

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**

11 LaurierSt./ 11, rue Laurier

Place du Portage, Phase III

Core 0A1 / Noyau 0A1

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

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

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

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

Comments - Commentaires

**THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT**

Title - Sujet FIRE ALARM MAINTENANCE CONTRACT	
Solicitation No. - N° de l'invitation EJ196-132821/A	Date 2013-03-06
Client Reference No. - N° de référence du client 20132821	
GETS Reference No. - N° de référence de SEAG PW-\$\$FK-285-62354	
File No. - N° de dossier fk285.EJ196-132821	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-04-18	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Daly, Diane	Buyer Id - Id de l'acheteur fk285
Telephone No. - N° de téléphone (819) 956-6948 ()	FAX No. - N° de FAX (819) 956-3600
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: PWGSC NCR - HOUSE OF COMMONS MEETING ROOMS, NDMC HOSPITAL AND MCDONALD CARTIER DATA CENTRE OTTAWA, ON K1A 0S5	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Maintenance & Professional Consulting Services Division
(FK)

11 Laurier St./ 11, rue Laurier

3C2, Place du Portage, Phase III

Gatineau

Québec

K1A 0S5

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

IMPORTANT NOTICE TO BIDDERS

Security

This notice is to advise ALL interested bidders that in order to be awarded a contract which contains a security requirement, all bidders MUST hold a valid Security Clearance granted or approved by PWGSC Canadian Industrial Security Directorate (CISD) at the level indicated in this solicitation document. Should the bidder not currently hold a valid Security Clearance or require the level to be upgraded, PWGSC will sponsor the bidder. Please submit your written request with the following information to Diane Daly by facsimile 819-956-3600 or by e-mail to ***diane.daly@tpsgc-pwgsc.gc.ca***.

- Legal Company Name
- Mailing address
- Surname and given name of contact person
- Telephone number of contact person
- Title of contact person
- Facsimile number
- E-mail address of contact person
- Procurement Business Number
- Preferred Language of correspondence
- Level of Security Required

Additional information on PWGSC security can be found on the following web site:
<http://ssi-iss.tpsgc-pwgsc.gc.ca> or by dialing 1-866-368-4646 (Toll free).

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security Requirement; includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Security Requirement Check List, a form to provide a Complete List of names of all individuals who are currently directors of the Bidder, and a Cost Estimate Form for As and When Work.

1.2 Summary

- (i) To provide preventive maintenance services on the Fire Alarm, Fire Protection and Life Safety Systems, including all necessary tools, equipment and services, consumable materials, labour for all inspections, testing, cleaning, maintenance services in accordance with the Statement of Work attached herein as Annex A. All additional parts and labour required to effect repairs to the equipment listed at Annex A will be at extra cost to Canada.
- (ii) This requirement is for Public Works and Government Services Canada (PWGSC) located at various buildings (NDMC Hospital, House of Commons and McDonald Cartier Data Center) in the National Capital Region (NCR), Ottawa, ON K1A 0S5.

(iii) Mandatory Response Time

As per **Annex A, Statement of Work, 1.4.3, Emergency Calls**, items 1.4.3.1 and 1.4.3.2, it is a mandatory requirement of the contract that:

- (a) The Contractor must provide twenty-four (24) hour, seven (7) days a week emergency call back service for the duration of the contract at no extra cost.

NOTE: This Statement of Work includes twelve emergency calls per year per site in the Contract at no extra cost to Canada. Any additional emergency calls will be at extra cost to Canada.

- (b) The Contractor must respond within 30 minutes and be on site ready to work within two (2) hours of receiving the emergency call. All work for emergency service must be executed by a qualified service personnel named in the Contract and such work must proceed continuously until the system is returned to safe operating condition.
- (iv) The period of any resulting Contract will be for a period **five (5)** years. The services must be provided in accordance with Statement of Work, attached herein as Annex A.
- (v) There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security Requirement, and Part 7 - Resulting Contract Clauses. Bidders should consult the " Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.
- (vi) pursuant to section 01 of Standard Instructions 2003, Bidders must submit a complete list of names of all individuals who are currently directors of the Bidder. Furthermore, as determined by the Special Investigations Directorate, Departmental Oversight Branch, each individual named on the list may be requested to complete a Consent to a Criminal Record Verification form and related documentation.
- (vii) The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), North American Free Trade Agreement (NAFTA), the Agreement on Internal Trade (AIT), the Canada-Chile FTA, the Canada-Colombia FTA, and the Canada-Peru FTA).

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003, (2012-11-19) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

- The text under Subsection 4 of Section 05 - Submission of Bids of 2003 referenced above is amended as follows:
Delete: sixty (60) days
Insert: *one hundred twenty (120) days*

2.2 Submission of Bids

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

2.3 Enquiries - Bid Solicitation

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

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

2.4 Applicable Laws

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

2.5 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for site visit to be held on **March 26, 2013 at 10:00 AM at House of Commons Meeting Room 1 Wellington Street Ottawa, ON**. Bidders should communicate with the Contracting Authority no later than five (5) days before the scheduled visit to confirm attendance and provide the names of the person(s) who will attend. Bidders will be required to sign an attendance form upon arrival at the site. Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-compliant. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

Given the nature of this market, and to gain access to the institutions listed on this application, IT IS MANDATORY that all representatives of the bidder possess a security clearance level access to the facility or Secret. **Bidders must submit to the Contracting Authority's name (full legal name) and birth date (year / month / day) of each person who will attend the site visit, email: diane.daly @ tpsgc-pwgsc.gc.ca or by fax (819-956-3600) no later than March 21, 2013 at 13:00.**

It is mandatory that bidders provide and wear safety boots for the site visit. Bidders who do not comply will not be permitted to attend the site visit.

Due to the nature of this requirement, and in order to gain access to all buildings listed in this requirement, it is MANDATORY that all representative(s) of the Bidder have security clearance at a level of Site Access or Secret. Bidders must submit the names (legal names) and birth dates (year/month/day) for each individual that will be attending the site visit to the Contracting Authority by email at diane.daly@tpsgc-pwgsc.gc.ca or by facsimile at 819-956-3600 no later than year/month/day.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that bidders provide their bid (1 hard copy) in sections as follows:

- Section I: Technical Bid;
- Section II: Financial Bid; and
- Section III: Certifications

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should :

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

3.1.1 Submission of Evidence

Submission of Evidence as described below should be included with the bidder's proposal by the bid solicitation closing date. However, if the following is not submitted with the bid by the bid solicitation closing date, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

The evidence provided by the bidder may be verified. PWGSC reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided.

3.1.2 Employee Experience and Past Performance

To carry out the work on this requirement, the contractor must provide seven (7) qualified service personnel (two (2) qualified Fire Alarm Technicians, two (2) qualified Sprinkler and Fire Protection Installers, one (1) qualified Electrician and two (2) qualified Backflow Technicians)

The bidder must provide evidence to demonstrate that the service personnel proposed to perform maintenance of Fire Alarm, Fire Protection and Life Safety Systems have five (5) years of recent experience and past performance by referencing two (2) similar projects/contracts within the last 8 years whereby the service personnel have performed satisfactorily. The bidder must complete the form (RFP) for each personnel who will be performing work on the requirement in order to demonstrate that each proposed personnel has the required experience.

- Similar is defined as maintenance service on Fire Alarm, Fire Protection and Life Safety Systems comparable in size, scope and complexity to the equipment listed in Annex A, Statement of Work, Part 3 Equipment Inventory.

In cases where experience is acquired concurrently, the time period will be considered only once for the purpose of calculating the minimum requirement of 5 years of recent experience.

Example:

- Project 1: started on January 1, 2008 and ended on May 31, 2008 = 4 months
- Project 2: started on January 1, 2008 and ended on December 31, 2010 = 36 months
- Project 3: started on January 1, 2008 and ended on December 31, 2010 = 36 months

Total period for these 3 projects will count as 36 months and not 76 months because the period Jan. 2008 to Dec. 2009 has already been counted in Projects 2 and 3. This employee does not meet the required minimum of 5 years of recent experience.

In the event where the information for any of the service personnel cannot be confirmed by the client contacts named in the proposal, the proposal will be considered non-responsive and no further consideration will be given to the proposal. If the Bidder submits names of service personnel in excess of the stated requirement, only the references up to the identified limit of seven (7) service personnel will be assessed. The first seven (7) service personnel listed in the proposal will be considered for evaluation.

NAME OF FIRE ALARM TECHNICIAN 1:		
Name of client organization or Company	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)

NAME OF FIRE ALARM TECHNICIAN 2:		
Name of client organization or Company	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)

NAME OF SPRINKLER AND FIRE PROTECTION INSTALLER 1:		
Name of client organization or Company	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)

NAME OF SPRINKLER AND FIRE PROTECTION INSTALLER 2		
Name of client organization or Company	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)

Solicitation No. - N° de l'invitation

EJ196-132821/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk285

Client Ref. No. - N° de réf. du client

20132821

File No. - N° du dossier

fk285EJ196-132821

CCC No./N° CCC - FMS No/ N° VME

NAME OF ELECTRICIAN:		
Name of client organization or Company	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)

NAME OF BACKFLOW TECHNICIAN 1:		
Name of client organization or Company	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)
NAME OF BACKFLOW TECHNICIAN 2 :		
Name of client organization or Company	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)

3.1.3 Contractor's Experience and Past Performance

The bidder must provide evidence of its recent experience and past performance by referencing three (3) similar projects/contracts within the last 8 years whereby the organization has performed satisfactorily. The bidder must complete the form (RFP) in order to demonstrate that it has the required experience.

- Similar is defined as a comprehensive maintenance service on Fire Alarm, Fire Protection and Life Safety Systems comparable in size, scope and complexity to the equipment listed in Annex A, Statement of Work, Part 3 Equipment Inventory.

In the event where the information for any of the projects cannot be confirmed by the client contacts named in the proposal, the proposal will be considered non-responsive and no further consideration will be given to the proposal. If the Bidder submits references in excess of the stated requirement, only the references up to the identified limit of three (3) projects will be assessed. The first three (3) projects listed in the proposal will be considered for evaluation.

	PROJECT/CONTRACT REFERENCE # 1	PROJECT/CONTRACT REFERENCE # 2	PROJECT/CONTRACT REFERENCE # 3
Name of client organization or Company	_____	_____	_____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)
Description of Project/Contract	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____

3.1.4 Card and Licensing Documentation

Valid copies of the following cards and licensing documentation should be submitted for each proposed service personnel with the bid by the bid solicitation closing date. However, if the following is not submitted with the bid by the bid solicitation closing date, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

To carry out the work on this requirement, Service personnel employed by the Contractor must be in possession of :

.1 ***Fire Alarm Technician*** - Two (2) service personnel with:

- A valid Canadian Fire Alarm Association (CFAA) certification **OR** a Certified Fire Alarm Electrician (CFAE) certification.

2 ***Sprinkler and Fire Protection Installer*** - Two (2) service personnel with:

- A valid Certificate of Qualification (C of Q) in accordance with the provincial or territorial law in which the work is to be performed for each Sprinkler and Fire Protection Installer engaged by and sent to site by the Bidder or subcontractor of the Bidder to carry out work as defined by the attached Statement of Work, at Annex A.

.3 ***Electrician*** - One (1) Service Personnel with:

- A valid Certificate of Qualification (C of Q) in accordance with the provincial or territorial law in which the work is to be performed for each electrician engaged by and sent to site by the Bidder or subcontractor of the Bidder to carry out electrical work as defined by the Electrical Act and undertaken as part of the attached Statement of Work, at Annex A.

.4 ***Backflow Technicians*** - Two (2) Service Personnel with:

- A valid Ontario Water Works Association (O.W.W.A.) Cross Connection Control Specialist certification from an accredited school or college.

3.1.5 Company Information

3.1.5.1 A letter(s) from the OEM(s) (Original Equipment Manufacturer) of the equipment detailed below (see also Annex A, Statement of Work) should be submitted with the bid by the bid solicitation closing date. However, if the following is not submitted with the bid by the bid solicitation closing date, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

If there is more than one OEM, letters are required from each OEM.

- Fire alarm Control Unit
- Fire Pump Transfer Switch / Control Panel

The letter must confirm that the Bidder:

1. is the OEM; **OR**
2. is an authorized service agent of the OEM; **OR**
3. has a valid sub-contracting agreement with the OEM; **AND**
4. has access to the following in order to, service and maintain the components, sub-systems, systems and integrated systems identified above and within the attached inventory, Annex A, Statement of Work:
 - 4.1 Service and maintenance tools & materials;
 - 4.2 Compatible parts;
 - 4.3 Software;
 - 4.4 Hardware;
 - 4.5 Firmware; **AND**
5. has access to the complete operational and adjustment procedures of the OEM for all components, sub-systems, systems, integrated systems and related equipment identified within the attached inventory. This includes direct access to manufacturer's technical support service and service bulletins.

AND/OR

3.1.5.2 Should the Bidder not be the OEM or the authorized service agent of the OEM(s) or not have a valid sub-contracting agreement with the OEM for the above noted equipment, a letter(s) from the authorized service agent of the OEM (s) (Original Equipment Manufacturer) of this equipment should be submitted with the bid by the bid solicitation closing date. However, if the following is not submitted with the bid by the bid solicitation closing date, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

If there is more than one OEM, letters are required from each authorized service agent of each OEM.

- Fire alarm Control Unit
- Fire Pump Transfer Switch / Control Panel

The letter must confirm that the Bidder:

- 1- has a valid sub-contracting agreement with the authorized service agent; **AND**
- 2- has access to the following in order to, service and maintain the components, sub-systems, systems and integrated systems identified above and within the attached inventory, Annex A, Statement of Work:
 - 2.1 Service and maintenance tools & materials;
 - 2.2 Compatible parts;
 - 2.3 Software;
 - 2.4 Hardware;
 - 2.5 Firmware; **AND**
3. has access to the complete operational and adjustment procedures of the OEM for all components, sub-systems, systems, integrated systems and related equipment identified within the attached inventory. This includes direct access to manufacturer's technical support service and service bulletins.

3.1.5.2.1 The Bidder must also submit a letter(s) issued to the authorized service agent(s) by the OEM(s) confirming the name of the authorized service agent(s).

3.1.5.3 The Bidder must be an **Underwriters Laboratories of Canada (ULC) Level III & IV** Listed Company authorized to carry out maintenance on fire alarm/fire protection and life safety systems. The Bidder should submit a ULC certificate with the bid by the solicitation closing date. However, if it is not submitted with the bid by the solicitation closing date, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within the time frame period will render the bid non-responsive.

3.1.6 Employee Training

Valid copies of the following training certificates/cards should be submitted for each proposed Service personnel with the bid by the bid solicitation closing date. However, if the following is not submitted with the bid by the bid solicitation closing date, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

All certificates are to be recognized by the Human Resources Skills Development Canada (HRSDC) – Labour Program and/or Workplace Safety & Insurance Board (WSIB) and/or Construction Safety Association of Ontario (CSAO) and/or any other recognized legislative or regulatory body in the Province or territory in which the work is to be performed.

- a valid Confined Space Awareness certificate/wallet card
- a valid Fall Arrest certificate/wallet card
- a valid First Aid/CPR certificate/wallet card
- a valid Workplace Hazardous Material Inventory System (WHMIS) certificate/wallet card
- a valid Asbestos Work Practices Awareness Certificate/wallet card
- personnel performing work on electrical equipment that is live or may become live must be in possession of a valid Arc Flash Training Certificate/wallet card.

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Section II: Financial Bid

Bidders must submit their firm rates in accordance with the Pricing Schedules detailed below. The total amount of Goods and Services Tax or Harmonized Sales Tax is to be shown separately, if applicable.

The following requirement **MUST** be strictly adhered to: Failure to do so shall render the bidders' proposal as non-responsive.

It is **MANDATORY** that the bidders submit firm prices/rates for the five year period of the contract for all items listed hereafter.

Pricing Schedule 1 - Firm Price - Please refer to all Buildings and their respective Summary Tables.

Firm all inclusive prices including all necessary tools, equipment and services, consumable materials, labour for all inspections, testing, cleaning, maintenance services as detailed in Annex A, Statement of Work attached herein as Annex A.

Buildings: Building 1 - NDMC Hospital - 1745 Alta Vista Drive, Ottawa**Base Building Fire Alarm System (Table 1.1)**

No. of Units	Description	Year 1	Year 2	Year 3	Year 4	Year 5
1	MXLV Siemens Fire Alarm Panel	\$	\$	\$	\$	\$
65	Rate of Rise Heat Detectors	\$	\$	\$	\$	\$
33	Fixed Temp Heat Detectors	\$	\$	\$	\$	\$
89	Manual Pull Stations	\$	\$	\$	\$	\$
1,020	Smoke Detectors	\$	\$	\$	\$	\$
6	Duct Smoke Detectors	\$	\$	\$	\$	\$
88	Emergency Fire Phones	\$	\$	\$	\$	\$
381	Voice Communication Speakers	\$	\$	\$	\$	\$
123	End of Line Resistors	\$	\$	\$	\$	\$
6	Amplifiers Tubs	\$	\$	\$	\$	\$
9	Siamese Connections	\$	\$	\$	\$	\$
95	Fire Hose Cabinets	\$	\$	\$	\$	\$
1	Kitchen Hood System	\$	\$	\$	\$	\$
	Subtotal of Base Building Fire Alarm System	\$	\$	\$	\$	\$

Emergency Battery Lighting Units (Table 1.2)

No. of Units	Description	Year 1	Year 2	Year 3	Year 4	Year 5
6	Battery Packs	\$	\$	\$	\$	\$
6	Check Valves	\$	\$	\$	\$	\$
	Subtotal of Emergency Battery Lighting Units	\$	\$	\$	\$	\$

Water Base Fire Protection System (Table 1.3)

No. of Units	Description	Year 1	Year 2	Year 3	Year 4	Year 5
5	Alarm Switches	\$	\$	\$	\$	\$
36	Tamper Switches	\$	\$	\$	\$	\$
1	Flow Switches	\$	\$	\$	\$	\$
5	Water Motor Gongs	\$	\$	\$	\$	\$
5	Excess Pressure Pump-Sprinkler	\$	\$	\$	\$	\$
5	Excess Pressure Pump-110 Volts	\$	\$	\$	\$	\$
9	Siamese Connections	\$	\$	\$	\$	\$
2	CO2 System	\$	\$	\$	\$	\$
	Subtotal of Water Base Fire Protection System	\$	\$	\$	\$	\$

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Summary of NDMC Hospital 1745 Alta Vista Drive, Ottawa (Tables 1.1+1.2+1.3)

Period	Firm Quarterly Rate	Number of Quarters	Firm Price
Year 1	\$	x 4	\$
Year 2	\$	x 4	\$
Year 3	\$	x 4	\$
Year 4	\$	x 4	\$
Year 5	\$	x 4	\$
Total for Years 1 to 5 - NDMC Hospital			\$

* In the case of error in the extension of prices, the unit price will govern.

Building 2: House of Commons Committee Rooms 1 Wellington Street, Ottawa**Main Fire Alarm Panel (Table 2.1)**

No. of Units	Description	Year 1	Year 2	Year 3	Year 4	Year 5
1	Siemens XLSV	\$	\$	\$	\$	\$
2	Stage System	\$	\$	\$	\$	\$
4	12 volt, 100 A-h Batteries	\$	\$	\$	\$	\$
	Subtotal of Main Fire Alarm Panel	\$	\$	\$	\$	\$

Field Initiating and Supervisory Devices (Table 2.2)

No. of Units	Description	Year 1	Year 2	Year 3	Year 4	Year 5
17	Manual Pull Stations	\$	\$	\$	\$	\$
43	Smoke Detectors	\$	\$	\$	\$	\$
11	Fault Isolation Modules	\$	\$	\$	\$	\$
4	Duct Smoke Detectors	\$	\$	\$	\$	\$
33	End of Line Resistors	\$	\$	\$	\$	\$
8	Output Ancillary Devices	\$	\$	\$	\$	\$
17	Ga Key Switches	\$	\$	\$	\$	\$
2	Annunciators	\$	\$	\$	\$	\$
	Subtotal of Field Initiating and Supervisory Devices	\$	\$	\$	\$	\$

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Audible and Visual Devices (Table 2.3)

No. of Units	Description	Year 1	Year 2	Year 3	Year 4	Year 5
145	Cone Type Speakers	\$	\$	\$	\$	\$
2	Do Not Enter Signs	\$	\$	\$	\$	\$
23	Visual Signal Devices	\$	\$	\$	\$	\$
4	Telephones	\$	\$	\$	\$	\$
	Subtotal of Audible and Visual Devices	\$	\$	\$	\$	\$

Emergency Battery Lighting Units (Table 2.4)

No. of Units	Description	Year 1	Year 2	Year 3	Year 4	Year 5
8	Battery Packs	\$	\$	\$	\$	\$
2	Remote Heads	\$	\$	\$	\$	\$
	Subtotal of Emergency Battery Lighting Units	\$	\$	\$	\$	\$

Sprinkler and Standpipe System (Table 2.5)

No. of Units	Description	Year 1	Year 2	Year 3	Year 4	Year 5
7	Sprinkler Monitoring Supporting Field Devices	\$	\$	\$	\$	\$
7	Sprinkler Supervisory Devices	\$	\$	\$	\$	\$
2	Remote Heads	\$	\$	\$	\$	\$
1	Siamese Connection Point	\$	\$	\$	\$	\$
2	Main Valves of Sprinkler Piping	\$	\$	\$	\$	\$
1	Pressure Tank of Sprinkler Piping	\$	\$	\$	\$	\$
1	Glycol Outer Control Valve of Sprinkler Piping	\$	\$	\$	\$	\$
1	Glycol Outer Control Valve of Sprinkler Piping	\$	\$	\$	\$	\$
	Subtotal of Sprinkler and Standpipe System	\$	\$	\$	\$	\$

Jockey Booster Pump (Table 2.6)

No. of Units	Description	Year 1	Year 2	Year 3	Year 4	Year 5
1	Jockey Booster Pump , 1/3 Horse Power and 110 Volt	\$	\$	\$	\$	\$
	Subtotal of Jockey Booster Pump	\$	\$	\$	\$	\$

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Field Devices (Table 2.7)

No. of Units	Description	Year 1	Year 2	Year 3	Year 4	Year 5
4	Flow Switches	\$	\$	\$	\$	\$
4	Tamper Switches	\$	\$	\$	\$	\$
1	Alarm Pressure Switch	\$	\$	\$	\$	\$
1	Low Pressure Switch	\$	\$	\$	\$	\$
	Subtotal of Field Devices	\$	\$	\$	\$	\$

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Summary of House of Commons Committee Rooms, 1 Wellington Street, Ottawa (Tables 2.1+2.2+2.3+2.4+2.5+2.6+2.7)

Period	Firm Quarterly Rate	Number of Quarters	Firm Price
Year 1	\$	x 4	\$
Year 2	\$	x 4	\$
Year 3	\$	x 4	\$
Year 4	\$	x 4	\$
Year 5	\$	x 4	\$
Total for Years 1 to 5 for House of Commons Committee Rooms			\$

* In the case of error in the extension of prices, the unit price will govern.

Building 3: McDonald Cartier Data Centre 1600 Tom Roberts Drive, Ottawa**Main Fire Alarm Panel (Table 3.1)**

No. of Units	Description	Year 1	Year 2	Year 3	Year 4	Year 5
1	Siemens LXS	\$	\$	\$	\$	\$
2	Stage System	\$	\$	\$	\$	\$
4	12 volts, 100 A-h Batteries	\$	\$	\$	\$	\$
	Subtotal of Main Fire Alarm Panel	\$	\$	\$	\$	\$

Field Initiating and Supervisory Devices (Table 3.2)

No. of Units	Description	Year 1	Year 2	Year 3	Year 4	Year 5
107	Smoke Detectors	\$	\$	\$	\$	\$
28	Heat Detectors	\$	\$	\$	\$	\$
12	Manual Pull Stations	\$	\$	\$	\$	\$
3	Duct Smoke Detectors	\$	\$	\$	\$	\$
	Subtotal of Field Initiating and Supervisory Devices	\$	\$	\$	\$	\$

Audible and Visual Devices (Table 3.3)

No. of Units	Description	Year 1	Year 2	Year 3	Year 4	Year 5
22	Bells	\$	\$	\$	\$	\$
6	Strobes	\$	\$	\$	\$	\$
7	Signs	\$	\$	\$	\$	\$
	Subtotal of Audible and Visual Devices	\$	\$	\$	\$	\$

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Processor Pre-action (Table 3.4)

No. of Units	Description	Year 1	Year 2	Year 3	Year 4	Year 5
1	Alarm Switch	\$	\$	\$	\$	\$
1	Pressure Switch	\$	\$	\$	\$	\$
1	Low Pressure Switch	\$	\$	\$	\$	\$
	Subtotal of Processor Pre-action	\$	\$	\$	\$	\$

Tape Library Pre-action (Table 3.5)

No. of Units	Description	Year 1	Year 2	Year 3	Year 4	Year 5
1	Alarm Switch	\$	\$	\$	\$	\$
1	Pressure Switch	\$	\$	\$	\$	\$
1	Low Pressure Switch	\$	\$	\$	\$	\$
	Subtotal of Tape Pre-action	\$	\$	\$	\$	\$

Vendor and Tape Pre-action (Table 3.6)

No. of Units	Description	Year 1	Year 2	Year 3	Year 4	Year 5
1	Alarm Switch	\$	\$	\$	\$	\$
1	Pressure Switch	\$	\$	\$	\$	\$
1	Low Pressure Switch	\$	\$	\$	\$	\$
	Subtotal of Vendor and Tape Pre-action	\$	\$	\$	\$	\$

Print Out Pre-action (Table 3.7)

No. of Units	Description	Year 1	Year 2	Year 3	Year 4	Year 5
1	Alarm Switch	\$	\$	\$	\$	\$
1	Pressure Switch	\$	\$	\$	\$	\$
1	Low Pressure Switch	\$	\$	\$	\$	\$
	Subtotal of Print Out Pre-action	\$	\$	\$	\$	\$

Service Room Pre-action (Table 3.8)

No. of Units	Description	Year 1	Year 2	Year 3	Year 4	Year 5
1	Alarm Switch	\$	\$	\$	\$	\$
1	Pressure Switch	\$	\$	\$	\$	\$
1	Low Pressure Switch	\$	\$	\$	\$	\$
	Subtotal of Service Room Pre-action	\$	\$	\$	\$	\$

Emergency Battery Lighting Units (Table 3.9)

No. of Units	Description	Year 1	Year 2	Year 3	Year 4	Year 5
8	Battery Packs	\$	\$	\$	\$	\$
2	Remote heads	\$	\$	\$	\$	\$
	Subtotal of Emergency Battery Lighting Units	\$	\$	\$	\$	\$

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Sprinkler and Standpipe Systems (Table 3.10)

No. of Units	Description	Year 1	Year 2	Year 3	Year 4	Year 5
5	Solenoids	\$	\$	\$	\$	\$
10	Ancillary Relays	\$	\$	\$	\$	\$
1	EPO Suppression	\$	\$	\$	\$	\$
	Subtotal of Sprinkler and Standpipe systems	\$	\$	\$	\$	\$

Field Devices (Table 3.11)

No. of Units	Description	Year 1	Year 2	Year 3	Year 4	Year 5
12	Tamper Switches	\$	\$	\$	\$	\$
5	Alarm Switches					
1	Pressure Switches	\$	\$	\$	\$	\$
14	End of Line Resistors	\$	\$	\$	\$	\$
	Subtotal of Field Devices	\$	\$	\$	\$	\$

Summary of McDonald Cartier Data Centre, 1600 Tom Roberts Drive Ottawa (Tables 3.1+3.2+3.3+3.4+3.5+3.6+3.7+3.8+3.9+3.10+311)

Period	Firm Quarterly Rate	Number of Quarters	Firm Price
Year 1	\$	x 4	\$
Year 2	\$	x 4	\$
Year 3	\$	x 4	\$
Year 4	\$	x 4	\$
Year 5	\$	x 4	\$
Total for Years 1 to 5 for McDonald Cartier Data Centre			\$

*** In the case of error in the extension of prices, the unit price will govern.**

Summary of Pricing Schedule 1

Note: The annual totals from each table shall be added together and these totals shall be placed in the 'Firm Price' column of each Summary table for each respective year. These annual Firm Price totals shall then be divided into quarterly rates and put in the appropriate Firm Quarterly Rate space.

Period	Firm Quarterly Rate	Number of Quarters	Firm Price-Cost Total from various Buildings
Year 1	\$	x 4	\$
Year 2	\$	x 4	\$
Year 3	\$	x 4	\$
Year 4	\$	x 4	\$
Year 5	\$	x 4	\$
Total for Years 1 to 5 from Summary Tables of Buildings above.			\$

*** In the case of error in the extension of prices, the unit price will govern.**

Pricing Schedule 2: Extra Work - As and When Requested

Extra work as described in Annex A - PWGSC Statement of Work EJ196-132821, "Extra Work" will be conducted on an 'As and When Requested' basis where charges shall be made for actual labour and repair and replacement parts. Estimated quantity of hours per year for extra work is for evaluation purposes only.

When "As and When Requested" work is requested during the contract period, the contractor must complete and submit the Annex D "Cost Estimate Form for Extra Work". Written authorization must be obtained from the Technical Authority prior to conducting any extra work.

Submit a firm all inclusive labour rate (including overhead, profit, and all related costs) and material cost in Canadian funds.

2.1) LABOUR: Our firm hourly rate per **Certified Fire Alarm Technician** shall be:

i) Regular Hours: 8:00 to 16:00, Monday to Friday (Rate/hour)	YEAR 1 RATE	YEAR 2 RATE	YEAR 3 RATE	YEAR 4 RATE	YEAR 5 RATE
	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR
Estimated quantity of hours per year:	24	24	12	12	10
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.1 (i) SUB-TOTAL:					\$_____

ii) Outside Regular Hours: Monday to Saturday, Time and a Half (1.5 x Reg. Hourly Rate) (Rate/hour)	YEAR 1 RATE	YEAR 2 RATE	YEAR 3 RATE	YEAR 4 RATE	YEAR 5 RATE
	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR
Estimated quantity of hours per year:	10	10	10	5	5
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.1 (ii) SUB-TOTAL:					\$_____

iii) Sunday & Statutory Holidays Double Time, (2.0 x Reg. Hourly Rate) (Rate/hour)	YEAR 1 RATE	YEAR 2 RATE	YEAR 3 RATE	YEAR 4 RATE	YEAR 5 RATE
	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR
Estimated quantity of hours per year:	10	10	10	10	10
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.1 (iii) SUB-TOTAL:					\$_____

2.2) LABOUR: Our firm hourly rate per **Sprinkler and Fire Protection Installer** shall be:

i) Regular Hours: 8:00 to 16:00, Monday to Friday (Rate/hour)	YEAR 1 RATE	YEAR 2 RATE	YEAR 3 RATE	YEAR 4 RATE	YEAR 5 RATE
	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR
Estimated quantity of hours per year:	24	24	24	24	24
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.2 (i) SUB-TOTAL:					\$_____

ii) Outside Regular Hours: Monday to Saturday, Time and a Half (1.5 x Reg. Hourly Rate) (Rate/hour)	YEAR 1 RATE	YEAR 2 RATE	YEAR 3 RATE	YEAR 4 RATE	YEAR 5 RATE
	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR
Estimated quantity of hours per year:	16	16	16	16	16
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.2 (ii) SUB-TOTAL:					\$_____

iii) Sunday & Statutory Holidays Double Time, (2.0 x Reg. Hourly Rate) (Rate/hour)	YEAR 1 RATE	YEAR 2 RATE	YEAR 3 RATE	YEAR 4 RATE	YEAR 5 RATE
	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR
Estimated quantity of hours per year:	10	10	10	10	10
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.2 (iii) SUB-TOTAL:					\$_____

2.3) LABOUR: Our firm hourly rate per **Certified Electrician** shall be:

i) Regular Hours: 8:00 to 16:00, Monday to Friday (Rate/hour)	YEAR 1 RATE	YEAR 2 RATE	YEAR 3 RATE	YEAR 4 RATE	YEAR 5 RATE
	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR
Estimated quantity of hours per year:	4	4	4	4	4
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.3 (i) SUB-TOTAL:					\$_____

ii) Outside Regular Hours: Monday to Saturday, Time and a Half (1.5 x Reg. Hourly Rate) (Rate/hour)	YEAR 1 RATE	YEAR 2 RATE	YEAR 3 RATE	YEAR 4 RATE	YEAR 5 RATE
	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR
Estimated quantity of hours per year:	4	4	4	4	4
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.3 (ii) SUB-TOTAL:					\$_____

iii) Sunday & Statutory Holidays Double Time, (2.0 x Reg. Hourly Rate) (Rate/hour)	YEAR 1 RATE	YEAR 2 RATE	YEAR 3 RATE	YEAR 4 RATE	YEAR 5 RATE
	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR
Estimated quantity of hours per year:	25	10	10	10	10
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.3 (iii) SUB-TOTAL:					\$_____

2.4) LABOUR: Our firm hourly rate per **Certified Backflow Technician** shall be:

i) Regular Hours: 8:00 to 16:00, Monday to Friday (Rate/hour)	YEAR 1 RATE	YEAR 2 RATE	YEAR 3 RATE	YEAR 4 RATE	YEAR 5 RATE
	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR
Estimated quantity of hours per year:	8	8	8	8	8
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.4 (i) SUB-TOTAL:					\$_____

ii) Outside Regular Hours: Monday to Saturday, Time and a Half (1.5 x Reg. Hourly Rate) (Rate/hour)	YEAR 1 RATE	YEAR 2 RATE	YEAR 3 RATE	YEAR 4 RATE	YEAR 5 RATE
	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR
Estimated quantity of hours per year:	4	4	4	4	4
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.4 (ii) SUB-TOTAL:					\$_____

iii) Sunday & Statutory Holidays Double Time, (2.0 x Reg. Hourly Rate) (Rate/hour)	YEAR 1 RATE	YEAR 2 RATE	YEAR 3 RATE	YEAR 4 RATE	YEAR 5 RATE
	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR
Estimated quantity of hours per year:	4	4	4	4	4
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.4 (iii) SUB-TOTAL:					\$_____

2.5) MATERIALS: Materials will be charged at our laid-down cost plus a mark-up of:

	YEAR 1 RATE	YEAR 2 RATE	YEAR 3 RATE	YEAR 4 RATE	YEAR 5 RATE
Mark-up	_____ %	_____ %	_____ %	_____ %	_____ %
Estimated Expenditure:	\$30,000.00	\$15,000.00	\$10,000.00	\$5,000.00	\$5,000.00
* Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.5 SUBTOTAL:					\$_____

* The Extended Price for materials is calculated by adding the mark-up quoted to the total estimated expenditure (Example: Year 1, \$500.00 estimated expenditure; 10% mark-up quoted = \$500.00 + (\$500.00 x 10%) = \$550.00). The estimated expenditures is for evaluation purposes only.

Parts will be supplied FOB Destination including all delivery charges. The following definitions have been used to arrive at the figures as noted:

i) **MARK-UP** - The difference between the Contractor's laid-down cost for product and resale price to the Crown. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.

ii) **LAID-DOWN COST** - The cost incurred by a vendor to acquire a specific product or service for resale to the government. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

AUTHORIZATION FOR DELIVERY: The consignee shall request delivery of goods/services identified in Pricing Schedule 2., 2.1 (i), (ii), (iii) to 2.4 (i), (ii), (iii); and 2.5 on form GC **XXX** "Call-up Against a Contract".

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TOTAL ASSESSED PROPOSAL PRICE

Sum of Basis of Pricing

Pricing Schedule 1: Buildings = Subtotal \$ _____ +

Pricing Schedule 2: 2.1 (i) to (iii) to 2.4 (i) to (iii) = Subtotal \$ _____ +

Pricing Schedule 2: 2.5 = Subtotal \$ _____ +

Total assessed proposal price = \$ _____

**IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE UNIT PRICE WILL GOVERN.
CANADA MAY ENTER INTO CONTRACT WITHOUT NEGOTIATION.**

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

4.1.1 Technical and Financial Evaluation - mandatory requirements

- 1) Submission of a Firm Price/Rate in Canadian funds for all the items listed in Part 3, Section II: Financial Bid.

4.2 Basis of selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and related documentation to be awarded a contract. Canada will declare a bid non-responsive if the required certifications and related documentation are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify the bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications to provide the related documentation or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

5.1 Mandatory Certifications Required Precedent to Contract Award

5.1.1 Code of Conduct Certifications - Related Documentation

By submitting a bid, the Bidder certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting a bid, the Bidder certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Bidder, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any bid in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Bidder and any of the Bidder's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the period of any contract arising from this bid solicitation.

Bidders who are incorporated, including those bidding as a joint venture, must provide with their bid or promptly thereafter a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, including those bidding as a joint venture, must provide the name of the owner with their bid or promptly thereafter. Bidders bidding as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply will render the bid non-responsive. Providing the required names is a mandatory requirement for contract award.

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form- PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the bid being declared non-responsive.

5.2. Additional Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

5.2.1 Federal Contractors Program - \$200,000 or more (A3030T 2010-08-16)

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder, or, if the Bidder is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.
3. The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

- (a) () is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, or temporary employees having worked 12 weeks or more in Canada;
- (b) () is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- (c) () is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;
- (d) () is subject to the FCP, and has a valid certificate number as follows: _____ (e.g. has not been declared an ineligible contractor by HRSDC.)

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Further information on the FCP is available on the HRSDC Web site..

5.2.2 Former Public servant Certification

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

Definitions

For the purposes of this clause,

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

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or
- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? YES () NO ()

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES () NO ()

If so, the Bidder must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

PART 6 - SECURITY REQUIREMENT

6.1 Security Requirement

1. At the date of contract award, the following conditions **must** be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. For additional information on security requirements, bidders should consult the "Security Requirements on PWGSC Bid Solicitation - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Website.

6.2 Employee Information for Security

In order for the Contracting Authority to verify security clearance, the Bidder must complete the following information regarding employees proposed to provide services against any resulting contract. Listed personnel must be the same employees named in Part 3, Section I, Technical Bid.

	LEGAL NAME (First and Last)	DATE OF BIRTH (Day/Month/Year)	CURRENT CLEARANCE HELD
Fire Alarm Technician 1			
Fire Alarm Technician 2			
Sprinkler Technician 1			
Sprinkler Technician 2			
Electrician			
Backflow Technician 1			
Backflow Technician 2			

PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

To provide preventive maintenance services on the Fire Alarm, Fire Protection and Life Safety Systems, including all necessary tools, equipment and services, consumable materials, labour for all inspections, testing, cleaning, maintenance services for Public Works and Government Services Canada (PWGSC) located at various buildings in the National Capital Area (NDMC Hospital, 1745 Alta Vista, House Commons Committee Rooms, 1 Wellington and McDonald Cartier Data Centre, 1600 Tom Roberts).

All additional parts and labour required to effect repairs to the equipment listed at Annex A will be at extra Cost to Canada.

7.1.1 Mandatory Response Time

As per **Annex A**, Statement of Work EJ196-132821, 1.4.3 Emergency Calls , it is a mandatory requirement of the contract that:

1 The Contractor must provide a qualified person(s) as defined by Section 1.1 - Definitions, at Annex A to respond, on site, on a twenty-four hour, seven day a week basis at no extra labour cost to Canada.

2 The Contractor must respond within 30 minutes and be on site ready to work within two hours. All work for emergency service must be executed by a qualified service personnel named in the Contract and such work must proceed continuously until the system is returned to safe operating condition.

NOTE: This Statement of Work includes twelve emergency calls per site per year in the Contract at no extra cost to Canada. Any additional emergency calls will be at extra cost to Canada.

7.1.2 Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:

- (a) the name, qualifications and experience of the proposed replacement; and

(b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.

3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

Names of qualified employees

The contractor must provide the names of the qualified Technicians who will be assigned to work on this Contract. The names provided below must be the same personnel listed in part 3 & part 6 of the proposal.

Fire Alarm Technician (first & last name)	Fire Alarm Technician (first & last name)	Sprinkler and Fire Protection Installer (first & last name)	Sprinkler and Fire Protection Installer (first & last name)	Electrician (first & last name)	Backflow Technician (first & last name)	Backflow Technician (first & last name)

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

2035 2012-11-19, General Conditions - Services, apply to and form part of the Contract.

7.3 Security Requirement

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC). **The Contractor's Company Security Officer must hold a valid SECRET clearance, granted or approved by CISD/PWGSC.**
2. The Contractor personnel requiring access to Parliamentary Precinct sensitive work site(s) must **EACH** hold a valid **SITE ACCESS** clearance, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex B
 - (b) Industrial Security Manual (Latest Edition).

7.4 Term of Contract

7.4.1 Period of Contract

The period of the Contract is from _____ to _____ inclusive (to be determined at Contract Award).

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Diane Daly
 Supply Specialist
 Public Works and Government Services Canada
 Acquisition Branch
 Real Property Contracting Directorate
 Place du Portage, Phase III, 3C2,
 11 rue Laurier, Gatineau, Quebec K1A 0S5
 Telephone: 819-956-6948
 Facsimile : 819-956-3600
 E-mail address: diane.daly@pwgsc-tpsgc.gc.ca

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

7.5.2 Technical Authority

"TO BE PROVIDED AT CONTRACT AWARD"

The Technical Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____.

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

7.5.3 Contractor's Representative - "TO BE PROVIDED AT CONTRACT AWARD"

The name and particulars of the person to be contacted for general enquiries and follow-up purposes:

Name: _____

Telephone: _____

Facsimile: _____

Cellular: _____

E-mail: _____

7.6 Payment

7.6.1 Limitation of Expenditure

The Contractor will supply the goods and services under the Contract to an estimated **total expenditure** that must not exceed \$ **(to be determined)** (Goods and Services Tax (GST) or Harmonized Sales Tax (HST) included) of which \$ **(to be determined)** (Goods and Services Tax (GST) or Harmonized Sales Tax (HST) included) is for goods and/or services enumerated or described in Pricing Schedule 1, and \$ **(to be determined)** (Goods and Services Tax (GST) or Harmonized Sales Tax (HST) included) is for additional goods and/or services that may be requested on an "As and When Requested" basis at the prices and/or rates set out in Pricing Schedule 2.

7.6.2 Basis of Payment - Firm Prices and "As and When"

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, in accordance with General Conditions 2035 16 (2012-07-16) 'Payment Period' and the following tables. Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is extra, if applicable.

a) Firm rates will be paid in accordance with Pricing Schedule 1 in four (4) equal quarterly payments.

b) As and When Requested Work

Any costs incurred for Extra Work will be paid, in accordance with Pricing Schedule 2 and the Statement of Work, Annex A, on an "as and when requested" basis, after completion, inspection and acceptance of the work performed.

Canada's total liability to the Contractor under the "as and when requested" portion of the Contract must not exceed **(to be determined)**. Goods and Services Tax or Harmonized Sales Tax extra, if applicable.

The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) if the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the contracting Authority

whichever comes first.

If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

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

(At contract award - insert appropriate pricing table here)

7.6.3 SACC Manual Clauses

A9117C (2007-11-30) T1204 - Direct Request by Customer Department, apply to and form part of the Contract.

7.7 Invoicing Instructions

7.7.1 Invoicing Instructions - Maintenance Services

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the quarterly maintenance report described in the Statement of Work of the Contract.

Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Technical Authority.

2. The Contractor must distribute the invoices and reports as follows:

A) The original and two (2) copies of the invoices and quarterly maintenance reports must be forwarded to the following address for certification and payment :

*Public Works and Government Services Canada
Maintenance and Operational Assurance Services
Chomley Building, 6th Floor
400 Cooper Street
Ottawa, Ontario, K1A 0S5*

Attention: _____ (leave blank until contract award)

7.8 Certifications

7.8.1 Compliance

Compliance with the certifications and related documentation 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, provide related documentation or if 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.

7.8.2 SACC Manual Clauses

A3025C (2012-11-19) Proactive Disclosure of Contracts with Former Public Servant, apply to and form part of the Contract.

7.9 Applicable Laws

This contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Ontario.

7.10 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2012-11-19);
- (c) Annex A, Statement of Work;
- (d) Annex B, Security Requirements Check List;
- (e) the Contractor's proposal dated _____ (*insert date of bid*);
- (f) Annex D Cost Estimate Form for Extra Work

7.11 Foreign Nationals (Canadian Contractor)

A2000C (2006-06-16) *Foreign Nationals (Canadian Contractor)(if applicable), apply to and form part of the Contract.*

7.12 Insurance Requirements

7.12.1 Insurance Requirements

The Contractor must comply with the insurance requirements specified in the **following article 7.11.2 Commercial General Liability Insurance**. The Contractor must maintain the required insurance coverage for the duration of the Contract. 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.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.12.2 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.

-
- (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - (l) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

7.13 Cellular Phones and/or Pagers

The Contractor's Foreman or Site Supervisor must be equipped with a cellular phone and/or pager at all times. All expenses including installation, air time, activating fees, and the cost of the phones/pagers themselves, will be the responsibility of the Contractor. The Contractor must maintain an uninterrupted communication service.

7.14 Government Site Regulations

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

7.15 Pre-Commencement Meeting

A pre-commencement meeting is mandatory for the Contractor prior to commencing any work and minutes of the meeting will be taken. The time and place of this meeting will be determined by the Departmental Representative.

The Contractor is to supply the Departmental Representative with a copy of his safety policy as required by the applicable Provincial Occupational Safety and Health Regulations.

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ANNEX A

STATEMENT OF WORK

(Please see attached)

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ANNEX B

SECURITY REQUIREMENT CHECK LIST

(Please see attached)

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ANNEX C

COMPLETE LIST OF NAMES OF ALL INDIVIDUALS WHO ARE CURRENTLY DIRECTORS OF THE BIDDER

NOTE TO BIDDERS

WRITE DIRECTOR'S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS

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ANNEX D

COST ESTIMATE FORM FOR EXTRA WORK

(Please see attached)

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PART 1 GENERAL

1.1 Definitions

1.1.1 Actions

- 1.1.1.1 Checking/check: visual observation to ensure the device or system is in place and is not obviously damaged or obstructed.
- 1.1.1.2 Inspect/inspection: physical examination to determine that the device or system will perform in accordance with its intended function.
- 1.1.1.3 Testing/test: full operation of a device or system to ensure that it will perform in accordance with its intended operation or function.
- 1.1.1.4 Maintenance/Maintain/Maintaining: routine recurring work; checking, inspecting, testing & service required to keep the components, sub-systems, system and integrated systems as identified in Part 3 – Equipment Inventory, in such condition that they may be continuously utilized, at their original or designed capacity and efficiency for their intended purpose.
- 1.1.1.5 Service: to make fit for use, adjust, repair, or maintain in order to keep the equipment identified in Part 3 – Equipment Inventory, in an operational condition as per their original design intent.
- 1.1.1.6 Emergency call: onsite diagnosis and correction made by a qualified person as outlined in 1.4.3 – Emergency Call.

1.1.2 Individuals

1.1.2.1 Qualified Person

- 1) Someone who is in possession of a valid and recognized Canadian university or college degree, certificate, license, manufacturer-specific training/certification or professional standing. The university or college must have a provincial or territorial degree-granting status.

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- 2) Someone having the appropriate minimum of five years of experience in the related field.

- 1.1.2.2 Certified Electrician: Someone in possession of a valid Certificate of Qualification (C of Q) in accordance with the provincial or territorial law in which the work is to be performed for each electrician engaged by and sent to site by the Bidder or subcontractor of the Bidder to carry out electrical work as defined by the Electrical Act and undertaken as part of the attached Statement of Work, at Annex A.
- 1.1.2.3 Master Electrician: an individual who is licensed under the Ontario Electricity Act, Regulation 570/05 to assume the responsibilities for the carrying out of electrical work on behalf of an electrical Contractor.
- 1.1.2.4 Certified Sprinkler Technician: Someone in possession of a valid Certificate of Qualification (C of Q) in accordance with the provincial or territorial law in which the work is to be performed for each Sprinkler and Fire Protection Installer engaged by and sent to site by the Bidder or subcontractor of the Bidder to carry out work as defined by the attached Statement of Work, at Annex A.
- 1.1.2.5 Certified Fire Alarm Technician: Someone in possession of a valid Canadian Fire Alarm Association (CFAA) certification **OR** a Certified Fire Alarm Electrician (CFAE) certification.
- 1.1.2.6 Backflow Technician: Someone in possession of a valid Ontario Water Works Association (O.W.W.A.) Cross Connection Control Specialist certification from an accredited school or college.

1.2 Codes, Standards, Regulations and Requirements

1.2.1 General

- 1.2.1.1 The Contractor must comply with all Codes, Standards, Regulations and Requirements listed in this section.

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1.2.1.2 The Contractor must keep within his possession a copy of the most current edition of the applicable Codes, Standards, Regulations and Requirements in force at the time of entering into the Statement of Work for the duration of the Contract.

1.2.1.3 In the event that concurrent documents exist, the most stringent set of Codes, Standards, Regulations and Requirements must apply.

1.2.2 National, Provincial, and/or Territorial Codes

1.2.2.1 National and Provincial Building Codes - As they pertain to the installation, verification and maintenance of Fire Alarm and Fire Protection Systems.

1.2.2.2 National and Provincial Fire Codes - As they pertain to the installation, verification and maintenance of Fire Alarm and Fire Protection Systems.

1.2.2.3 National and Provincial Electrical Safety Codes - As they pertain to the installation, verification and maintenance of Fire Alarm and Fire Protection Systems.

1.2.2.4 National and Provincial Health & Safety Codes - As they pertain to the works undertaken on site.

1.2.3 Standards

1.2.3.1 Canadian Underwriters Laboratories of Canada (CAN/ULC) Standards

- 1) CAN/ULC - S524 - Standard for the Installation of Fire Alarm Systems
- 2) CAN/ULC - S536 - Inspection and Testing of Fire Alarm Systems
- 3) CAN/ULC - S537 - Verification of Fire Alarm Systems

1.2.3.2 Canadian Standards Association (CSA) Standards

- 1) CSA B64.10-07 - Maintenance and Field Testing of Backflow Preventers
- 2) CSA Z460 - Control of hazardous energy - Lockout and other methods

- 3) CSA Z462 - Workplace Electrical Safety (Arch Flash Protection)

1.2.3.3 National Fire Protection Association (NFPA) Standard

- 1) NFPA 11 – Standard for Low, Medium, and High-Expansion Foam
- 2) NFPA 13 – Standard for the Installation of Sprinkler Systems
- 3) NFPA 20 – Standard for the Installation of Stationary Pumps for Fire Protection
- 4) NFPA 25 – Standard for the Inspection, Testing, and Maintenance of Water -Based Fire Protection Systems
- 5) NFPA 110 – Standard for Emergency and Standby Power Systems

1.2.4 Health and Safety

1.2.4.1 *Canada Labour Code Part II*, Canada Occupational Safety and Health Regulations

1.2.4.2 Health Canada / Workplace Hazardous Materials Information System (WHMIS)

1.2.4.3 Material Safety Data Sheets (MSDS)

1.2.5 Environmental Codes, Standards, Regulations and Requirements

1.2.5.1 Canadian Environmental Protection Act (CEPA) 1999

1.2.5.2 Fisheries Act (R.S.C., 1985, c. F-14)

1.2.5.3 Transportation of Dangerous Goods Regulations (TDGR)

1.2.5.4 Provincial Environmental Protection Act – Ontario - R.R.O. 1990 Regulation 347
Waste Management

1.2.5.5 Guidelines related to the Discharge of Fire Protection Water

- 1) Canadian Council of Ministers of the Environment. (1999) Canadian Water Quality Guidelines for the Protection of Aquatic Life, Reactive Chlorine Species.

1.2.5.6 Municipal By-Law (Disposal of Fire Protection Water as per Subsection 1.6.4 - Disposal of Waste)

- 1) The City of Ottawa Sewer Use By-Law No. 2003-514

1.3 Submittals

1.3.1 Fees, Permits and Certifications

Pay all fees and obtain all permits. Provide authorities with plans and information for acceptance certificate. Provide inspection certificates as evidence that work conforms to the requirement of the Authority having Jurisdiction.

1.3.1.1 Electrical Inspection Permits

- 1) The Contractor is responsible to provide electrical inspection permits for all electrical work prior to electrical work taking place. Refer to the National, Provincial or Territorial electrical codes as mentioned in Section 1.2 – Codes, Standards, Regulations and Requirements.
- 2) If an electrical inspection permit is not required, it is the Contractor's responsibility to provide a letter from the Electrical Safety Authority (ESA) confirming that the contractor is not required to provide electrical inspection permits for that specific work.

1.3.1.2 Fire Protection Water Discharge Permit

- 1) The Contractor must provide a Municipal Permit, approval letter, or acknowledgement to proceed from the City of Ottawa prior to

discharging Fire Protection Water to a municipal non-sanitary sewer as per Article 1.6.4. – Disposal of Waste.

1.3.2 Site/Work Specific Implementation Plan

1.3.2.1 The Contractor must submit a detailed, site/work specific, implementation plan to the Technical Authority twenty working days prior to the commencement of work as identified in the Contract.

- 1) The site/work specific, implementation plan must include:
 - a) A detailed site specific, inspection schedule.
 - b) A detailed work plan and sequence of operation for the annual inspection.
 - c) The site-Specific Health and Safety Plan.
 - d) Hazardous Waste Management Plan
 - e) Samples of relevant inspection checklists.
- 2) As part of the site/work specific, implementation plan the Contractor must perform:
 - a) A site-specific safety hazard assessment;
 - b) A health and safety risk/hazard analysis for site tasks and operations found within the implementation plan.
 - c) A Hazardous Waste Audit

1.3.2.2 The Technical Authority will review the Contractor's site/work specific implementation plan and provide comments to the Contractor within ten working days after the receipt of plan.

1.3.2.3 The Contractor must revise the site/work specific implementation plan as appropriate and resubmit the plan to the Technical Authority within ten working days after receipt of comments.

1.3.2.4 The Technical Authority's review of the Contractor's detailed site/work specific implementation plan should not be construed as final and does not reduce the

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Contractor' overall responsibility for providing the personnel required in the implementation plan.

- 1.3.2.5 The Technical Authority reserves the right to amend the site/work specific implementation plan at any time due to operational requirements and must sign off on all amendments to the plan, in consultation with the Contractor.

1.3.3 Site- Specific Inspection schedule

- 1.3.3.1 As part of the site/work specific, implementation plan, and every subsequent year after, the Contractor must submit to the Technical Authority a detailed site specific, inspection schedule.

- 1) The schedule must include the additional monthly, semi-annual and annual requirements as defined in Section 2.2.2 – Additional Requirements.

- 1.3.3.2 The Technical Authority's review of Contractor's annual detailed inspections schedule should not be construed as final and does not reduce the Contractors' overall responsibility for providing the required personnel on the scheduled inspection dates.

- 1.3.3.3 The Technical Authority reserves the right to amend the inspection schedule at any time due to operational requirements and must sign off on all amendments to the plan, in consultation with the Contractor.

- 1.3.3.4 In the event of a cancellation or a rescheduling that affects the completion of the work, if the Contractor has not been provided with a 2 hours cancellation notification prior to the original start time, the Contractor shall be paid a maximum of a 3 hour service call at their pre-determined billable hourly rates as per the As and When Requested Work Pricing Schedule 2 in the Contract for each individual sent to site.

1.3.4 Work Plan and Sequence of Operation for the Annual inspection

- 1.3.4.1 As part of the site/work specific, implementation plan the Contractor must submit to the Technical Authority, a detailed work plan including a sequence of operation for

all of the events covered under the annual inspection. This work plan must include but is not limited to;

- a) Lockout-Tag out procedures
- b) Site-Specific Electrical Inspection Procedures
- c) Spill Containment Procedures
- d) Dechlorination of Fire Protection Water Procedures
- e) Quantities of Hazardous Waste Products to be produced during the annual inspection.

1.3.4.2 The Technical Authority reserves the right to amend the Work Plan at any time due to operational requirements and must sign off on all amendments to the plan, in consultation with the Contractor.

1.3.5 Health and Safety

1.3.5.1 Site-Specific Health and Safety Plan

- 1) As part of the site/work specific implementation plan, the Contractor must submit to the Technical Authority their site-specific Health and Safety Plan.
- 2) The Health and Safety Plan must include:
 - a) Results of site-specific safety hazard assessment;
 - b) Results of health and safety risk or hazard analysis for site tasks and operations found in work plan.
- 3) The Technical Authority's review of Contractor's final Health and Safety plan should not be construed as approved and does not reduce the Contractor's overall responsibility for Health and Safety.

1.3.5.2 Accident Report

- 1) The Contractor must submit to the Technical Authority within twenty-four hours of incident and/or accident reports of incidents and/or accidents that occur during the term of the Contract.

1.3.5.3 Correction – Health and Safety Issues

- 1) The Contractor must provide the Technical Authority within two working days with written report of action taken to correct non-compliance of Health and Safety issues.

1.3.5.4 Hazardous Material (WHMIS-MSDS)

- 1) The Contractor must submit any and all Workplace Hazardous Materials System (WHMIS) Material Safety Data Sheets (MSDS) for Hazardous Materials used on site to the Technical Authority five working days before such materials are brought to site.

1.3.6 Inspection Checklists

- 1.3.6.1 Sample inspection checklists are available from the Technical Authority upon request.
- 1.3.6.2 The Contractor is responsible for providing and completing the inspection checklists required by this Contract. These inspection checklists must be in conformance with the minimum requirements defined by the applicable Codes, Standards, Regulations and Requirements as per section 1.2.
- 1.3.6.3 Additional inspections, checks and tests, as identified in Part 2 – Execution, must also be recorded on the Contractor's checklists.
- 1.3.6.4 The inspection checklists must be submitted to and approved by the Technical Authority as part of the site/work specific, implementation plan.
- 1.3.6.5 The inspection checklists must be used to record the work performed at each inspection and must identify the specific tasks undertaken.
- 1.3.6.6 The completed original inspection checklists must be submitted to the Technical Authority and become the property of Canada.

1.3.7 Building Life Safety Compliance Testing Manual

- 1.3.7.1 Signature of personnel performing any of the identified checks, inspections or tests as outlined in this Statement of Work must be entered into the Building Life Safety Compliance Testing Manual.

1.3.8 Material Removal Records

- 1.3.8.1 The Contractor must submit to the Technical Authority within five working days records for all removals from site, for both materials designated for alternative disposal and general waste as defined by the Canadian Environmental Protection Act (CEPA) 1999, Hazardous Waste Regulation and other applicable provincial, municipal or territorial legislation.

1.3.9 Reports for Tests, Checks, Maintenance and Service

1.3.9.1 Monthly, Quarterly and Semi-Annual Reports

- 1) A detailed and comprehensive signed inspection report must be submitted to the Technical Authority five working days following the completion of the monthly and semi-annual tests, checks, maintenance and service defined within this Statement of Work.
- 2) A detailed and comprehensive signed computerized or hard copy report of the monthly, quarterly and semi-annual test procedures carried out must be submitted to the Technical Authority within ten working days following the completion of the inspections, tests, checks, maintenance and service defined within this Statement of Work.
- 3) The report must include the major and minor deficiencies noted during the inspections, tests, checks, maintenance and service defined within this Statement of Work.

1.3.9.2 Annual Report

- 1) A detailed and comprehensive signed computerized or hard copy of the annual inspection report must be submitted to the Technical Authority

no later than fifteen working days following the completion of the annual inspection, tests, checks, maintenance and service.

- 2) The Annual Report must also include major and minor deficiencies noted during the inspections, tests, checks, maintenance and service.

1.4 General Requirements

1.4.1 Purpose

- 1.4.1.1 The maintenance and service of building components, sub-systems, systems and integrated systems is of utmost importance to ensure the successful operation of the installed services and utilities.
- 1.4.1.2 The maintenance shall not be considered completed until it can be demonstrated to the Technical Authority that the work defined within this Statement of Work has been satisfactorily performed by the Contractor.

1.4.2 Objective

- 1.4.2.1 The objective of this Statement of Work is to engage a Contractor to provide maintenance services on the Fire Alarm/Fire Protection/Life Safety Systems, to ensure the integrity and uninterrupted performance of the systems as indicated in Part 3 – Equipment Inventory, including but not limited to:
 - 1) Fire Alarm(s),
 - 2) Emergency Voice Communication,
 - 3) Backflow Preventer(s),
 - 4) Wet Sprinkler(s),
 - 5) Dry Sprinkler(s),
 - 6) Pre-action Sprinkler(s),
 - 7) Fire Pump(s),
 - 8) Standpipe Cabinet(s),
 - 9) Battery Powered Emergency Lighting,
 - 10) Ancillary Device(s),
 - 11) Auxiliary Device(s),
 - 12) Suppression System(s),

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- a) CO2,
- b) Dry Chemical,
- c) Wet Chemical,
- 13) Emergency Power-Off(s),
- 14) Passive Fire Protection System(s),
 - a) Dampers,
 - b) Fusible links.

1.4.2.2 The items listed above, which can be found in Part 3 – Equipment Inventory, must be worked on while maintaining the integrity and uninterrupted performance of the system.

1.4.3 Emergency Calls

1.4.3.1 The Contractor must provide a qualified person(s) as defined by Section 1.1 - Definitions, to respond, on site, on a twenty-four hour, seven day a week basis at no extra labour cost to Canada.

1.4.3.2 The Contractor must respond within 30 minutes and be on site ready to work within two hours. All work for emergency service must be executed by a qualified service personnel named in the Contract and such work must proceed continuously until the system is returned to safe operating condition.

1.4.3.3 Request for Emergency calls must only be accepted from the National Service Call Centre or the Technical Authority.

1.4.3.4 This Statement of Work includes twelve emergency calls per year for this Contract at no extra cost to Canada.

1.4.3.5 Any additional emergency calls will be at extra cost to Canada and shall be calculated based on the As and When Requested Work Pricing Schedule 2 in the Contract.

1.4.4 Problem escalation

1.4.4.1 If within the first four hours of working on the equipment, the Contractor's service technician has not been able to make significant progress of repairing the

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equipment, they must then contact their technical support manager, service manager or engineering manager for advice on a further course of action;

- 1.4.4.2 If the problem is not corrected within a total of eight hours, the service technician must contact their technical support manager, service manager or engineering manager, who must arrange to have someone with more expertise (i.e. an engineer) available on site within the following twenty-four hours.
- 1.4.4.3 The Contractor must submit a written report within forty-eight hours to the Technical Authority providing a clear and concise rationale of the events leading up to the failure of any component, sub-system, system or integrated system and how the issue was repaired.

1.4.5 Notification

- 1.4.5.1 An annually approved schedule is required before the start of the first test and every subsequent year thereafter.
- 1.4.5.2 The Technical Authority must be notified a minimum of fifteen working days prior to tentative tests to allow time to make necessary arrangements.
- 1.4.5.3 The Contractor must ensure that proper notification procedures are in place to avoid false alarms during service, repairs and testing of the equipment identified in Part 3 – Equipment Inventory.
- 1.4.5.4 The Contractor must ensure that proper notification procedures are in place to avoid any miscommunication. The list of minimum contacts includes but is not limited to: the Technical Authority, the monitoring service, the fire department and the site security.
- 1.4.5.5 When service or repairs are required, the Technical Authority must be notified and the Fire Alarm/Fire Protection/Life Safety Systems must be temporarily bypassed to prevent possible false alarms.
- 1.4.5.6 The Technical Authority and the local Fire Department must be notified, in writing, of any actions taken to disable the Fire Alarm/Fire Protection/Life Safety Systems.

1.4.6 Operational Requirements

- 1.4.6.1 The Contractor must provide required maintenance as per Contractual requirements and at the indicated frequency, inclusive of the manufacturer's recommendations to maintain the equipment at its original performance level to provide trouble-free operations.

1.4.7 Extra Work

- 1.4.7.1 The Equipment Inventory identified in Part 3 – Equipment Inventory must be inspected and maintained as described herein. All additional parts and labour required to effect repairs to this equipment will be at extra cost to Canada.
- 1.4.7.2 For any repairs associated with the Equipment Inventory, the Contractor must submit to the Technical Authority for review, within twenty-four hours, a comprehensive part & labour cost summary and the reason for repair(s). If the request is deemed fair and reasonable by the Technical Authority, compensation will be provided to the Contractor as per the As and When Requested Work Pricing Schedule 2 in the Contract. The proposed repairs must not proceed without prior consent in writing from the Technical Authority.
- 1.4.7.3 While the Contractor is on site, deficiencies discovered that can be repaired with available material from the Contractor's stock must be billed as per the As and When Requested Work Pricing Schedule 2 in the Contract. The approval to proceed with this corrective work can only be authorized by the Technical Authority.
- 1.4.7.4 Components used to repair or replace existing system components must be new, compatible with the existing inventory, Canadian Underwriters Laboratories of Canada (ULC) and/or Canadian Standards Association (CSA) listed and must comply with the applicable provisions of the codes, standards, regulations and requirements identified in Section 1.2 – Required Codes, Standards, Regulations and Requirements.
- 1.4.7.5 The Contractor is to identify modifications or improvements to the equipment or system(s) that will enhance equipment serviceability, life expectancy and/or efficiency. The Contractor must submit an estimated cost of the repairs based on the 'As and When Requested Work' Pricing Schedule 2 in the Contract.

1.4.8 Building Access Hours

1.4.8.1 Regular, Silent and Weekend Building Working Hours

- 1) Regular building working hours are from 06:00 AM until 06:00 PM, Monday to Friday.
- 2) Silent building working hours are from 06:00 PM until 06:00 AM, Monday to Friday.
- 3) Weekend building working hours are from 06:00 PM, Friday to 06:00 AM, Monday.

1.4.8.2 Inspections, Maintenance, Testing and Service

1) **With Disruption and Interference**

- a) The inspections, maintenance, testing and service to the Fire Alarm/Fire Protection/Life Safety Systems which may cause disruption to the building occupants and/or systems and may interfere with the operation of any equipment within the building cannot be carried out during regular working hours as defined in article 1.4.8.1- Regular, Silent and Weekend Working Hours.
- b) Disruptive tasks include audible signals, testing of ancillary functions, or other tests and services identified by the Technical Authority.
- c) Testing with disruption and interference tasks required by this Contract must only take place during the **Silent & Weekend building working hours.**

2) **Without Disruption and Interference**

- a) The inspections, maintenance, testing and service to the Fire Alarm/Fire Protection/Life Safety Systems which does not cause disruption to the building occupants and/or systems may be

carried out during **Regular building working hours** as defined in article 1.4.8.1- Regular, Silent and Weekend Working Hour.

- b) Testing required by this Contract shall take place,
- c) NDMC- Regular working hours.
- d) MCDC- Regular working hours
- e) HOC – Weekend Working hours.

1.4.8.3 Service Work

- 1) Fire Alarm/Fire Protection/Life Safety Systems service work required by this Contract can be carried out during regular building working hours with written approval from the Technical Authority.

1.5 Responsibilities

1.5.1 Completion of the Statement of Work

- 1.5.1.1 **The Contractor must have the complete operational and adjustment procedures of the manufacturer for the equipment concerned, including direct access to the manufacturer's technical support services and service bulletins.**

1.5.2 Negligence on the Part of Canada and Other Parties

- 1.5.2.1 The Contractor is not required, as part of his Statement of work, to make renewals or repairs necessitated by reason of the negligent operation or misuse of the equipment by Canada or other parties or by reason of any other cause beyond the Contractor's control.
- 1.5.2.2 The Contractor must notify the Technical Authority by phone within an hour and subsequently to follow up with a written report by fax or e-mail within twenty-four hours of any negligent operation or misuse of the equipment by Canada and other parties. The Contractor may be required to make repair or replace components necessitated by such occurrence at extra cost.

1.5.3 Documentation

- 1.5.3.1 It is the responsibility of the Contractor to document the tasks and activities associated with maintenance, service and repairs as identified within this Statement of Work.
- 1.5.3.2 The documentation as a result of the above is to be provided to the Technical Authority in accordance to the procedures identified within Section 1.3 – Submittals.
- 1.5.3.3 Checks, tests, maintenance and service must be documented as identified within this Statement of Work and must be demonstrated as being correct and complete to the satisfaction of the Technical Authority.

1.5.4 Health and Safety

- 1.5.4.1 Site Specific Health and Safety Plan: See Section 1.3 – Submittals.
- 1.5.4.2 It is the responsibility of the Contractor to:
 - 1) Ensure the health and safety of persons on site, safety of property on site and protection of persons adjacent to site and environment to the extent that they may be affected by conduct of work.
 - 2) Comply with and enforce compliance by employees with safety requirements of the Statement of Work documents, applicable Federal, Provincial, Territorial and local statutes, regulations, ordinances, and with site-specific Health and Safety Plan.
 - 3) Comply with the *Canada Labour Code Part II*, and the associated Canada Occupational Health and Safety Regulations.
 - 4) Comply with the Ontario Health and Safety Act and its associated regulations.
 - 5) Remove from the site any person employed on the site by the Contractor that, in the opinion of the Technical Authority, is a security risk, has been conducting himself improperly or has violated the requirements of the site specific Health and Safety Plan. The

Contractor must replace the removed individual with another individual with the same mandatory qualifications within twenty-four hours.

1.5.5 Work Alone Policy

- 1.5.5.1 Due to the high risk factor on Fire alarms systems, no employee must work alone on the site. It is the responsibility of the Contractor to ensure that the appropriate measures are implemented for two or more employees to be on site at all times during any job function.

1.6 Summary of Work

1.6.1 Inclusions of the Statement of Work

1.6.1.1 Labour

- 1) The labour for all inspections, testing, cleaning, maintenance, service, and contract administration expenses must be provided by the Contractor at no extra cost to Canada.
- 2) The labour for emergency calls must be provided by the Contractor as per Sub-Section 1.4.3 – Emergency Calls on a 7 days a week / 24 hours a day basis.

1.6.1.2 Tools, equipment and services

- 1) The Contractor must furnish all necessary Personal Protective Equipment (PPE), tools, equipment, and services necessary to execute the tasks and activities required for the maintenance, service and repair of the equipment identified in Part 3 – Equipment Inventory.

1.6.1.3 Consumable Materials

- 1) The Contractor must provide all necessary consumable materials required for the maintenance and service of the equipment as identified in Part 2 - Execution. This includes but is not limited to: distilled

water, dechlorination process chemicals, pilot lights, fuses, cleaning materials and light bulbs.

- 2) Consumable materials used to repair or replace existing system components must be new, compatible with the existing inventory, Canadian Underwriters Laboratories of Canada (ULC) and/or Canadian Standards Association (CSA) listed and must comply with the applicable provisions of the codes, standards, regulations and requirements identified in Section 1.2 – Required Codes, Standards, Regulations and Requirements.

1.6.2 Schedule

1.6.2.1 The first inspection and test must be carried out fifteen working days following the work start date as identified in this Statement of Work, with each successive test following at:

- a) Monthly;
- b) Quarterly;
- c) Semi-Annually; and
- d) Annually, as applicable, to be first quarterly.

1.6.3 Hazardous Waste Management Plan

1.6.3.1 General

- 1) The Contractor must comply with the Canadian Environmental Protection Act and applicable Provincial and Territorial Codes, Standards and Requirements as per Section 1.2 - Required Codes, Standards, Regulations and Requirements, including local hazardous waste management programs.
- 2) The Contractor must conduct a hazardous waste audit to determine the hazardous waste generated during maintenance, service or repair activities over the duration of the Contract, and prepare a written hazardous waste management plan as part of the Site/Work Specific Implementation Plan under Section 1.3 - Submittals. The hazardous

waste audit must include steps regarding the discharge of dechlorinated fire protection water as included in sub-sections 1.2.5 – Environmental Codes, Standards, Regulations and Requirements and 1.3.4 – Workplan and Sequence of Operations.

- 3) All maintenance personnel must be fully briefed on the hazardous waste management work plan and must be required to conform to it for all aspects of the work. The Contractor shall be responsible for the enforcement of this requirement. The Technical Authority reserves the right to require the dismissal from the site of personnel who fail to comply with the requirements of the hazardous waste management plan.

1.6.3.2 Scheduling

- 1) The Contractor must coordinate the work involving hazardous waste with other activities at site to ensure timely and orderly progress of the work.

1.6.3.3 Execution of Work

- 1) The Contractor must place hazardous waste generated by the performance of the maintenance items and duties required by this Contract in the hazardous waste containers provided by Canada. The containers are to be stored, on the site in an area designated by the Technical Authority. The Contractor must do work in accordance with the hazardous waste management plan.
- 2) Hazardous waste includes but is not limited to:
 - a) Anti-freeze
 - b) Batteries
 - c) Smoke detectors
- 3) Hazardous waste materials must be handled in accordance with the appropriate Codes, Standards, Regulations and Requirements as

identified within section 1.2 – Codes, Standards, Regulations and Requirements.

- 4) The Contractor must clean up work area as work progresses.
- 5) The Contractor must remove tools on completion of work, and leave work areas in clean and orderly condition.
- 6) Mechanical and electrical equipment, sub-systems and systems must be protected from damage and blockage.

1.6.3.4 Health and Safety

- 1) Unforeseen Hazard
 - a) When an unforeseen safety-related factor, hazard, or condition occurs during performance of the work, the Contractor has the right to follow procedures in place for Employee's Right to Refuse Work, in accordance with Acts and regulations of the province having jurisdiction. The Contractor must immediately advise the Technical Authority verbally and in writing within twenty-four hours.
- 2) Correction of Non-Compliance by the Contractor
 - a) Immediately address Health and Safety non-compliance issues identified by authority having jurisdiction or by the Technical Authority.
 - b) Provide the Technical Authority with written report of action taken to correct non-compliance of Health and Safety issues as identified in Section 1.3 – Submittals.
 - c) The Technical Authority may stop work if non-compliance of Health and Safety regulations is not corrected.
- 3) On-site Contingency and Emergency response plan

- a) The Contractor must comply with the standing emergency plan for the site where the work is being performed.

1.6.4 Disposal of Waste

1.6.4.1 Burying of rubbish and waste materials by the Contractor is prohibited.

1.6.4.2 Disposal of waste, volatile materials, mineral spirits, paint thinners or petroleum products into waterways, storm or sanitary sewers is prohibited as outlined in 1.2.5 – Environmental Codes, Standards, Regulations and Requirements.

1.6.4.3 Water generated from the backflush of the sprinkler system must be disposed of in accordance with municipal, provincial and federal requirements, as per Sub-Sections 1.2.5. – Environmental Codes, Standards, Regulations and Requirements.

1.6.4.4 Disposal of the water generated from the backflush of the sprinkler system into waterways, storm or sanitary sewers is prohibited, unless specific approval to discharge into the sanitary sewer is provided by the municipality. Transportation of this liquid waste by a licensed hauler and disposal to an approved wastewater treatment facility may be required.

1.6.4.5 Fire Protection Water Dechlorination

- 1) Discharge of fire protection water, including potable water being utilized for fire pump testing into storm sewers, must be in accordance with the following:

- a) In the City of Ottawa: When a test of this nature is to take place, a Request to Discharge Application Form must be filled out and submitted to the Sewer Use Program of the City of Ottawa's Wastewater Services Branch at SUP-PUE@ottawa.ca, or by fax at 613-745-9197, along with the analytical test results of a sample of the raw (without additional treatment such as dechlorination) fire protection water from the building where the fire pump test is planned. The analytical test results will be provided to the Contractor by Canada.

- b) The completed form and test results must be submitted at least five business days prior to the date of intended discharge of fire protection water.

2) Quality Requirements

- a) Fire protection water, including potable water being utilized for fire pump testing, must be dechlorinated via dechlorination equipment, such that water released to storm sewers during the Annual tests does not exceed **0.005 milligrams per litre (mg/L)** Reactive Chlorine Species (or Total Residual Chlorine).

3) Measurement and Dechlorination Material

- a) Discharged fire protection water must be tested using a colorimetric kit or meter capable of measuring Total Residual Chlorine at concentrations of 0 to 3.0 mg/L as a minimum. An acceptable Total Residual Chlorine reading for the discharge would be less than 0.005 mg/L, or 0 mg/L (depending on instrument sensitivity).
- b) The dechlorinating agents used to dechlorinate the fire protection water shall be free of any ingredients that are harmful or toxic to the aquatic environment.

4) Dechlorination Reports

- a) The dechlorination process must form part of the Contractor's Hazardous Waste Audit and must be included in the Site/Work Specific Implementation Plan as per Sub-Section 1.3.2. – Site Specific Implementation plan.
- b) Annual discharged fire protection water test results must be incorporated into the Annual Report as per Article 1.3.9.2. – Annual Report.

- 1.6.4.6 Unless specified otherwise, materials for removal become the Contractor's property.

1.7 Work Restrictions

1.7.1 Use of site and facilities

- 1.7.1.1 Work must be done with the least possible interference or disturbance to normal use of premises. Arrangements with Technical Authority must be made to facilitate work.
- 1.7.1.2 The Contractor must maintain security measures established by the existing facility and as approved by the Technical Authority.

1.7.2 Maintenance of existing services

- 1.7.2.1 The Contractor must provide the following in order to maintain existing building services:
- 1) Personnel, pedestrian and vehicular traffic access.
 - 2) A flag person where work impedes on regular traffic flow.
 - 3) Safety barricades, signage and all precautionary measures required to assure the continued use to building access and services.
 - 4) Where building security is reduced by the work, temporary means of maintaining security must be provided i.e. posting a person or persons to monitor entry to the building.

1.7.3 Interruption of Building Services

- 1.7.3.1 The Contractor must notify the Technical Authority fifteen working days prior to intended interruptions of services and obtain written permission before beginning the work.

PART 2 EXECUTION

2.1 General

2.1.1 Performance

- 2.1.1.1 All work must be performed in accordance with the applicable Federal, Provincial or Territorial building, fire and electrical codes as identified in Section 1.2 – Codes, Standards, Regulations and Requirements.
- 2.1.1.2 The Contractor must execute such work in a careful and workmanlike manner.
- 2.1.1.3 Each component, sub-system, system and integrated system associated with the Emergency Electrical Power Supply Systems as identified within Part 3 – Equipment Inventory, must be checked, inspected and tested as per the Section 1.2 applicable Codes, Standards, Regulations and Requirements.

2.1.2 Scheduling and Planning

2.1.2.1 Maintenance Implementation Strategy

- 1) The Contractor must review the maintenance implementation strategy and planning carefully with the Technical Authority. The Contractor must provide the Technical Authority with a detailed maintenance implementation strategy schedule as per Section 1.3 - Submittals.

2.1.2.2 Inspections, checks and tests

- 1) Daily and weekly inspections, checks and tests to be performed by others, unless they coincide with a scheduled monthly, quarterly, semi-annual or annual inspection, check or test.
- 2) The monthly inspections, checks and tests shall include the daily and weekly inspection, check or test.

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- 3) The quarterly inspections, checks and tests shall include the daily, weekly and monthly inspection, check or test.
- 4) The semi-annual inspections, checks and tests shall include the daily, weekly, monthly and quarterly inspection, check or test.
- 5) The annual inspections, checks and tests shall include the daily, weekly, monthly, quarterly and semi-annual inspection, check or test.
- 6) The two year inspection, test and maintenance shall be performed in conjunction with the yearly test.
- 7) The three year inspection, test and maintenance shall be performed in conjunction with the yearly test.
- 8) The five year inspection, test and maintenance shall be performed in conjunction with the yearly test.
- 9) The twelve year inspection, test and maintenance
 - a) The twelve year inspection, test and maintenance shall be performed in conjunction with the yearly test.
 - b) The cost of these tests, where applicable, is not included in Contract and shall be paid for by Canada.
- 10) The fifteen year inspection, test and maintenance
 - a) The fifteen year inspection, test and maintenance shall be performed in conjunction with the yearly test.
 - b) The cost of these tests, where applicable, is not included in Contract and shall be paid for by Canada.
- 11) The twenty year inspection, test and maintenance
 - a) The twenty year inspection, test and maintenance shall be performed in conjunction with the yearly test.
 - b) The cost of these tests, where applicable, is not included in Contract and shall be paid for by Canada.
- 12) The fifty year inspection, test and maintenance

- a) The fifty year inspection, test and maintenance shall be performed in conjunction with the yearly test.
- b) The cost of these tests, where applicable, is not included in Contract and shall be paid for by Canada.

2.1.3 Inspection Closeout Tasks

2.1.3.1 The Contractor must restore the systems as identified in Part 3 – Equipment Inventory to the operational state as recorded prior to the commencement of the scheduled checks, inspections and tests included in this Statement of Work.

2.1.3.2 Normal situations

- 1) At the conclusion of a test, the following shall be ensured:
 - a) Primary power indication lamp is on;
 - b) System trouble signal and indicator is off;
 - c) Control panel is locked;
 - d) AC power switch enclosure (where applicable) is locked;
 - e) All components of the system, including ancillary and auxiliary devices, are reset or returned to the normal standby mode;
 - f) The appropriate Fire Department and remote monitoring station are notified that the work undertaken as part of this Contract is completed.

2.1.3.3 Abnormal situations

- 1) The Contractor shall restore the systems as identified in Part 3 – Equipment Inventory to the operational state as recorded prior to the commencement of the scheduled checks, inspections and tests included in this Contract.

2.1.4 Personnel on site

2.1.4.1 Electrical Work

- 1) Electrical work must be performed by qualified electrician(s), as per Section 1.1 – Definitions.

2.1.4.2 **Monthly required personnel**

- 1) The following is the minimum number of qualified personnel as identified in Section 1.1 - Definitions, required on site during inspections, checks, and testing:
 - a) One Certified Fire Alarm Technician or one Certified Electrician must be present for fire alarm related work.
 - b) One Certified Sprinkler Technician must be present for sprinklers and standpipe related work.
- 2) A minimum of two qualified personnel must be present for monthly inspections. One can be dual-trained.

2.1.4.3 **Quarterly inspection required personnel**

- 1) Personnel required under the monthly inspections are required at the quarterly inspection.

2.1.4.4 **Semi-Annual inspection required personnel**

- 1) Personnel required under the monthly inspections are required at the semi-annual inspection.
- 2) Other qualified persons or services relevant to the semi-annual testing and work identified within this Statement of Work as outlined in Section 1.1. - Definitions.

2.1.4.5 **Annual inspection required personnel**

- 1) Personnel required under the monthly inspections are required at the annual inspection.

- 2) In addition to the personnel required under the monthly inspections, the following required personnel must be present:
- a) One additional qualified fire alarm technician must be present for fire alarm related work.
 - b) One additional qualified sprinkler technician must be present for fire pump tests and other related work.
 - c) One qualified backflow technician must be present for backflow inspections, checks and tests and other related work.
 - d) One qualified electrician must be present for fire pump tests and other related work.
 - e) Other technicians or services relevant to the annual testing and work identified within this Statement of Work.

2.1.4.1 Two year, Three year, Five year, Ten year, Twenty year and Fifty year inspection personal.

- 1) Personnel required under the annual inspections are required at the Two year, Three year, Five year, Ten year, Twenty year and Fifty year inspections.

2.1.4.2 Additional requirements

- 1) The checks, inspections, tests, maintenance and service must include but must not be limited to the additional requirements listed in the sections following and must involve all of the verification and test procedures recommended by the Manufacturer

2.2 Fire Alarm Systems – with or without Emergency Voice Communication Capabilities

2.2.1 Performance

2.2.1.1 Each component, sub-system, system and integrated system associated with the Fire Alarm, Fire Protection and Life Safety Systems as identified within Part 2 – Execution, must be checked, inspected and tested as per the applicable Codes, Standards, Regulations and Requirements in Section 1.2.

2.2.2 Additional requirements

2.2.2.1 Monthly requirements

1) Battery and battery charging system

a) The operating parameters of the battery test of the system must include:

- i) Rated voltage of battery must be measured before start of the test and also at the conclusion of the test. Indicated readings must indicate full nameplate voltage prior to the test, and the indicated voltage at conclusion of the test must not fall below 85% of rated battery voltage, record the results on the report;
- ii) At no time during this test must the system be left unattended, if the system is not monitored.

2.2.2.2 Annual requirements

1) Control Unit or Transponder and Display and Control Center (DCC)

a) The Control Unit(s) or Transponder(s) and DCC(s) must be inspected, tested, and verified to ensure that all audio amplifiers and associated supervisory circuits have their output wattages measured and recorded to ensure they are operating within the manufacturer's specifications for that system.

2) Circuits Using Fire Alarm System Power

a) The tests must be conducted to determine that the field devices at the electrically furthest point from the power source in every

circuit receives rated operating power as per rated electrical characteristics in accordance with the manufacturer's specification.

3) Recording Devices

- a) Verify automatic operation during fire alarm (simulated) including time-lapse indicator and start-up and shutdown.

2.3 Water Base Fire Protection System

2.3.1 Performance

- 2.3.1.1 Each component, sub-system, system and integrated system associated with the Fire Alarm, Fire Protection and Life Safety Systems as identified within Part 2 – Execution, must be checked, inspected and tested as per the applicable Codes, Standards, Regulations and Requirements in Section 1.2.

2.3.2 Additional Annual requirements

2.3.2.1 Dry and Pre-Action Sprinkler Systems

- 1) Full trip testing of the Dry and Pre-Action Sprinkler Systems must be performed annually.

2.3.2.2 Fire Pumps

- 1) Dechlorination of Fire Protection Water
 - a) Potable water being utilized for fire pump testing must be discharged via dechlorination equipment prior to discharge to storm sewers, in accordance with Article 1.6.4.
- 2) Transfer switches must be maintained and tested including but not restricted to all of the following operations:

- a) Isolate transfer switch, open all connections, and inspect all electrical connections.
- b) Operate all moving parts to ensure that they move freely.
- c) Tighten and torque all electrical connections
- d) Clean and dress contacts as required.
- e) Remove all dust.
- f) Clean and lubricate linkages.

2.4 Battery Powered Emergency Lighting

2.4.1 Performance

- 2.4.1.1 The components, sub-systems, systems and integrated systems that make up the Battery Powered Emergency Lighting identified within Part 2 – Execution must be checked, inspected and tested once during each Contract year.

2.4.2 Additional requirements

2.4.2.1 Annual requirement

- 1) Emergency lighting units and exit lights are to be disconnected from normal AC-power and tested for a period of time as defined in the relevant Codes, Standards, Regulations and Requirements identified in Section 1.2.
- 2) The Contractor must ensure the following:
 - a) Verify battery voltage prior to 120 volt AC disconnection.
 - b) Verify battery voltage when to 120 volt AC is disconnected, and ensure changeover to VDC (as applicable).
 - c) Verify proper changeover from normal to battery power and ensure that all heads are operating and aligned as to provide adequate light in intended area.
 - d) Verify battery terminal voltage at the end of the test, before restoring normal power. Record the results in the report.
 - e) Verify that voltage 120 volts AC is restored to unit and changeover to VDC has occurred.

- f) If it is discovered that the battery voltage drops to below 85% of its rated capacity, the Contractor is to notify the Technical Authority immediately in writing.

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PART 3 EQUIPMENT INVENTORY

3.1 General

3.1.1 Inventory

3.1.1.1 The following is a list of the minimum number of components included in this Statement of Work. Please note inventory is deemed as accurate as possible.

3.2 NDMC Hospital

3.2.1 Building Information

Civic Address	1745 Alta Vista
City	Ottawa
Postal Code	K1A 0S5

3.2.2 Base Building Fire Alarm System

Main Fire Alarm Panel	MXLV Siemens
Rate of Rise Heat Detectors	65
Fixed Temp Heat Detectors	33
Manual Pull Stations	89
Smoke Detectors	1020
Duct Smoke Detectors	6
Emergency Fire Phones	88
Voice Communication Speakers	381
End of Line Resistors	123
Amplifiers Tubs	6
Siamese Connections	9
Fire Hose Cabinets	95
Kitchen Hood System	1

3.2.3 Emergency battery lighting units

Battery Packs	6
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Check Valves	6
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3.2.4 Water Base Fire Protection System

Alarm Switches	5
Tamper Switches	36
Flow Switches	1
Water Motor Gongs	5
Excess Pressure Pump – Sprinkler	5
Excess Pressure Pump – 110 Volts	5
Siamese Connections	9
CO2 System	2

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3.3 House of Commons Committee Rooms

3.3.1 Building Information

Civic Address	1, Wellington Street
City	Ottawa
Postal Code	K1A 0S5

3.3.2 Base Building Fire Alarm System

3.3.2.1 Main Fire Alarm Panel

Main Fire Alarm Panel	1
Manufacturer	Siemens
Model No.	XLSV
Stage System	2
Batteries	4 – 12 Volts, 100 A-h

3.3.2.2 Field Initiating and Supervisory Devices

Manual Pull Stations	17
Smoke Detectors	43
Fault Isolation Modules	11
Duct Smoke Detectors	4
End of Line Resistors	33
Output Ancillary Devices	8
Ga Key Switches	17
Annunciators	2

3.3.2.3 Audible and Visual Devices

Cone Type Speakers	145
Do Not Enter Signs	2
Visual Signal Devices	23
Telephones	4

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3.3.3 Emergency battery lighting units

Battery Packs	8
Remote Heads	2

3.3.4 Water Base Fire Protection System

3.3.4.1 Sprinkler and Standpipe Systems

Supporting Field Devices	7 – sprinkler monitoring
Sprinkler Supervisory Devices	7
Remote Heads	2
Backflow Preventers	3
Siamese Connection Point	1
Lot Sprinkler Piping Completed with	Sprinkler heads throughout building and all fire hose cabinets
Main Valves	2
Pressure Tank	1
Glycol Outer Control Valve	1
Glycol Outer Control Valve	1

3.3.4.2 Jockey Booster Pump

Jockey Booster Pump	1
Horse power	1/3
Voltage	110 Volts

3.3.4.3 Field Devices

Flow Switches	4
Tamper Switches	4
Alarm Pressure Switch	1
Low Pressure Switch	1

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3.4 McDonald Cartier Data Centre

3.4.1 Building Information

Civic Address	1600 TOM ROBERTS DR
City	OTTAWA
Postal Code	K1A 0S5

3.4.2 Base Building Fire Alarm System

3.4.2.1 Main Fire Alarm Panel

Main Fire Alarm Panel	1
Manufacturer	Siemens
Model No.	XLS
Stage System	2
Batteries	4 – 12 Volts, 100 A-h

3.4.2.2 Field Initiating and Supervisory Devices

Smoke Detectors	107
Heat Detectors	28
Manual Pull Stations	12
Duct Smoke Detectors	3

3.4.2.3 Audible and Visual Devices

Bells	22
Strobes	6
Signs	7

3.4.2.4 Processor Pre-action

Alarm Switch	1
Pressure Switch	1
Low Pressure Switch	1

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3.4.2.5 Tape Library Pre-action

Alarm Switch	1
Pressure Switch	1
Low Pressure Switch	1

3.4.2.6 Vendor and Tape Pre-action

Alarm Switch	1
Pressure Switch	1
Low Pressure Switch	1

3.4.2.7 Print Out Pre-action

Alarm Switch	1
Pressure Switch	1
Low Pressure Switch	1

3.4.2.8 Service Room Pre-action

Alarm Switch	1
Pressure Switch	1
Low Pressure Switch	1

3.4.3 Emergency battery lighting units

Battery Packs	8
Remote Heads	2

3.4.4 Water Base Fire Protection System

3.4.4.1 Sprinkler and Standpipe Systems

Solenoids	5
Ancillary Relays	10
EPO Suppression	1

3.4.4.2 Field Devices

Tamper Switches	12
Alarm Switches	5
Pressure Switches	1
End of Line Resistors	14



SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction RPB/OSS/MOA
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail FIRE ALARM MAINTENANCE CONTRACT FOR 1 WELLINGTON, NDMC, MCDC		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET- SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input checked="" type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments: SITE ACCESS TO PERFORM MAINTENANCE AND REPAIRS. Only security screened personnel to be utilized.
Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes
Non Oui
- If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes
Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes
Non Oui

PRODUCTION

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes
Non Oui



PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRÈS SECRET
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

EJ196-132821

Security Classification / Classification de sécurité
UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Watson, Clifford	Senior Maintenance Management Specialist	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
819-775-4290	819-775-4050	cliff.watson@pwgsc.gc.ca
		Date
		2012/12/21

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Sherlock, Ronalee	SO	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
819-956-0561	-	ronalee.sherlock@tpsgc-pwgsc.gc.ca
		Date
		2012/12/21

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? ☐ No ☐ Yes
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? ☐ Non ☐ Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
KARIN MAHONEY	QUALITY CONTROL OFFICER	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
613-957-1294	613-954-4161	KARIN.MAHONEY@TPSGC-PWJSC-9C.CA
		Date
		DEC 28/12

Cost Estimate Form For Extra Work

Contractor: _____

Date: _____

Description of Work:

(Please attach a separate sheet if required)

Hourly Rate as per Contract					
I Direct Costs	No. of Hours	Fire Alarm Technician	Sprinkler & Fire Protection Installer	Electrician	Total
i Direct Labour					
Repair Work Labour					
Emergency Calls Labour					
Total Direct LabourOther Labour (Specify: _____) \$ _____ (i)					
ii Direct Material Costs *					
Replacement Parts					
Repair Parts					
Other Material (Specify: _____)					
Total Direct Material Costs \$ _____ (ii)					
iii Other Direct Costs					
Other (Specify: _____)					
Total Other Direct Costs					\$ _____ (iii)
II Total Price					Total
Total Direct Costs (i + ii + iii) (GST/HST extra)					\$ _____

Materials will be charged at our laid-down cost plus a mark-up in accordance with Pricing Schedule 2.

Name: _____

Signature: _____

(Please print)

