



**REGIONAL DISTRICT
of Fraser-Fort George**

REQUEST FOR PROPOSALS CS-20-08

**SUPPLY OF BRIDGING EQUIPMENT FOR COMBINING
AUDIO AND E&M SIGNALING**



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1.0 INTRODUCTION

The Regional District of Fraser-Fort George (the “Regional District”) invites proposals from qualified suppliers for the supply of bridging equipment for combining audio and E&M signaling (“bridging equipment”). The proponent may be required to provide evidence of previous experience and financial responsibility before a contract is awarded.

RFP documents may be obtained on, or after, Thursday, May 14, 2020.

- a) in public document format (PDF) from the Regional District’s website www.rdffg.bc.ca; or
- b) on the *BC Bid*® website www.bcbid.gov.bc.ca.

All subsequent information regarding this RFP, including amendments, addenda and answers to questions will also be available as above.

It is the sole responsibility of the proponent to ascertain that they have received a full set of the RFP documents, amendments and/or addenda. Upon submission of their proposal, the proponent will be deemed conclusively to have been in possession of a full set of the RFP documents.

All questions relating to this project must be submitted by email to the Project Manager:

Melanie Perrin, Manager of Public Safety Operations
Regional District of Fraser-Fort George
155 George Street, Prince George BC V2L 1P8
Email: mperrin@rdffg.bc.ca

1.1 RFP Schedule:

- Release Date: Thursday, May 14, 2020
- Deadline for Inquiries: 4:00pm PST: Tuesday May 26, 2020
- **RFP Closing: 2:00pm PST: Wednesday June 3, 2020**

1.2 Proposal Submissions

This RFP is being reposted to allow for electronic submission.

Email complete proposal to the RDFFG’s General Manager of Financial Services:

General Manager of Financial Services
Email: purchasing@rdffg.bc.ca

The email topic is to be labelled in the subject line “RDFFG CS-20-08 – “Insert Company Name””.

Proposals will be received up to **2:00:00 p.m. on Wednesday June 3, 2020**. There will not be a public opening for the proposal.

For closing purposes, the official time of receipt of proposal submission is determined by the time of receipt of the email.

The Owner will not accept or consider proposal documents transmitted by facsimile, mail, courier, or delivered to an email address other than the address identified.

The Owner will not accept any proposal not received at the email address identified above or not received by the Closing Date and Time.

The responsibility for submitting a response to this RFP to the correct email address on or before the Closing Date and Time, will be solely and strictly the responsibility of the Tenderer.



To be considered, proposals must be signed by an authorized signatory. By signing the proposal, the proponent is bound to statements made in response to this Request for Proposal (this "RFP"). Any proposal submission received by the Regional District that is unsigned will be rejected.

The Regional District will not be responsible for any costs incurred by proponents which result from the preparation or submission of documents pertaining to this RFP. The accuracy and completeness of the proposal is the proponent's responsibility. Should errors be discovered they will be corrected by the proponent at their expense.

1.3 Errors, Omissions, Clarifications

Proponents finding discrepancies, errors, or omissions in this RFP, or requiring clarification on the meaning or intent of any part therein, should immediately request in written form **by email**, clarification from the Project Manager, Melanie Perrin, mperrin@rdffg.bc.ca. The Regional District will not accept responsibility for any damages, costs or expenses incurred by a proponent in reliance on oral instructions. Any work done in preparation of a proposal after discovery of discrepancies, errors, or omissions in the RFP will be done at the proponent's risk unless the discrepancy, error, or omission is reported to Ms. Perrin in accordance with this provision.

Any requests for explanations, interpretations, or clarifications made by proponents must be submitted in writing by email to the Project Manager **no later than 4:00 p.m. on Tuesday May 26, 2020** in order that addenda or amendments, if necessary, are available to all proponents in time to be considered for the preparation of their submission.

If the Regional District, in the Regional District's sole discretion, determines that a clarification, addition, deletion, or revision of this RFP is required then the Regional District will issue an addendum and the addendum will be posted on the Regional District website and BC Bid (see S. 1.0). **It is the sole responsibility of the proponent to check for addendums.**

All amendments and addenda, if any, issued for this RFP must be signed by the proponent and included with the proposal submission and will form part of the Contract documents.

1.4 Regional District's Right to Reject Proposal

The Regional District reserves the right, in its sole discretion, to waive informalities in proposals, reject any and all proposals, or accept the proposal deemed most favorable in the interests of the Regional District. The lowest, or any proposal, will not necessarily be awarded.

Proposals which contain qualifying conditions or otherwise fail to conform to the instructions contained in this RFP may be disqualified or rejected. The Regional District may, however, in its sole discretion, reject or retain for its consideration proposals which are non-conforming because they do not contain the content or form required by this RFP, or for failure to comply with the process for submission set out in this RFP, whether or not such non-compliance is material.

The Regional District reserves the right to reject a proposal based on potential or perceived conflict of interest on the part of a proponent. Without limitation, the Regional District reserves the discretion to reject any proposal where:

- a) one or more of the directors, officers, principals, partners, senior management employees, shareholders or owners of the proponent, is an officer, employee or director of the Regional District, or is a member of the immediate family of an officer, employee or director of the Regional District; or
- b) in the case of a proposal submitted by a proponent who is an individual person, where that individual is an officer, employee or director of the Regional District, or is a member of the immediate family of an officer, employee or director of the Regional District.

When submitting a proposal, the proponent is required to complete, sign, and include with their proposal a Conflict of Interest Disclosure Statement (Appendix A).



The Regional District reserves the right to reject any proposal submitted by a proponent who is, or whose principals are, at the time of proposal, engaged in a lawsuit against the Regional District in relation to work similar to that being proposed.

1.5 Waiver of Claims for Compensation

Except for a claim for the reasonable cost of preparation of its proposal, by submitting a proposal, each proponent irrevocably waives any claim, action, or proceeding against the Regional District including, without limitation, any judicial review or injunction application, and any claim against the Regional District and its elected officials, officers and employees for damages, expenses or costs, loss of profits, loss of opportunity or any consequential loss for any reason, including any such claim, action or proceeding arising from:

- 1) any actual or alleged unfairness on the part of the Regional District at any stage of the proposal process, including without limitation, any alleged unfairness in the evaluation of a proposal or award of a contract;
- 2) a decision by the Regional District not to award a contract to that proponent; or
- 3) the Regional District's award of a contract to a proponent whose proposal does not conform to the requirements of this RFP.

1.6 Ownership of Proposals and Freedom of Information

Proposals will be received and held in confidence by the Regional District, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and this RFP. Each proposal should clearly identify any information that is considered to be confidential or propriety information. Proponents are responsible to review the *Freedom of Information and Protection of Privacy Act* for further information.

All documents, including proposals, submitted to the Regional District become the property of the Regional District. The Regional District will provide a debriefing for proponents, upon request by a proponent, subject to the *Freedom of Information and Protection of Privacy Act*.

2.0 PROPOSAL FORMAT

Proponents are to respond in a similar manner. Appendices A, C, and D must be submitted on the same forms included in this RFP, no exceptions. The following format and sequence should be followed in order to provide consistency in responses and to ensure each proposal receives full and complete consideration. All pages should be consecutively numbered.

- a) title page including RFP title and number, proponent's name and address, telephone number, email address, and contact representative
- b) one-page Letter of Introduction **SIGNED** by the authorized signatory of the proponent which will bind the proposed statement(s) made in the proposal
- c) table of contents including page numbers and sections divided by tabs
- d) an Executive Summary of the key features of the proposal
- e) completed and signed Appendix A – Conflict of Interest Disclosure Statement
- f) completed Appendix C – Minimum Specifications
- g) completed Appendix D - Schedule of Prices
- h) amendments or addenda, if any, issued for this RFP. **Each amendment and addenda must be signed by the proponent and be included with their proposal submission and will form part of the Contract documents.**



3.0 PROPOSAL EVALUATION AND SELECTION PROCESS

3.1 Proposal Evaluation

All proposals will be initially evaluated by the Regional District to assess the qualifications and capabilities of proponents to meet the minimum standards specified in this RFP.

The proposal evaluation through to proponent selection will be based on the following process as deemed appropriate by the Regional District:

1. Initial proposal evaluation by the Regional District.
2. Follow up question(s) from the Regional District to proponent(s). (Optional at discretion of the Regional District.)
3. Proposal scoring by the Regional District as per RFP criteria and Section 4.2 Evaluation Criteria.

3.2 Initial Proponent Selection Process

As a result of the initial written proposal evaluation, the Regional District may, at its sole discretion, request oral presentations and enter into detailed discussions with initially selected proponents prior to preparing a short-list of qualified proponents.

The Regional District may, at its sole discretion, prepare a "short-list" of proponents which initially appear to have the necessary qualifications, based solely on the information contained in the written proposals and/or additional information that may be obtained by the Regional District. The Regional District will be under no obligation to obtain additional clarification from any proponent(s) prior to preparing an initial "short-list" or before entering into detailed discussions, or negotiations, with any proponent.

3.3 Selected Proponent Negotiations

The Regional District, at its sole discretion, reserves the right to enter into contract negotiations with a selected proponent, or proponents, based only on the evaluation of the written proposal(s), and/or an evaluation of the combination of the written proposals, oral presentations, product demonstrations, and/or detailed discussions.

The Regional District reserves the right to enter into negotiations with any proponent without requiring any other proponents to make a presentation or to enter into detailed discussions with the Regional District.

3.4 Termination of Negotiations and/or RFP Process

The Regional District reserves the right to terminate contract negotiations with any proponent, and to enter into contract negotiations with any other proponent(s) if, in the opinion of the Regional District at any time, the contract negotiations with the initially selected proponent(s) will not be satisfactorily completed in the best interests of the Regional District.

The Regional District may, at its sole discretion, reject any or all proposals at any time throughout the proposal evaluation, proponent selection, or contract negotiation process.

3.5 Non-Compliance with RFP Specifications

Unless explicitly stated in a proposal, all proposals are assumed by the Regional District to be in full compliance with the RFP specifications without exception.

All items in the proposal that are **not** in full compliance, or that vary from the specific RFP specifications, must be clearly identified in the proposal as non-compliant and/or variant, and must include specific reference to the relevant section in the RFP and the precise nature of the variance or non-compliance.

Non-compliance or variances with the specific RFP specifications will not necessarily result in rejection of a proposal.



The acceptance or rejection of all non-compliant items, and/or variances to the RFP specifications, must be at the sole discretion of the Regional District, without any obligation by the Regional District to either request clarifications, enter into detailed discussions, or negotiations with the proponent.

All bids must be submitted with completed Appendices A, C, and D as contained within this RFP in order to be eligible for consideration.

4.0 MANUFACTURER SELECTION

4.1 Selection Criteria

The following are the criteria and the percentage of the total score for each criterion that will be used by the Regional District to select a proponent. The list of criteria is not in any particular order of priority. The Regional District, in its sole judgment, will base the selection of a successful proponent on a combination of the criteria below in S 4.2:

4.2 Evaluation Criteria:

Compliance with RFP Specifications	50%
Delivery Date	10%
Price	40%
Total	100%

5.0 CONTRACT

5.1 Award of Contract

The Award of Contract is anticipated to be made not later than **Wednesday, June 10th, 2020**. All proponents will be advised in writing of the final results of the RFP evaluation process.

The Regional District, in its sole judgment, may delay the Award of Contract date as deemed appropriate by the Regional District.

5.2 Form of Contract

The Contract for supply of bridging equipment will be in the form of:

- the complete CS-20-08 RFP document, including appendices, and any amendments or addenda;
- Contractor's proposal submission; and
- a Contract Agreement similar to the sample provided in Appendix B of this RFP.

6.0 BRIDGING EQUIPMENT FOR COMBINING AUDIO AND E&M SIGNALING SPECIFICATIONS

6.1 Minimum Specifications

The minimum specifications for the Supply of Bridging Equipment for Combining Audio and E&M Signaling are as detailed in Appendix C attached to and forming part of this RFP. Proponents may recommend changes or adjustments to the specifications outlined where the proponent believes that such changes or adjustments will result in a better-quality product in terms of efficiency, tractability, serviceability, or general operation. In all cases, the proponent should provide reasons for the recommended changes or adjustments to the RFP specifications in the initial proposal response documents. State the page number and reference section in the proposal where necessary.

6.2 Specifications Not Outlined

In terms of any of the bridging specifications not detailed in this RFP, proponents are free to bid on the proposal as they choose, provided that the proponent's relevant specifications are detailed in the proposal response.



6.3 Compliance with Laws and Regulations

The successful proponent (the "Contractor") will give all the notices and obtain all the licenses and permits required to perform the work. The Contractor will comply with all laws applicable to the work or performance of the contract.

Any Contract resulting from this RFP will be governed by and will be construed and interpreted in accordance with all laws in effect for the Province of British Columbia.

7.0 WARRANTY, INSURANCE AND INDEMNITY

7.1 Insurance

The Contractor shall, without limiting its obligations or liabilities, and at its own expense, provide and maintain throughout the Contract term, the following insurances with insurers licenced in the Province of British Columbia, in forms acceptable to the Regional District. All required insurance (except automobile insurance on vehicles owned by the Contractor) shall be endorsed to show the Regional District as additional insured and provide the Regional District with thirty (30) days' advance written notice of cancellation or material change. The Contractor will provide the Regional District with evidence of the required insurance, in a form acceptable to the Regional District, upon notification of award and prior to the execution and delivery of the Contract:

- i. Commercial General Liability (CGL) in an amount not less than \$3,000,000 inclusive per occurrence insuring against bodily injury and property damage and including liability assumed under the Contract. The Regional District is to be added as an additional insured. Such CGL coverage shall include the following liability extensions: Contingent Employers Liability, Broad Form Products & Completed Operations, Personal Injury, Blanket Contractual, and Cross Liability.
- ii. Where the Contractor requires the use of automobiles to undertake the work of the Contract, the Contractor will have the following:
 - a. Automobile Liability on all vehicles owned, operated, or licenced in the name of the Contractor in an amount not less than \$2,000,000 per occurrence.
 - b. Non-owned Automobile Liability insurance in an amount not less \$2,000,000 per occurrence.

The Contractor shall ensure that all sub-contractors forming from this Contract meet the insurance requirements outlined above.

It is the sole responsibility of the Contractor to determine if additional limits of liability insurance coverage are required to protect them from risk.

7.2 Bridging Equipment Warranties

Proponents must list the standard warranties applicable to the bridging equipment, which are included in the proposal price(s), and document additional or extended warranties that are available together with any special provisions and applicable costs.

7.3 Manufacturer's Insurance

The Contractor will provide evidence satisfactory to the Regional District that sufficient insurance has been obtained to protect the Regional District's direct investment in the event the bridging equipment are damaged or destroyed prior to delivery.

7.4 Indemnity

The Contractor must release, indemnify, defend and save harmless the Regional District, its officers, employees, servants, and agents of and from all claims, costs, losses, damages, actions, classes of action, expenses and costs arising out of or relating to the Contractor's breach of this Contract or the negligent acts or omissions of the Contractor or its employees, Contractors or agents.



8.0 BRIDGING EQUIPMENT DELIVERY AND PAYMENT

8.1 Bridging Equipment Delivery Timetable

The RDFFG is changing our radio network to connect to the new dispatch center before August 2020 so the Contractor must be able to meet the date in the proposal in Appendix D.

8.2 Delivery Terms

The Contractor will be expected to deliver the bridging equipment based on FOB destination delivery terms, with the destination referred to as Prince George, British Columbia. Modification of delivery terms can only occur with pre-approval from the Regional District.

8.3 Contract Price

All prices for the bridging equipment must be stated in Canadian dollars. Any applicable Federal or Provincial taxes or levies must be included in the proposal response and are to be listed separately from the contract price. Appendix D – Schedule of Prices, must be completed and included in the proposal package.

8.4 Payment Schedule

Proponents will outline the proposed payment schedule with sufficient detail so as to allow for evaluation by the Regional District of when progress payments, if applicable, may become due.

8.5 Holdback on Delivery

In the event it is determined that the provided bridging equipment does not meet the specifications outlined in the Contract or that the provided bridging equipment are deficient in any way, the Regional District may, at the time of delivery and installation, hold back sufficient funds to ensure compliance. The amount of the holdback, if any, and the provisions for the release of funds must be subject to discussion between the Regional District and the Contractor. The remedy of any discrepancies and/or deficiencies by the Contractor must occur within a reasonable period of time, to the satisfaction of the Regional District.

8.6 Late Delivery

The Contractor will be required to notify the Regional District if there is any change in the delivery date provided in the Contract and the reason behind the change in delivery date.



APPENDIX A CONFLICT OF INTEREST DISCLOSURE STATEMENT

RFP CS-20-08
SUPPLY OF BRIDGING EQUIPMENT FOR COMBINING AUDIO AND E&M SIGNALING

Proponent Name: _____

The Proponent, including its officers, employees, and any person or other entity working on behalf of, or in conjunction with, the Proponent on this procurement process:

- is free of any conflict of interest that could be perceived to improperly influence the outcome of this procurement process.
- has not, and will not, participate in any improper procurement practices that can provide the Proponent with an unfair competitive advantage including obtaining and using insider type information to prepare a solicitation offer or participating in bid rigging.
- has an actual, perceived, or potential conflict of interest regarding this procurement process as a result of:

State reasons(s) for Conflict of Interest:

By signing below, I certify that all statement made on this form are true and correct to the best of my knowledge.

Print Name of Person Signing Disclosure

Authorized Representative of:

Signature of Person Making Disclosure

Date Signed



APPENDIX B SAMPLE CONTRACT CS-20-08
SUPPLY OF BRIDGING EQUIPMENT FOR COMBINING AUDIO AND E&M SIGNALING

BETWEEN:

REGIONAL DISTRICT OF FRASER-FORT GEORGE, a local government incorporated pursuant to the *Local Government Act* and having its business office located at:
155 George Street
Prince George BC V2L 1P8

(hereinafter called "the Regional District")

OF THE FIRST PART

AND:

CONTRACTOR
a company duly incorporated under the laws of British Columbia and having a place of business at:
address
address

(hereinafter called the "Contractor")

OF THE SECOND PART

WITNESSETH that the Contractor and the Regional District undertake and agree as follows:

1. The Contractor will:
 - (a) Provide all necessary labour, equipment, transportation, materials, supervision, and services to perform all of the work, and fulfill everything as set forth in, and in strict accordance with, the contract documents for the supply of new Fire Operations Communications Center Bridging equipment.
 - (b) Commence to actively proceed with the build of the new bridging equipment upon execution of the Contract and complete the work on or before TBD.
2. The Regional District will pay to the Contractor, as full compensation for the performance and fulfillment of this Contract, \$ TBD (plus applicable taxes) in Canadian funds. Payment will be made within 30 days of receipt by the Regional District of a proper invoice for the new bridging equipment in accordance with the Contract, unless other payment terms are specified in the Contractor's proposal and are acceptable to the Regional District. The Regional District may, in its sole discretion hold back payment(s) otherwise due to the Contractor, on account of deficient work. This holdback may be held, without interest, until such deficiency is remedied. The items of deficiency and the amounts of related holdback must be listed by the Regional District and notice given to the Contractor within seven (7) days of receipt of an invoice.
3. The Request for Proposal, including Appendices A, C, D and amendments and addenda if any, Contractor's proposal submission, and any information that the Contractor provides are incorporated herein, to the intent and purpose as though recited in full herein, and the whole will form the Contract and will enure to the benefit of, and be binding upon, the parties hereto and their successors, executors, administrators, and assigns.
4. The Contractor, by signing this Contract and by completing Appendix A, Conflict of Interest Disclosure Statement, further affirms that no conflict of interest exists or prevents their entering into this Contract.
5. In the event of a dispute between the Regional District and the Contractor, this Contract will be governed by, and will be construed and interpreted in accordance with, all the laws of the Province of British Columbia.
6. The Contractor will adhere to the warranty conditions outlined in the Contractor's proposal submission and as outlined in section 7 below.



- a. The warranty provisions are as follows: *to be completed based on the Contractor's proposal submission.*
7. No implied contract of any kind whatsoever, by or on behalf of the Regional District, will arise or be implied from anything contained in this Contract or from any position or situation of the parties at any time, it being understood and agreed that the express contracts, covenants and agreements made herein by the parties hereto are, and will be, the only contract, covenants and agreements on which any rights against the Regional District may be founded.
 8. Subject to Section 8, this Contract will supersede all communications, negotiations, and agreements, either written or verbal, made between the parties hereto in respect of matters pertaining to this Contract prior to the execution and delivery thereof.
 9. All communications in writing between the parties will be deemed to have been received by the addressee if delivered to the individual, or to a member of a firm, or to the Project Manager of the Regional District for whom they are intended, or if sent by hand delivery, mail or registered mail as follows:

Contractor Name and Address

Melanie Perrin, Manager of Public Safety Operations, Regional District of Fraser-Fort George at 155 George Street, Prince George BC V2L 1P8.
 10. Where it is beyond control of the Contractor to meet the completion date as stipulated herein, the Contractor must immediately notify the Regional District in writing. It must be at the Regional District's sole discretion to extend the completion date or waive any part or clause of this Contract.

IN WITNESS WHEREOF the parties have duly executed this Contract.

SIGNED ON BEHALF OF THE
REGIONAL DISTRICT OF FRASER-FORT GEORGE

Chair

Date

GM of Legislative and Corporate Services

Date

SIGNED ON BEHALF OF
CONTRACTOR

DO NOT SIGN SAMPLE ONLY

Signature

Date

(Name and Title) (Please print)

DO NOT SIGN SAMPLE ONLY

Signature

Date

(Name and Title) (Please print)

APPENDIX C MINIMUM SPECIFICATIONS

**SUPPLY OF BRIDGING EQUIPMENT FOR COMBINING AUDIO AND E&M SIGNALING
PROPOSAL SPECIFICATIONS**

If the bridging equipment is non-compliant on any of these specifications as outlined in Appendix C, then the third column on this form MUST be completed detailing what the variation being supplied is and the reason for the variation.

The Regional District's end use is to combine analog audio and E&M signaling from two separate dispatch center radio dispatch consoles to field radio channels. Audio from one port must route to the other two (2) ports on the bridge, so that both radio dispatch consoles will send/receive to/from the field radio systems and also between each of the two (2) dispatch centers. The bridges will be connected to either CODAN analog radios or 4RF E&M analog audio channel units.

We are combining analog audio and E&M signaling at a common site connected to the two dispatch centers by two separate 900 MHz digital multichannel radios. The bridging equipment is to allow either dispatch center to communicate with the field analog radio equipment and each other. It is using analog audio as the radio systems from the common dispatch center to each of the dispatch centers do not have enough capacity to use ROIP units. IP connections are not required to the console.

APPENDIX C		Compliant	Non-Compliant	State the variation being supplied if line item is non-compliant
1.0 GENERAL				
1.	Must support 16 bridges, each supporting 3 analog audio and signaling circuits (ports).			
2.	Must have adjustable levels on all bridge ports, in and out.			
3.	Must support 600-ohm balanced audio, level range +10 dbm to -20 dbm.			
4.	Must support frequency response 300 hz to 3000 hz (+- 1 dB ref 1000 hz).			
5.	Channel Cross talk must be better than -60 dB.			
6.	Common mode rejection ratio must be better than 60 dB.			
7.	E&M signaling must support contact closure, ground, or + voltage.			

APPENDIX C		Compliant	Non-Compliant	State the variation being supplied if line item is non-compliant
8.	The audio and signaling functions must be provided in the same unit. Separate equipment for this functionality is not acceptable.			
9.	Must support being powered by 12-volt DC.			
10.	Must have power supply rejection ration > 80 dB.			
11.	Must be 19-inch rack mountable.			
12.	Bid to include equipment manual which shows equipment size and layout, connectors and specifications.			

**APPENDIX D SCHEDULE OF PRICES FOR APPENDIX C
MINIMUM SPECIFICATIONS FOR SUPPLY OF BRIDGING EQUIPMENT FOR COMBINING
AUDIO AND E&M SIGNALING**

Price submitted below reflects the full cost, excluding taxes, for the new FOCC Bridging equipment as specified in RFP CS-20-08 Appendix C Minimum Specifications for Bridging Equipment. This price sheet must accompany the proposal package submitted.

Contract Price Total for
Bridging Equipment (not including taxes) \$ _____

GST \$ _____

PST \$ _____

Other (please specify) \$ _____

TOTAL \$ _____

Delivery Preference is July 10, 2020.
State Delivery Date being Submitted: _____

Authorized Signatory Signature

Name of Proponent

Name (Please print)

Address

Title

City, Province, Postal Code

Phone Number

Email

Date