

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Public Works Government Services Canada-
Bid Receiving / Réception des soumissions
189 Prince William Street
Room 421
Saint John
New Brunswick
E2L 2B9

INVITATION TO TENDER
APPEL D'OFFRES

**Tender 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.

**Soumission 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 et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

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

Issuing Office - Bureau de distribution
Public Works Government Services Canada- Bid
Receiving / Réception des soumissions
189 Prince William Street
Room 421
Saint John
New Bruns
E2L 2B9

Title - Sujet Insp.Mtnce Fire Alarm etc. Var.Armo	
Solicitation No. - N° de l'invitation W0105-13E058/A	Date 2013-03-06
Client Reference No. - N° de référence du client W0105-13E058	GETS Ref. No. - N° de réf. de SEAG PW-\$PWB-020-3233
File No. - N° de dossier PWB-2-35152 (020)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-04-16	
Time Zone Fuseau horaire Atlantic Standard Time AST	
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: Donovan, Janine PWB	Buyer Id - Id de l'acheteur pwb020
Telephone No. - N° de téléphone (506) 636-5347 ()	FAX No. - N° de FAX (506) 636-4376
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Inspection & Mtnce Fire Alarm & Carbon Monoxide Systems At Moncton Garrison & Sussex Armoury New Brunswick Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

**INSPECTION AND MAINTENANCE OF FIRE ALARM AND CARBON MONOXIDE SYSTEMS
MONCTON GARRISON & SUSSEX ARMOURY, NEW BRUNSWICK**

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PART 1 - GENERAL INFORMATION

1. Requirement

The Department of National Defence (DND) has a requirement for the furnishing of all labour, materials, tools and equipment required to complete the following:

- Monthly and annual inspection, testing and repair of the fire alarm systems at the Moncton Garrison and Sussex Armoury;
- Monthly and annual inspection, testing and repair of the emergency and exit light systems at the Moncton Garrison and Sussex Armoury; and
- Semi-annual inspection, testing and calibration of carbon monoxide detection systems at the Moncton Garrison.

The Service Contract is required for the period from Date of Award to March 31, 2014 with an option to extend for two additional one year periods. The services must be provided in accordance with the Specification attached at Annex "E".

This agreement is subject to the provisions of the North American Free Trade Agreement and the Canada-Peru and Canada-Columbia Free Trade Agreements.

2. 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

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*

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

1.1 SACC Manual Clauses (by reference)

A0220T - Evaluation of Price (2007-05-25)

2. Submission of Bids

Tenders shall be received at the office designated for the receipt of tenders, on or before the date and time set for tender closing. Late tenders will be returned unopened.

- (a) Bids must be complete and submitted on prescribed tender form;
- (b) Include the tender call number/project number and description of proposed work;
- (c) Include the closing date and time;
- (d) Must be received prior to bid closing time and at the designated place and facsimile number - FACSIMILE NUMBER IS (506-636-4376).

NOTE: FACSIMILE BIDS

Only incorrect handling by the Department of Public Works and Government Services will excuse the delay of responses transmitted by facsimile. Misrouting, traffic volume, weather disturbances, or any cause for the late receipt of such responses are not acceptable.

Bid Receiving
Public Works and Government Services Canada
Room 421
189 Prince William Street
Saint John, New Brunswick
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NOTE: THIS IS NOT A PUBLIC OPENING

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 5 (five) 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.

4. Applicable Laws

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

5. Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex "C".

If the information is not provided in the bid, 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.

6. Workers Compensation Certification - Letter of Good Standing

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Bidder must provide, within seven (7) days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Price must not appear in any other area of the bid except in the **Financial Bid**.

It is required that the bids follow the response format/instructions as detailed below:

Section I: Technical Bid

No Technical Bid required as part of this requirement.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with Annex "B" Basis of Payment. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable

Section III: Certifications

Bidders must submit the certification required under Part 5.

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PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures and Basis of Selection

Bids will be evaluated in accordance with the **Evaluation Criteria and Basis of Selection** specified in **Annex "A"** and **Basis of Payment** specified in **Annex "B"**. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications 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 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 or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and 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.

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.

2.1 Former Public Servant - Competitive Requirements

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:

an individual;

an individual who has incorporated;

a partnership made of former public servants; or

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:

name of former public servant;

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:

name of former public servant;

conditions of the lump sum payment incentive;

date of termination of employment;

amount of lump sum payment;

rate of pay on which lump sum payment is based;

period of lump sum payment including start date, end date and number of weeks;

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.

2.2 Federal Contractors Program - over \$25,000 and below \$200,000

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal 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.

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

() is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;

() is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;

() is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in

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Canada, but has not previously obtained a certificate number from HRSDC, having not bid on requirements of \$200,000 or more;

() has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: _____ .

PART 6 - RESULTING CONTRACT CLAUSES

1. Requirement

The Department of National Defence (DND) has a requirement for the furnishing of all labour, materials, tools and equipment required to complete the following:

- Monthly and annual inspection, testing and repair of the fire alarm systems at the Moncton Garrison and Sussex Armoury;
- Monthly and annual inspection, testing and repair of the emergency and exit light systems at the Moncton Garrison and Sussex Armoury; and
- Semi-annual inspection, testing and calibration of carbon monoxide detection systems at the Moncton Garrison.

The Service Contract is required for the period from Date of Award to March 31, 2014 with an option to extend for two additional one year periods. The services must be provided in accordance with the Specification attached at Annex "E".

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*

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

Manual issued by Public Works and Government Services Canada.

2.1 General Conditions

2010C (2012-11-19), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

3. Term of Contract

3.1 Period of the Contract

The work is to be performed from Date of Award to March 31, 2014.

3.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

4. Authorities

4.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Janine Donovan
Title: Supply Specialist
Organization: Public Works and Government Services Canada
Acquisitions Branch
Directorate: Real Property Contracting
Address: 189 Prince William Street
Saint John, New Brunswick
E2L 2B9
Telephone: (506) 636-5347
Facsimile: (506) 636-4376
E-mail address: janine.donovan@pwgsc.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.

4.2 Project Authority - Will be made available at time of award

The Project Authority for the Contract is:

Name:
Title:
Organization:
Address:
Telephone :
Facsimile:
E-mail address:

The Project Authority 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 Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

4.3 Contractor's Representative

Name:
Title:
Organization:
Address:
Telephone:
Fax:
E-mail:

5. Payment

Basis of payment is in accordance with Annex "B" and section 12, Payment Period, of the 2010C (2012-11-19), General Conditions - Services (Medium Complexity).

5.1 Monthly Payment

SACC Manual clause H1008C (2008-05-12) Monthly Payment

6. Invoicing Instructions

The Contractor must submit invoices in accordance with the information required in section 10, Invoice Submission, of the 2010C (2012-11-19), General Conditions - Services (Medium Complexity).

7. Certifications

7.1 Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

8. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in New Brunswick.

9. 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) 2010C (2012-11-19);
- (c) Specification (Annex "E") and annexes;
- (d) Any Amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
- (e) the Contractor's bid dated _____

10. SACC Manual Clauses

SACC Manual Clause A0285C (2007-05-25) Worker's Compensation
SACC Manual Clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)
SACC Manual Clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)

11. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex "C". 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 seven (7) days after request from the Contracting Authority and prior to award of Service 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.

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ANNEX "A"

EVALUATION CRITERIA AND BASIS OF SELECTION

ANNEX "A"
EVALUATION CRITERIA AND BASIS OF SELECTION

Bids received will be assessed in accordance with the entire requirement of the bid solicitation.

1. Mandatory Criteria

1. Submission of firm prices/rates for one (1) year including two (2) option years in accordance with Invitation to Tender.
2. A duly completed and signed Invitation to Tender including all Addenda.
3. Within seven (7) days and prior to award of Service Contract, provide proof that Bidder has an account in good standing with the Provincial Workers Compensation Board/Commission.
4. Within seven (7) days and prior to award of Service Contract, the bidder shall be required to provide proof of Liability Insurance in the amount of \$2,000,000.00.
5. Bidder must provide, upon request from the Contracting Authority, a list of equipment. Equipment is subject to inspection and approval by the Department of National Defence (DND) prior to award of Service Contract.
6. The Contractor will be a registered company that provides testing, inspection and maintenance of Fire Alarm and Protection Systems, and have experience with systems such as Pyrotronics, Edwards, Simplex, Mirtone, etc, and associated protective systems and devices.
7. The Contractor must be ULC Certified. Proof of certifications are required within seven (7) days of request for Contracting Authority and prior to award of Service Contract.

2. 2007/05/07 A0069T Basis of Selection - Mandatory Requirements Only

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

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ANNEX "B"

BASIS OF PAYMENT

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ANNEX "B"

BASIS OF PAYMENT

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

It is mandatory that the bidders submit firm rates for the Period of the Service Contract for all items listed hereafter. Unit Price Tables, will be considered as the bidder's Financial Proposal.

Each item specified in the Unit Price Tables, includes wages, traveling time and costs, allowances, supervision, liabilities as employer, insurance, and the use of all tools, tackle, etc., overhead, profit, and all other liabilities whatsoever.

The prices inserted in the Unit Price Tables, includes all applicable federal, provincial and municipal taxes. However, they do not include any amount for the Goods and Services Tax (GST)/Harmonized Sales Tax (HST). The appropriate GST/HST amounts will be paid by Her Majesty to the Offeror in addition to the amount paid against the amount of the contract.

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The estimated quantity entered in column four for each item is an estimate only for service as and when required and does not infer all the quantities for that item will be utilized or that the quantities may not be exceeded.

NOTE: TENDERS WILL BE EVALUATED ON THE TOTAL BID FOR THE FIRST TERM OF THE CONTRACT PLUS THE OPTION YEARS. HOWEVER, ANY CONTRACT AWARD WILL BE FOR THE TERM OF DATE OF AWARD TO MARCH 31, 2014.

Item	Class of Service	Unit of Measure	Estimated Quantity	A		B		C						
				Date of Award-March 31, 2014	Price per Unit	Total	Option Year 2015 April 1, 2014 - March 31, 2015	Price per Unit	Total	Option Year 2016 April 1, 2015 - March 31, 2016	Price per Unit	Total		
1.	Monthly fire alarm inspection at Moncton Garrison	inspection	11											
2.	Monthly fire alarm inspection at Sussex Armoury	inspection	11											
3.	Annual fire alarm inspection at Moncton Garrison (price to include battery replacement in hard wired/battery smoke detectors in building MG60 - 3rd floor sleeping rooms)	inspection	1											

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W0105-13E058/A
 Client Ref. No. - N° de réf. du client
 W0105-13E058

Amd. No. - N° de la modif.
 File No. - N° du dossier
 PWB-2-35152

Buyer ID - Id de l'acheteur
 pwb020
 CCC No./N° CCC - FMS No./N° VME

Item	Class of Service	Unit of Measure	Estimated Quantity	A		B		C						
				Date of Award-March 31, 2014	Price per Unit	Total	Option Year April 1, 2014 - March 31, 2015	Price per Unit	Total	Option Year April 1, 2015 - March 31, 2016	Price per Unit	Total		
4.	Annual fire alarm inspection at Sussex Armoury (price to include battery replacement) in hard wired/battery smoke detectors located in drill hall, classrooms and offices)	inspection	1											
5.	Monthly inspection of emergency lights at Moncton Garrison	inspection	11											
6.	Monthly inspection of emergency lights at Sussex Armoury	inspection	11											
7.	Annual emergency light inspection at Moncton Garrison	inspection	1											
8.	Annual emergency light inspection at Sussex Armoury	inspection	1											

Solicitation No. - N° de l'invitation
W0105-13E058/A
 Client Ref. No. - N° de réf. du client
 W0105-13E058

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Buyer ID - Id de l'acheteur
 pwb020
 CCC No./N° CCC - FMS No/N° VME

Item	Class of Service	Unit of Measure	Estimated Quantity	A		B		C							
				Date of Award-March 31, 2014	Price per Unit	Total	Option Year April 1, 2014 - March 31, 2015	Price per Unit	Total	Option Year April 1, 2015 - March 31, 2016	Price per Unit	Total			
9.	Monthly inspection of exit lights at Moncton Garrison	inspection	11												
10.	Monthly inspection of exit lights at Sussex Armoury	inspection	11												
11.	Annual exit light inspection at Moncton Garrison	inspection	1												
12.	Annual exit light inspection at Sussex Armoury	inspection	1												
13.	Unit price to inspect and calibrate carbon monoxide detection systems at Moncton Garrison	inspection	2												
14.	Rate for a fire alarm technician during normal working hours	Hours	40												

Solicitation No. - N° de l'invitation
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Buyer ID - Id de l'acheteur
 pwb020

CCC No./N° CCC - FMS No/N° VME

Item	Class of Service	Unit of Measure	Estimated Quantity	A		B		C							
				Date of Award-March 31, 2014	Price per Unit	Date of Award-March 31, 2015	Price per Unit	Date of Award-March 31, 2016	Price per Unit	Total	Total	Total			
15.	Rate for a technician for emergency calls after normal working hours, weekends and holidays	Hours	20												
16.	All products and materials will be invoiced at the Contractor's wholesale cost plus a percentage for mark-up. The Contractor is to submit a percent of mark-up for tendering purposes: <u> </u> % Allowance+ Mark-Up= Total	Allowance	6,000												
TOTAL FOR FIRST TERM AND OPTION YEARS				\$	A	\$	B	\$	C						
GRAND TOTAL FOR FIRST TERM AND OPTION YEARS				\$		\$		\$							

Solicitation No. - N° de l'invitation
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W0105-13E058

Amd. No. - N° de la modif.
pwb020
File No. - N° du dossier
PWB-2-35152

Buyer ID - Id de l'acheteur
pwb020
CCC No./N° CCC - FMS No./N° VME

Item	Class of Service	Unit of Measure	Estimated Quantity	A		B		C	
				Date of Award-March 31, 2014	Price per Unit	Option Year April 1, 2014 - March 31, 2015	Price per Unit	Option Year April 1, 2015 - March 31, 2016	Price per Unit
				Total	Total	Total	Total	Total	

A, B and C

Solicitation No. - N° de l'invitation

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File No. - N° du dossier

PWB-2-35152

Buyer ID - Id de l'acheteur

pwb020

CCC No./N° CCC - FMS No/ N° VME

ANNEX "C"

INSURANCE REQUIREMENTS

ANNEX "C" INSURANCE REQUIREMENTS

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) **Owners' or Contractors' Protective Liability:** Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - (m) **Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.**
 - (n) **Sudden and Accidental Pollution Liability (minimum 120 hours):** To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

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ANNEX "D" Complete List of Each Individual Who is Currently on the Board of Directors

NOTE TO BIDDERS

WRITE DIRECTORS SURNAMES AND GIVEN NAMES IN BLOCK LETTERS

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PWB-2-35152

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pwb020

CCC No./N° CCC - FMS No/ N° VME

ANNEX "E"

SPECIFICATION



**DEPARTMENT OF NATIONAL DEFENCE
3 AREA SUPPORT GROUP
ENGINEER BRANCH
CFB GAGETOWN**

SPECIFICATION

**SERVICE CONTRACT
INSPECTION AND MAINTENANCE OF FIRE ALARM AND
CARBON MONOXIDE SYSTEMS AT MONCTON GARRISON,
NB, AND SUSSEX ARMOURY, NB
01 APRIL 2013 TO 31 MARCH 2014
WITH OPTION TO RENEW FOR
TWO (1 YEAR PERIODS)**

Designed by

Fire Inspector

Project O

Engineering O

PF No:

Job No: L-M186-9900/79

Date: 2012-07-31

<u>Section</u>	<u>Title</u>	<u>Pages</u>
<u>Division 00 - Procurement and Contracting Requirements</u>		
00 21 13	Instructions to Bidder	10
 <u>Division 01 - General Requirements</u>		
01 35 30	Health and Safety Requirements	2
01 35 35	DND Fire Safety Requirements	3
01 35 43	Environmental Procedures	1
 <u>Annexes</u>		
Annex A	Semi Annual Inspection and Calibration	1
Annex B	Emergency Lighting Unit Testing	2
Annex C	Exit Light Testing	2

PART 1 - GENERAL

- 1.1 Description of Work
- .1 The work covered under this Service Contract comprises the furnishing of all labour, material, tools and equipment required to complete the following when requested and as specified herein: 1. Monthly and annual inspection, testing and repair of the Fire Alarm Systems at the Moncton Garrison and Sussex Armoury. 2. Monthly and annual inspection, testing and repair of the Emergency and Exit Light Systems at the Moncton Garrison and Sussex Armoury. 3. Semi annual inspection, testing and calibration of Carbon Monoxide Detection Systems at the Moncton Garrison.
- .2 Location and types of fire alarm systems:
- .1 Building No. MG 1 & 35, Edwards 6500.
 - .2 Building No. MG 2, Notifier - SFP 400B.
 - .3 Building No. MG 41 - Mirtone Transmitter.
 - .4 Building No. MG 42 - Mirtone Transmitter.
 - .5 Building No. MG 47 - Pyrotronics - Cerberus.
 - .6 Building No. MG 48 - Simplex 4020.
 - .7 Building No. MG 52 - Mirtone Transmitter.
 - .8 Building No. MG 60/60A - Notifier (including battery operated smoke alarms).
 - .9 Building No., MG 66 - Edward 6616.
 - .10 Building No. MG 70 - Honeywell Intelliguard 9000.
 - .11 Building No. MG110ATH (Military Family Resource Center Annex) - Simplex 4001.
 - .12 Building No. SUA12 (Sussex Armoury) - Edwards 6500. (including hard wired/battery operated smoke alarms).
- .3 Locations and types of carbon monoxide detection systems:
- .1 Building No. MG 2 - Critical Environment Technologies Canada Model SCS 8071-CO (1 sensor).
 - .2 Building No. MG 48 - 2 bay garage - Armstrong Carbon Monoxide Detector (1 sensor).
 - .3 Building No. MG48 - 3 bay garage - Armstrong Carbon Monoxide Detector (1 sensor).

1.2 Duration of Contract

- .1 This Service Contract will extend from 01 April 2013 to 31 March 2014 with two, one-year options to renew.

Note: Fire Alarm Systems (buildings) may be deleted at any time during the duration of the Contract.

1.3 References

- .1 Canada Labour Code Part II.
.2 The New Brunswick Occupational Health and Safety Act, 1991.
.3 The Canadian Electrical Code, CSA C22.1-12
.4 National Building Code, 2010.
.5 National Fire Prevention Association 25 (NFPA)
.6 National Fire Code of Canada, 2010.
.7 CAN/ULC-S536-04, Inspection and Testing of Fire Alarm Systems.

1.4 Qualifications

- .1 The Contractor will be a registered company that provides testing, inspection and maintenance of Fire Alarm and Protection Systems, and have experience with systems such as Pyrotronics, Edwards, Simplex, Mirtone, etc, and associated protective systems and devices.
.2 Contract will not be awarded without proof of ULC Certification.

1.5 Engineer

- .1 The Engineer, as defined and stated in this specification will be the Commanding Officer 3 ASG Engineer Branch or a designated representative.
.2 The address of the Engineer is:

Contracts Office
3 ASG Engineer Branch
Building B-18
PO Box 17000 Station Forces
Oromocto, New Brunswick
E2V 4J5

- 1.5 Engineer (Cont'd) .2 The address of the Engineer is:(Cont'd)
- Tel: (506) 422-2677
Fax: (506) 422-1248
- 1.6 Site Visit .1 Before submitting a tender, it is suggested the Contractor visit the sites and acquaint themselves with all ascertainable conditions that may affect the work.
- .2 Consult with the Engineer regarding services available, access to the site and obtain any/all information that may affect the Tender.
- 1.7 Liability Insurance .1 The Contractor shall provide proof of liability insurance in the amount of Two Million Dollars (\$2,000 000.00) to PWGSC before the award of this Contract.
- 1.8 Documents Required .1 Maintain at the job site, one copy each of the following:
- .1 specifications; and
 - .2 addenda.
- 1.9 Contractors Use of Site .1 Work site access will be as directed by the Engineer.
- .2 Movement around the site is subject to restrictions laid down by the Engineer.
- .3 Do not unreasonably encumber the site with materials or equipment.
- .4 When vehicles are to be parked, they will be backed into a parking space or risk being towed, at the owner's expense.
- 1.10 Power and Water Supply .1 DND can provide, free of charge, temporary electric power and water for servicing purposes related to this service contract only.
-

1.10 Power and Water.2
Supply
(Cont'd)

Engineer will determine delivery points and quantitative limits. Engineer's written permission is required before any connection is made. Connect to existing power supply in accordance with Canadian Electrical Code.

- .3 Provide, at no cost to DND, all equipment and temporary lines to bring these services to work site.
- .4 Supply of temporary services is subject to DND requirements and may be discontinued by the Engineer at any time without notice, or acceptance of any liability for damage or delay caused by such withdrawal of temporary services.

1.11 Acceptability
of Material

- .1 Material and parts used will be those specified by the manufacturer of the equipment and any other material will require the approval of the Engineer.
- .2 Provide material and equipment of specified design and quality, performing to published ratings and for which replacement parts are readily available.
- .3 The Contractor will not make any change in the design and installation of equipment and materials without prior written approval of the Engineer.
- .4 If, in an emergency, the Contractor installs parts other than those specified, they will be replaced with specified parts before claiming payment, but no claim for other than specified parts will be made.
- .5 All replaced parts and materials not under warranty, whether serviceable or unserviceable will be left on site for inspection on completion of the work.
- .6 All manufactured articles, materials, and equipment will be applied, installed, connected and used as specified by the manufacturer.
- .7 Requests for acceptance of material other than those specified will be submitted in writing to the Engineer. The request must be supported with sufficient product information to enable the Engineer to make an assessment.

-
- 1.12 Guarantee .1 The Contractor will guarantee all materials and workmanship for a period of one (1) year after acceptance by the Engineer. Any defects which may develop during this period will be rectified and made good to the satisfaction of the Engineer, by the Contractor at their own expense.
- 1.13 Codes and Standards .1 Perform work in accordance with National Building Code of Canada, Latest Edition, unless otherwise specified.
- .2 Work to meet or exceed requirements of specified standards, codes and referenced documents.
- .3 Contractor must be registered with WorkSafeNB.
- .4 Observe and enforce safety measures required by the National Building Code, Provincial Government, Canada Labour Code Part 2 (including section 8.12 to 8.14 regarding lock-out procedures), WorkSafeNB; and Municipal Statutes and Authorities.
- .5 In the event of conflict between any provisions of above authorities, the most stringent provision will apply.
- 1.14 Overloading .1 Ensure no part of work is subject to a load which will endanger its safety or will cause permanent deformation.
- 1.15 Temporary Structures .1 The Contractor will furnish and maintain equipment such as temporary stairs, ramps, ladders, scaffolds, hoists, chutes, etc, as may be required for the proper execution of the work.
- .2 Temporary structures erected by the Contractor will be removed by them from the site on completion of the work.
-

- 1.16 Cutting, Fitting and Patching
- .1 Perform cutting, fitting and patching of materials when required to allow work to fit properly together.
 - .2 Where new work connects with existing and where existing work is altered, cut, patch and perform repairs to match existing work.
- 1.17 Clean Up
- .1 On completion of all work, remove all surplus materials, plant, tools, equipment, and debris, and leave the work site in a clean and tidy condition to the complete satisfaction of the Engineer. The Contractor will not remove any salvageable material or equipment from the job site without permission from the Engineer.
- 1.18 Work Requisition
- .1 The work to be performed when ordered by the Engineer is as follows:
 - .2 The Contractor will provide service during regular working hours on an 8 hour per day, 5 days per week basis, 0730 to 1600 hrs, Monday to Friday inclusive, also Emergency Service calls at any time during or after normal working hours, weekends and holidays.
 - .3 The Contractor will advise the Engineer of the telephone number or location at which they or their representative may be contacted at all times.
 - .4 The Contractor, on receipt of an acceptance of tender will be advised by the Engineer in writing, the names of persons authorized to request service. Work undertaken at the request of others will be entirely at the Contractor's risk with regard to payment.
 - .5 The Contractor will not refuse any call for service requested by the Engineer and will respond within 24 hours or normal service calls and 4 hours on emergency calls.
 - .6 When service is required, the Engineer will notify the Contractor and detail the job.
 - .7 The Contractor will proceed to the location of the job and carry out the work. The date and hours worked on each job will be shown as well as a notation that non serviceable parts have been returned.

-
- 1.18 Work Requisition (Cont'd) .8 For emergency calls, the Contractor will proceed with the necessary work.
-
- 1.19 Basis of Payment .1 The Contractor will submit prices for the following in accordance with the specification. Such prices will include transportation, supervision, expenses and profit. Rates submitted will be for time on the job site, travel time to and from the Contractors home base will not be charged but will be included in the rates provided.
- .1 Unit price per monthly fire alarm inspection at the Moncton Garrison **(estimated at 11 /year);**
 - .2 Unit price per monthly fire alarm inspection at the Sussex Armoury **(estimated at 11/year);**
 - .3 Unit price per annual fire alarm inspection at the Moncton Garrison **(estimated at 1/year;** (price to include battery replacement in hard wired/battery smoke detectors in building MG60 - 3rd floor sleeping rooms)
 - .4 Unit price per annual fire alarm inspection at the Sussex Armoury **(estimated at 1/year);** (prices to include battery replacement in hard wired/battery smoke detectors located in the drill hall, classrooms and offices)
 - .5 Unit price per monthly inspection of emergency lights at the Moncton Garrison **(estimated at 11/year);**
 - .6 Unit price per monthly inspection of emergency lights at the Sussex Armoury **(estimated at 11/year);**
 - .7 Unit price per annual emergency light inspection at the Moncton Garrison **(estimated at 1/year);**
 - .8 Unit price per annual emergency light inspection at the Sussex Armoury **(estimated at 1/year);**
 - .9 Unit price per monthly inspection of exit lights at the Moncton Garrison **(estimated at 11/year);**
 - .10 Unit price per monthly inspection of exit lights at the Sussex Armoury **(estimated at 11/year);**
 - .11 Unit price per annual exit light inspection at the Moncton Garrison **(estimated at 1/year);**
-

1.19 Basis of
Payment
(Cont'd)

- .1 (Cont'd)
.12 Unit price per annual exit light inspection at the Sussex Armoury **(estimated at 1/year)**;
.13 Unit price to inspect and calibrate carbon monoxide detection systems at the Moncton Garrison **(estimated at 2/year)**;
.14 Rate per hour for a fire alarm technician during normal working hours; **(estimated quantity 40 hours)**;
.15 Rate per hour for a technician for emergency calls after normal working hours, weekends and holidays, **(estimated quantity 20 hours)**.
.16 All materials will be invoiced at the contractor's wholesale cost plus a percentage of mark-up, **(estimated at \$6,000/year)**. The Contractor will submit their percent of mark-up for tender purposes. Copies of invoices for material used must accompany the invoice for work performed.
- .2 Time charged and the contractor price of materials (if used) may be verified by Government Audit before and after payment.
- .3 Quantities are to be used as a guide and may increase or decrease. Quantities are not guaranteed and the contractor will have no claim for loss of anticipated profits as a result of these estimated quantities.

1.20 Scheduled Inspections

- .1 All monthly inspections will be completed during the first week of each month except January.
- .2 All annual inspections will be completed during the first week of January.
- .3 Inspections will be conducted in a manner to disrupt the occupants as little as possible. The Contractor will arrange the above inspections in coordination with the appropriate Fire Department and the Engineer.

1.21 Battery Replacement

- .1 All 9V batteries in hard wired/battery smoke detectors located on the 3rd floor of building MG60 will be replaced during the annual alarm inspection with a quality 9V battery. (ie. Duracell).

-
- 1.21 Battery Replacement (Cont'd) .2 All 9V batteries in hard/wired battery smoke detectors located in the drill hall, classroom and offices of the Sussex Armoury will be replaced during the annual alarm inspection with a quality 9V battery. (ie. Duracell).
- 1.22 Inspection Reports .1 After completion of each monthly and annual inspection of the Fire Alarm Systems complete CAN/ULC-S536-04 Appendix E.E1 and E.E2 Fire Alarm System report and leave one copy of each with the building representative, include one copy the monthly invoice and fax one copy within 5 working days to the Construction Engineering Contract Cell at fax number 1 506 422-1248.
- .2 After completion of each monthly and annual inspection of the Emergency and Exit Light Systems as detailed in Annex "B" and Annex "C" complete the attached log and leave one copy of each with the building representative, include one copy with the monthly invoice and fax one copy within 5 working days to the Construction Engineering Contract Cell at fax number 1 506 422-1248.
3. After completion of each semi annual inspection, testing and calibration of of the Carbon Monoxide Detection Systems complete the report as specified in Annex "A" and leave one copy with the building representative, include one copy with the monthly invoice and fax one copy within 5 working days to the Construction Engineering Contract Cell at fax number 1 506 422-1248.
- 1.23 Invoices .1 The original invoice with the PWGSC Contract number included will be submitted monthly by mail, with all copies of inspection reports (as detailed in para 1.22) attached.
- .2 The Contractor will submit his invoice for payment to the Engineer within 15 working days of completion of all inspections.
- 1.24 Workmanship .1 Perform work in accordance with standard trade practices.
-

PART 1 - GENERAL

- 1.1 References .1 Canada Labour Code, Part 2, Canada Occupational Health and Safety Regulations.
- .2 The New Brunswick Occupational Health and Safety Act, 1991.
- .3 National Building Code of Canada, 2010.
- 1.2 Regulatory Requirements .1 Do work in accordance with the safety measures of the National Building Code of Canada 2010, the Canada Labour Code Part 2, the New Brunswick Occupational Health and Safety Act, 1991 and WorksafeNB provided that in any case of conflict or discrepancy the more stringent requirements shall apply.
- 1.3 Responsibility .1 Contractor is responsible for the health and safety of all persons on site. Contractor is also responsible for the protection of property, persons and the environment on or adjacent to the site in so far as the work may affect these.
- .2 Contractor and all contractor's employees are to comply with all safety requirements specified in the Contract Documents as well as all applicable federal, provincial and local statutes, regulations, ordinances and with Contractor's site-specific Health and Safety Plan.
- .3 As outlined in the Canada Labour Code Part 2, the Contractor is responsible to provide a site-specific Health and Safety Plan that includes a Confined Space Entry Procedure in the event that work is deemed by the Engineer to be in a confined space. Work is not to begin until this Health and Safety Plan is submitted and approved by the Engineer.
- .4 CFB Gagetown Construction Engineering Branch employs a Lock Out/Tag Out program to prevent work related injuries due to electrical or mechanical systems being energized while personnel are working in or around these systems. The Contractor must respect these locks and tags when encountered. Do not
-

- 1.3 Responsibility (Cont'd) .4 (Cont'd)
forcibly remove these locks and/or tags at any time. If the Contractor requires that these be removed to perform work, a request is to be made to the Engineer for such removal.
- .5 As per the Canada Labour Code Part 2, it is the Contractor's responsibility to employ their own Lock Out/Tag Out program to ensure that equipment is not energized by other personnel while they are working in or around equipment.
- .6 It is the Contractor's responsibility to ensure that all their employees are provided all Personal Protective Equipment (PPE) necessary to perform all work. Hard hats and safety glasses are to worn at all times.
- 1.4 Unforeseen Hazards .1 Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during performance of work, the Contractor must have procedures in place to facilitate the Employee's Right to Refuse Work in accordance with Acts and Regulations of New Brunswick. The Contractor is to advise the Engineer verbally and in writing of any employee who exercises this right.
- 1.5 Correction of Non-Compliance .1 Immediately address health and safety non-compliance issues identified by authority having jurisdiction or by Engineer.
- .2 Provide Engineer with written report of action taken to correct non-compliance of health and safety issues identified.
- .3 Engineer may stop work if non-compliance of health and safety regulations is not corrected.
- 1.6 Work Stoppage .1 Give precedence to safety and health of public and site personnel and protection of environment over cost and schedule considerations for work.

PART 1 - GENERAL

- 1.1 Reporting Fires .1 Know location of nearest fire alarm box and telephone, including emergency phone number.
- .2 Report immediately all fire incidents to Fire Department as follows:
- .1 telephone 911.
- .3 When reporting fire by telephone, give location of fire, name or number of building and be prepared to verify the location.
- 1.2 Interior and Exterior Fire Protection and Alarm Systems .1 Fire protection and alarm system will not be:
- .1 obstructed;
- .2 shut-off; and
- .3 left inactive at end of working day or shift without authorization from Fire Chief.
- .2 Fire hydrants, standpipes and hose systems will not be used for other than fire-fighting purposes unless authorized by Fire Chief.
- 1.3 Fire Extinguishers .1 Supply fire extinguishers, as scaled by Fire Chief, necessary to protect work in progress and contractor's physical plant on site.
- 1.4 Blockage of Roadways .1 Advise Fire Chief of any work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by Fire Chief, erecting of barricades and digging of trenches.
- 1.5 Smoking Precautions .1 Observe smoking regulations at all times.
- 1.6 Rubbish and Waste Materials .1 Rubbish and waste materials are to be kept to a minimum.
- .2 Burning of rubbish is prohibited.
-

- 1.6 Rubbish and Waste Materials (Cont'd)
- .3 Removal:
 - .1 Remove all rubbish from work site at end of work day or shift or as directed.
 - .4 Storage:
 - .1 Store oily waste in approved receptacles to ensure maximum cleanliness and safety.
 - .2 Deposit greasy or oily rags and materials subject to spontaneous combustion in approved receptacles and remove.
- 1.7 Flammable and Combustible Liquids
- .1 Handling, storage and use of flammable and combustible liquids are to be governed by the current National Fire Code of Canada.
 - .2 Flammable and combustible liquids such as gasoline, kerosene and naphtha will be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing Underwriters' Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable and combustible liquids exceeding 45 litres for work purposes requires permission of Fire Chief.
 - .3 Transfer of flammable and combustible liquids is prohibited within buildings or jetties.
 - .4 Transfer of flammable and combustible liquids will not be carried out in vicinity of open flames or any type of heat-producing devices.
 - .5 Flammable liquids having a flash point below 38° C such as naphtha or gasoline will not be used as solvents or cleaning agents.
 - .6 Flammable and combustible waste liquids, for disposal, will be stored in approved containers located in a safe ventilated area. Quantities are to be kept to a minimum and Fire Department is to be notified when disposal is required.
- 1.8 Hazardous Substances
- .1 Work entailing use of toxic or hazardous materials, chemicals and/or explosives, or otherwise creating hazard to life, safety or health, will be in accordance with National Fire Code of Canada.
-

1.8 Hazardous
Substances
(Cont'd)

- .2 Obtain from Fire Chief a "Hot Work" permit for work involving welding, burning or use of blow torches and salamanders, in buildings or facilities.
- .3 When Work is carried out in dangerous or hazardous areas involving use of heat, provide fire watchers equipped with sufficient fire extinguishers. Determination of dangerous or hazardous areas along with level of protection necessary for Fire Watch is at discretion of the Fire Chief. Contractors are responsible for providing fire watch service for work on a scale established and in conjunction with Fire Chief at pre-work conference.
- .4 Where flammable liquids, such as lacquers or urethanes are to be used, proper ventilation will be assured and all sources of ignition are to be eliminated. Fire Chief is to be informed prior to and at cessation of such work.

1.9 Questions
and/or
Clarification

- .1 Direct any questions or clarification on Fire Safety in addition to above requirements to Fire Chief through the Engineer.

1.10 Fire
Inspection

- .1 Site inspections by Fire Chief will be coordinated through Engineer.
- .2 Allow Fire Chief unrestricted access to work site.
- .3 Co-operate with Fire Chief during routine fire safety inspection of work site.
- .4 Immediately remedy all unsafe fire situations observed by Fire Chief.

PART 1 - GENERAL

- 1.1 General .1 Contractor will take all reasonable steps to ensure that they and their employees have complied with all pertinent legislation and have protected the environment.
- 1.2 Fires .1 Fires and burning of rubbish on site not permitted.
- 1.3 Disposal of Wastes .1 Do not bury rubbish and waste materials on site unless approved by Engineer.
.2 Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.
- 1.4 Spill Protection .1 The Contractor must have adequate clean up materials for any potential hazardous materials used in the completion of the work (ie. Foams, fuels, oils, lubricants, etc).

ANNEX A
Job No. L-M186-9900/79
2012-07-31

SEMI ANNUAL INSPECTIONS
CARBON MONOXIDE DETECTION SYSTEMS

1. On the first Monday of July and January the Carbon Monoxide Detection Systems shall be tested and calibrated.
2. All LED's, display and system circuits shall be tested for the systems intended function in accordance with the manufacturer's instructions.
3. All sensors shall be tested and calibrated in accordance with the manufacturers instructions.
4. All faults shall be identified immediately by telephone to the Engineer. A written report shall accompany the semi annual billing.

EMERGENCY LIGHTING UNIT TESTING

Emergency lighting provides two safeguards for a building in the event of power failure: First, safe and prompt access to emergency exits (egress), and second, to provide lighting of sufficient levels, and for a sufficiently long duration, to permit safe and orderly shutdown of processes that might become hazardous if simply abandoned.

Frequently, inspectors find that emergency lighting units have been installed and subsequently forgotten. Most emergency lighting units use batteries, which have a limited life span, and are subject to failure without warning. The “charging” light may be lit on the units, but this does not guarantee the lights will come on when the power fails.

The National Building Code of Canada requires that emergency lighting be able to provide illumination after power failure at a level sufficiently bright enough to allow persons to see their way to exits, or to safely shut down processes and machinery, etc.

Testing of required emergency lighting systems for all buildings shall be conducted as follows:

1. Functional testing shall be conducted monthly for not less than 30 seconds.
- This means that **monthly, the “push-button” test will be conducted** by pressing the “test” button on the unit and **holding it for 30 seconds**. If the device does not light, the lamps are dim or it fails to light at full brilliance for 30 seconds, the unit will be serviced, repaired or replaced.
2. Functional testing shall be conducted annually for a minimum of 30 minutes.
- The **annual** test requires that the **power actually be interrupted** to the emergency lighting unit, by unplugging it, throwing a circuit breaker or other safe means, so no line power reaches it. If the unit does not provide light of normal brilliance for **30 minutes** it will be serviced, repaired or replaced.
3. Written records of visual inspections and tests for all buildings shall be kept for inspection by the authority having jurisdiction.
- A log will be maintained, containing the following information:
 1. Building name and location.
 2. Description of the building’s emergency lighting equipment, by numbering system provided.
 3. Test dates and times.
 4. Tester’s name.
 5. Results of the test.
 6. Comments for referring failed tests to the appropriate persons for repair or replacement.
 7. The log follows as page 2.

EXIT LIGHT TESTING

The National Building Code of Canada requires that every exit door shall have an exit sign placed above or adjacent to it and that illuminated exit signs shall be continuously illuminated.

Where an exit sign has battery backup the unit shall be tested as follows:

1. Functional testing shall be conducted monthly for not less than 30 seconds.
- This means that **monthly, the “push-button” test will be conducted** by pressing the “test” button on the unit and **holding it for 30 seconds**. If the device does not light, the lamps are dim or it fails to light at full brilliance for 30 seconds, the unit will be serviced, repaired or replaced.
2. Functional testing shall be conducted annually for a minimum of 30 minutes.
- The **annual** test requires that the **power actually be interrupted** to the emergency lighting unit, by unplugging it, throwing a circuit breaker or other safe means, so no line power reaches it. If the unit does not provide light of normal brilliance for **30 minutes** it will be serviced, repaired or replaced.
3. Where an exit sign does not have battery backup the unit shall be inspected monthly as follows:
 1. Check that all bulbs are working.
 2. Check the lens and frame for cracks or damage.
4. Written records of visual inspections and tests for all buildings shall be kept for inspection by the authority having jurisdiction.
- A log will be maintained, containing the following information:
 1. Building name and location
 2. Description of the building’s exit lighting equipment, by numbering system provided.
 3. Test dates and times.
 4. Tester’s name.
 5. Results of the test.
 6. Check that all bulbs are working.
 7. Check the lens and frame for cracks or damage.
 8. Comments for referring failed tests to the appropriate persons for repair or replacement.
 9. The log follows as page 2.

