.
- c. Once hazards are identified, controls must be put in place to minimize the risks. The controls must include but not be limited to Safe Work Practices, Standard Operating Procedures and safety inspections.
- d. An emergency plan must be prepared that takes into consideration all of the identified hazards and the potential problems that could arise during the project. The emergency plan must outline the emergency procedures to be taken in the event of an accident and must include the contact names and telephone numbers of emergency response persons and services. The list of emergency response persons and services should include but not be limited to the following:
  - Ambulance,
  - Fire Department,
  - Police Department,
  - Chief of Plant Maintenance.
- e. A communications strategy must be put in place that will ensure that information concerning



hazards, controls and the emergency plan is communicated to all of the Contractor's staff, Subcontractors, equipment operators, material suppliers, testing and inspection companies and regulatory agencies working at the institution.

- f. The Safety Plan must address and confirm to the Acts and Regulations identified in Paragraph 1.a. above.
- g. The submission of the Safety Plan to Correctional Service Canada must not relieve the Contractor of any legal obligations as specified by the Acts and Regulations listed in Paragraph 1.a. above.

### **3. Safety Training**

All of the Contractor's staff, Subcontractors, equipment operators, material suppliers, testing and inspection companies and regulatory agencies working at the institution must have received the required safety training as mandated in the Acts and Regulations listed in Paragraph 1.a. above.