

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

SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

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

| | |
|--|--|
| Title - Sujet Fire Protection Systems Mtce., Cont | |
| Solicitation No. - N° de l'invitation EJ196-121986/A | Amendment No. - N° modif. 001 |
| Client Reference No. - N° de référence du client R.041736.501 | Date 2012-12-27 |
| GETS Reference No. - N° de référence de SEAG PW-\$\$FK-290-61858 | |
| File No. - N° de dossier fk290.EJ196-121986 | CCC No./N° CCC - FMS No./N° VME |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-02-05 | |
| F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/> | |
| Address Enquiries to: - Adresser toutes questions à: Ghoumrassi, Hakim | Buyer Id - Id de l'acheteur fk290 |
| Telephone No. - N° de téléphone (819) 956-7448 () | FAX No. - N° de FAX (819) 956-3600 |
| Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: PWGSC, NCA (Ottawa), Phase III, PdP, 11 Laurier st., Gatineau, QC, K1A-0S5 | |

Instructions: See Herein

Instructions: Voir aux présentes

| | |
|--|--|
| Delivery Required - Livraison exigée | 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 |

Solicitation No. - N° de l'invitation

EJ196-121986/A

Amd. No. - N° de la modif.

001

Buyer ID - Id de l'acheteur

fk290

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

R.041736.501

File No. - N° du dossier

fk290EJ196-121986

CCC No./N° CCC - FMS No/ N° VME

This amendment is to attach Annex A-SOW and Annex B-SRCL.
No other changes apply.

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

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- 1.1.2.2 Qualified Electrician: someone who is in possession of a valid Certificate of Qualification (C of Q) at the Journeyman level in the province that the work is to be performed.
- 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 Sprinkler and fire protection installer: someone who is certified in the trade regulated by the Trades Qualification and Apprenticeship Act. Persons undertaking the work of the sprinkler and fire protection installer have successfully completed the apprenticeship program and are in possession of a valid Certificate of Qualification in accordance with the provincial or territorial law in which the work is to be performed.
- 1.1.2.5 Fire Alarm Technician: someone who is in possession of a valid Canadian Fire Alarm Association (CFAA) certification or a Certified Fire Alarm Electrician (CFAE).

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.
- 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 and Provincial 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.

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- 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 Z460 - Control of hazardous energy - Lockout and other methods
 - 2) CSA Z462 - Workplace Electrical Safety (Arch Flash Protection)
 - 1.2.3.3 National Fire Protection Association (NFPA) Standard
 - 1) NFPA 13 – Standard for the Installation of Sprinkler Systems
 - 2) NFPA 20 – Standard for the Installation of Stationary Pumps for Fire Protection
 - 3) NFPA 25 – Standard for the Inspection, Testing, and Maintenance of Water - Based Fire Protection Systems
 - 4) NFPA 1962 – Standard for the Inspection, Care, and Use of Fire Hose, Couplings, and Nozzles and the Service Testing of Fire Hose
 - 5) NFPA 110 – Standard for Emergency and Standby Power Systems
- 1.2.4 Health and Safety

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- 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 Required Permits

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, and Provincial 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 as appropriate, 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

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, quarterly, semi-annual and annual requirements as defined in Part 2 – Execution.

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;

- 1) Lockout-Tag out procedures
- 2) Site-Specific Electrical Inspection Procedures

- 3) Spill Containment Procedures
- 4) Dechlorination of Fire Protection Water Procedures
- 5) 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 - Codes, Standards, Regulations and Requirements.
- 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, and municipal 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, quarterly 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.

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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) Wet Sprinkler(s),
- 3) Dry Sprinkler(s),
- 4) Fire Pump(s),
- 5) Standpipe/Hose Cabinet(s),
- 6) Ancillary Device(s),
- 7) Auxiliary Device(s),
- 8) 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 Call Centre or the Technical Authority.

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- 1.4.3.4 This Statement of Work includes six emergency calls per year 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 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 fixed.
- 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.

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- 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 .

1.4.7.6 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 Access Hours

- 1) Regular building access hours are from 06:00 until 18:00, Monday to Friday.
- 2) Silent building access hours are from 18:00 until 06:00, weekdays.
- 3) Weekend building access hours are from 18:00, Friday to 06:00, 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 access hours as defined in article 1.4.8.1 - Regular, Silent and Weekend Building Access 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 **Weekend building access 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 access hours** as

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defined in article 1.4.8.1 – Regular, Silent and Weekend Building access 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 Others

1.5.2.1 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 24 hours of any negligent operation or misuse of the equipment by others. 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.

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- 1.5.4.2 It is the responsibility of the Contractor to 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.
 - 1.5.4.3 It is the responsibility of the Contractor to comply with and enforce compliance by employees with safety requirements of the Statement of Work documents, applicable Federal, and Provincial, local statutes, regulations, ordinances, and with site-specific Health and Safety Plan.
 - 1.5.4.4 It is the responsibility of the Contractor to comply with the *Canada Labour Code Part II*, and the associated Canada Occupational Health and Safety Regulations.
 - 1.5.4.5 It is the responsibility of the Contractor to comply with the Ontario Health and Safety Act and its associated regulations.
 - 1.5.4.6 It is the responsibility of the Contractor to 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, de-chlorination process chemicals, pilot lights, fuses, cleaning materials and light bulbs.

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 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.

- 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.

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- 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.

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- 1.6.4.3 Water generated from the testing or backflush of the fire protection 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 testing or backflush of the fire protection 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 protection system testing into storm sewers, must be in accordance with the following:
 - a) In the City of Ottawa, 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 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 protection system testing, must be dechlorinated via dechlorination equipment, such that water released to storm sewers during the Annual tests meets the following quality requirement: **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.
 - b) Annual discharged fire protection water test results must be incorporated into the Annual Report as per Article 1.3.9.2.

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.

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- 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.

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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, and Provincial 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 applicable Codes, Standards, Regulations and Requirements in Section 1.2 - 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.
- 3) The quarterly inspections, checks and tests shall include the daily, weekly and monthly inspection, check or test.

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- 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 ten year inspection, test and maintenance
 - a) The Ten 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 twenty-five year inspection, test and maintenance
 - a) The twenty-five 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.
- 13) 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 Canadian Fire Alarm Association (CFAA) fire alarm technician or one Certified Fire Alarm Electrician (CFAE) must be present for fire alarm related work.
 - b) One certified sprinkler and fire protection installer 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 and fire protection installer must be present for fire pump tests and other related work.

- c) One qualified electrician must be present for fire pump tests and other related work.
 - d) Other qualified persons or services relevant to the annual testing and work identified within this Statement of Work as outlined in Section 1.1. - Definitions.
- 2.1.4.6 Two year, Three year, Five year, Ten year, Fifteen year Twenty year , Twenty-five year, and Fifty year inspection personnel.
- 1) Personnel required under the annual inspections are required at the Two year, Three year, Five year, Ten year, Fifteen year, Twenty year , Twenty-five year, and Fifty year inspections.
- 2.1.4.7 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 - Codes, Standards, Regulations and Requirements.
- 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:

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- 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.

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 - Codes, Standards, Regulations and Requirements.

2.3.2 Additional Annual requirements

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2.3.2.1 Dry Sprinkler Systems

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

2.3.2.2 Fire Pumps

- 1) 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.

2.3.2.3 Fire Protection System water discharge

- 1) Dechlorination of Fire Protection Water
 - a) Potable water being utilized for fire protection system testing must be discharged via dechlorination equipment prior to discharge to storm sewers, in accordance with Article 1.6.4 - Disposal of Waste.

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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 National Press Building

3.2.1 Building Information

3.2.1.1

| | |
|---------------|-------------------|
| Building name | National Press |
| Civic Address | 150 Wellington St |
| City | Ottawa On |
| Postal Code | K1P 5A4 |

3.2.2 Base Building Fire Alarm System

3.2.2.1 Control Unit

| | |
|---------------------------------------|--|
| Manufacturer | Edwards |
| Location | Main Entrance Lobby |
| Model No | Edwards EST 3 |
| Microprocessor type, single stage | LCD Type, display with control & operation capability |
| Sealed batteries 12 volt, 26 amp-hour | Two |
| Data communication link | Active field devices, supporting field devices, field devices |
| Input zones/ circuits | One hundred and four |
| Output circuits | Four |
| Ancillary circuits or devices | Life safety functions including; fan shutdown, elevator recall, door control |
| Auxiliary functions | Central monitoring 24/7 |

3.2.2.2 Transponder Booster Panel

| | |
|-------------|-------------------------------|
| Manufacture | Edwards |
| Location | Electrical room, Eighth floor |

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| | |
|---|-----|
| Sealed batteries, 12 volts 7.2 amp-hour | Two |
|---|-----|

3.2.2.3 Active and Supportive Field Devices

| | |
|--|----------------------------------|
| Manual stations | Twenty Two |
| Heat detectors – conventional type | Seven |
| Heat detectors – addressable type | Two |
| Smoke detectors – addressable type | Fourteen |
| Duct mounted smoke detectors | Two, complete with sampling tube |
| Active field devices- relays-monitor | Ten |
| Fault isolation module | One |
| Conventional circuit end of line devices | Fifty |

3.2.2.4 Audible Devices

| | |
|-------------------|-----------|
| Bells – 6 inches | Forty-two |
| Bells – 10 inches | Two |
| Strobe light | One |

3.2.3 Base Water Sprinkler System

3.2.3.1 Fire Department Connection

| | |
|----------------------------|-------------------|
| Fire department connection | One |
| Location of connection | Wellington street |
| Sprinkler | One |
| Standpipe | One |
| Check vales and assemblies | Two |

3.2.3.2 Sprinkler system

| | |
|--|-----------------|
| Control valves, supervised | Twelve |
| Flow alarm switches | Eleven |
| Low Pressure switch | One |
| Lot sprinkler piping, assemblies, including sprinkler heads, | Entire building |

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3.2.3.3 Sprinkler Alarm Valve

| | |
|-----------------------|-----------|
| Sprinkler alarm valve | One |
| Manufacturer | Grimes |
| Size | Four inch |
| Model | B-1, 1964 |

3.2.3.4 Sprinkler excess pressure pump

| | |
|---------------------------|-------------------------------------|
| Excess pressure pump | One |
| Manufacturer | Albany pump |
| Model | CEP93A-std |
| Specifications | 115 volt, 60 hertz, 1/3 horse power |
| Automatic pressure switch | Allen-Bradley, 836T |

3.2.3.5 Dry Sprinkler System

| | |
|--|----------------|
| Control valve supervised | One |
| Alarm pressure switch | One |
| Low pressure air supervisory | One |
| Lot sprinkler piping, assemblies, including sprinkler heads, | Penthouse area |

3.2.3.6 Dry Sprinkler Alarm Valve

| | |
|----------------------------|-----------------|
| Dry system alarm valve | One |
| Location | Ninth floor |
| Manufacturer | Viking, |
| Model /size | 162/ Three inch |
| Compressor with assemblies | One |
| Automatic pressure switch | One |

3.2.3.7 Standpipe System

| | |
|----------------------------|---|
| Main Header Sprinkler Pipe | One |
| Location | Leaving fire pump room and rises through all floors and taps off on each floor' |
| Main Header Riser Split | One |
| Location | Leaving fire pump room and rises through all floors and taps off on each floor |

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| | |
|--------------------------|-----------------------------------|
| Supplies | All Standpipe, Fire Hose Cabinets |
| Fire Hose Cabinets | Ten |
| Complete with | Two shutoff valves |
| Control valve supervised | One |
| Alarm flow switch | One |

3.2.3.8 Standpipe Alarm Valve

| | |
|---------------------------------------|---------------------|
| Standpipe alarm valve | One |
| Manufacturer | Victaulic |
| Size | Four inch |
| Model /serial number | S-7-6 /040716 08/97 |
| C/W Victaulic control valve/ 708/1995 | One |
| C/W McAvity check valve/ 1981 | One |

3.2.3.9 Standpipe Excess Pressure Pump

| | |
|---------------------------|-------------------------------------|
| Excess pressure pump | One |
| Manufacturer | General Electric |
| Serial number | 5KH32GN5652X |
| Specifications | 115 volt, 60 hertz, 1/3 horse power |
| Automatic pressure switch | Honeywell |

3.2.3.10 Fire Pump Assembly

| | |
|-----------------|--------------------------------------|
| Manufacture | Leitch |
| Model No | 162311 |
| Motor | One - 15 hp 600 volts 3 phase 3 wire |
| Status of motor | Continuous duty |

3.2.3.11 Fire Pump Control Panel

| | |
|---------------|------------------------|
| Manufacture | TornaTech |
| Configuration | 600 v, 3 phase, 3 wire |

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| | |
|-----------|--------------|
| Model No | TF600/15/18 |
| Serial No | 19809092 1/2 |

3.2.3.12 Fire Pump Transfer Switch

| | |
|-------------------------------|---|
| Manufacture | TornaTech |
| Model No | TF-600/15/18 |
| Serial No | 19809092 2/2 |
| Normal Power Supplied from | Booth Building, main electrical room, switchboard breaker # F101 |
| Emergency Power Supplied from | Main cct. Breaker located generator room located on roof |

3.2.3.13 Fire Pump / Generator Monitored Functions

| | |
|-----------|------|
| Fire pump | Four |
| Generator | Two |





| |
|--|
| Contract Number / Numéro du contrat EJ196 121986 |
| Security Classification / Classification de sécurité Unclassified |

**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 PWGSC | | 2. Branch or Directorate / Direction générale ou Direction PPB |
| 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 Maintenance contract for the fire alarm systems. National Press building | | |
| 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 / Non <input type="checkbox"/> Yes / 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 / Non <input type="checkbox"/> Yes / 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 / Non <input type="checkbox"/> Yes / 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 / Non <input checked="" type="checkbox"/> Yes / 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 / Non <input type="checkbox"/> Yes / 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 checked="" 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"/> |

| |
|--|
| Security Classification / Classification de sécurité Unclassified |
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|--|
| Contract Number / Numéro du contrat EJ196 121986 |
| Security Classification / Classification de sécurité Unclassified |

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?
If Yes, Indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

No / Non Yes / Oui

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 / Non Yes / 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 checked="" 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 type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS | | | |

Special comments:

Commentaires spéciaux : ONLY SCREEN PERSONNEL TO BE UTILIZED.

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 / Non Yes / Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?

No / Non Yes / 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 / Non Yes / 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 / Non Yes / 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 / Non Yes / 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 / Non Yes / 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 / Non Yes / Oui

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|--|
| Contract Number / Numéro du contrat: EJ196 121986 |
| Security Classification / Classification de sécurité Unclassified |

PART C (continued) / PARTIE C (suite)

For users completing the form manually use the summary chart below to indicate the category(les) 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 / Confidentiel | Secret | Top Secret / Très Secret | NATO Restricted / NATO Diffusion Restreinte | NATO Confidential / NATO Confidentiel | NATO Secret | COSMIC Top Secret / COSMIC Très Secret | Protected / Protégé | | | Confidential / Confidentiel | Secret | Top Secret / Très Secret |
| | | | | | | | | | | | A | B | C | | | |
| 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 / Non Yes / 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.
12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / 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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

