

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

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

11 Laurier St./ 11, rue Laurier

Place du Portage, Phase III

Core 0A1 / Noyau 0A1

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

THIS DOCUMENT CONTAINS A SECURITY
CLEARANCE.

Title - Sujet Cliff CHP Generator Requirement	
Solicitation No. - N° de l'invitation EJ196-130410/B	Date 2013-02-08
Client Reference No. - N° de référence du client R.011879.052	
GETS Reference No. - N° de référence de SEAG PW-\$\$FK-285-62175	
File No. - N° de dossier fk285.EJ196-130410	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-03-22	Time Zone Fuseau horaire Eastern Standard Time EST
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: Daly, Diane	Buyer Id - Id de l'acheteur fk285
Telephone No. - N° de téléphone (819) 956-6948 ()	FAX No. - N° de FAX (819) 956-3600
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: PWGSC, NCA (Ottawa), Cliff CHP, 1 Fleet street, Ottawa, Ontario, K1A-0S5	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Maintenance & Professional Consulting Services Division
(FK)

11 Laurier St./ 11, rue Laurier

3C2, Place du Portage, Phase III

Gatineau

Québec

K1A 0S5

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

This bid solicitation cancels and supersedes previous bid solicitation number EJ196-130410/A dated September 7, 2012 with a closing of October 22, 2012 at 2:00 PM EST.

IMPORTANT NOTICE TO BIDDERS

Security

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

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

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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

- 1.1 Introduction
- 1.2 Summary
- 1.3 Debriefings

PART 2 - BIDDER INSTRUCTIONS

- 2.1 Standard Instructions, Clauses and Conditions
- 2.2 Submission of Bids
- 2.3 Enquiries - Bid Solicitation
- 2.4 Applicable Laws
- 2.5 Mandatory Site Visit

PART 3 - BID PREPARATION INSTRUCTIONS

- 3.1 Bid Preparation Instructions
 - Section I Technical Bid
 - Section II Financial Bid
 - Section III Certifications

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

- 4.1 Evaluation Procedures
- 4.2 Basis of Selection

PART 5 - CERTIFICATIONS

- 5.1 Mandatory Certifications Required Precedent to Contract Award
- 5.2 Additionnal Certifications Precedent to Contract Award

PART 6 - SECURITY REQUIREMENT

- 6.1 Security Requirement
- 6.2 Employee Information for Security

PART 7 - RESULTING CONTRACT CLAUSES

- 7.1 Statement of Work
 - 7.1.1 Mandatory Response Time
 - 7.1.2 Replacement of Specific Individuals
- 7.2 Standard Clauses and Conditions
 - 7.2.1 General Conditions
- 7.3 Security Requirement
- 7.4 Term of Contract
 - 7.4.1 Period of Contract
- 7.5 Authorities
 - 7.5.1 Contracting Authority

-
- 7.5.2 Technical Authority
 - 7.5.3 Contractor's Representative

- 7.6 Payment
 - 7.6.1 Limitation of Expenditure
 - 7.6.2 Basis of Payment
 - 7.6.3 SACC Manual Clauses
- 7.7 Invoicing Instructions - Maintenance Services
- 7.8 Certifications
- 7.9 Applicable Laws
- 7.10 Priority of Documents
- 7.11 Foreign Nationals (Canadian Contractor)
- 7.12 Insurance Requirements
 - 7.12.1 Insurance Requirements
 - 7.12.2 Commercial General Liability Insurance
- 7.13 Cellular Phones and/or Pagers
- 7.14 Site Regulations
- 7.15 Pre-commencement Meeting

List of Annexes:

- Annex A Statement of Work
- Annex B Security Requirements Check List (SRCL)
- Annex C Complete list of all individuals who are currently directors of the Bidder**
- Annex D Cost Estimate Form for Extra Work

PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

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

1.2 Summary

- (i) To provide preventive maintenance services on the Generator and Generator Systems, including all necessary tools, equipment and services, consumable materials, labour for all inspections, testing, cleaning, maintenance services in accordance with the Statement of Work attached herein as Annex A. All additional parts and labour required to effect repairs to the equipment listed at Annex A will be at extra cost to Canada.
- (ii) This requirement is for the following building (CHP Cliff Plant) for Public Works and Government Services Canada (PWGSC) located at 1 Fleet Street Ottawa, ON K1A 0S5.

(iii) Mandatory Response Time

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

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

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

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

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

2.2 Submission of Bids

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

2.3 Enquiries - Bid Solicitation

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

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

2.4 Applicable Laws

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

2.5 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the site and understand the scope of the work required and the conditions of the site. Arrangements have been made for site visit to be held on Wednesday February 26, 2013 at 10:00 AM. **Bidders are to meet at the Main Entrance of the CHP Cliff Plant at 1 Fleet Street, Ottawa, Ontario.** Bidders must communicate with the Contracting Authority no later than 5 day(s) before the scheduled visit to confirm attendance and provide the names of the person(s) who will attend the site visit.

Due to the nature of this requirement and in order to gain access to the sites it is **MANDATORY** that all interested bidders, submit the Names (legal name) and birth dates of their representatives that will be attending the Mandatory Site Visit on Wednesday February 26, 2013 to the Contracting Authority (Diane Daly) no later than 10:00 AM February 19, 2013.

The company Representatives must have a Security Clearance of Secret in order to attend the Mandatory Site Visit.

It is the responsibility of the Bidders to ensure that the Contracting Authority is in receipt of this information by the date shown. Bidders who fail to submit the required information by will be denied access to the sites.

Bidders will be required to sign an attendance form at the beginning of the site visit. Failure to do so will render the bidder's proposal non-responsive.

It is mandatory that the bidders wear safety footwear for the site visit. Safety equipment will be verified to ensure compliance of this requirement. Bidders who are not equipped as described will not be permitted to attend the site visit.

Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-compliant. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

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

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

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

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

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

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

Section I: Technical Bid

3.1.1 Submission of Evidence

Submission of Evidence as described in 3.1.2 and 3.1.3 below MUST be included with the bidder's proposal at time of bid closing. Failure by the bidder to provide the required evidence will result in the bidder being disqualified and no further consideration will be given to the bidder and the proposal will be deemed non responsive.

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

3.1.2 Mandatory Employee Experience and Past Performance

To carry out the work on this requirement, the contractor must provide five (5) qualified service personnel (one (1) qualified Diesel Engine Technician, one (1) qualified Petroleum Mechanic, one (1) qualified Electrician, one (1) qualified Transfer Switch Technician, and one (1) Infrared Thermographer).

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

- Recent experience is defined as experience gained from January 2005 up to and including the solicitation closing date.
- Similar is defined as maintenance service on Emergency Power Supply Systems comparable in size, scope and complexity to the equipment listed in Annex A, Statement of Work, Part 3 Equipment Inventory.

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

Example:

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

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

In the event where the information for any of the service personnel cannot be confirmed by the client contacts named in the proposal, the proposal will be considered non-responsive and no further consideration will be given to the proposal. If the Bidder submits names of service personnel in excess of the stated requirement, only the references up to the identified limit of five (5) service personnel will be assessed. The first five (5) service personnel listed in the proposal will be considered for evaluation.

NAME OF CERTIFIED DIESEL ENGINE TECHNICIAN:

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

NAME OF CERTIFIED PETROLEUM MECHANIC:

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

NAME OF CERTIFIED ELECTRICIAN:

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

NAME OF CERTIFIED TRANSFER SWITCH TECHNICIAN :

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

Solicitation No. - N° de l'invitation

EJ196-130410/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk285

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

R.011879.052

fk285EJ196-130410

NAME OF CERTIFIED INFRARED THERMOGRAPHER:

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

3.1.3 Mandatory Contractor's Experience and Past Performance

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

- Recent experience is defined as experience gained from January 2005 up to and including the solicitation closing date.
- Similar is defined as a comprehensive maintenance service on Emergency Power Supply Systems comparable in size, scope and complexity to the equipment listed in Annex A, Statement of Work, Part 3 Equipment Inventory.

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

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

3.1.4 Card and Licensing Documentation (Upon Request)

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

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

.1 ***Certified Diesel Engine Technician*** - One (1) service personnel with:

- A valid Certificate of Qualification (C of Q) as a Diesel Mechanic (i.e. automotive mechanic, heavy equipment mechanic, engine service technician) to carry out work as defined by the attached Statement of Work, at Annex A.

.2 ***Certified Petroleum Mechanic*** - One (1) service personnel with:

-A valid Ontario Petroleum license - PM 2 for underground fuel storage systems or PM 3 for above ground systems;

.3 ***Certified Electrician*** - One (1) service personnel with:

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

.4 ***Certified Transfer Switch Technician*** - One (1) service personnel with:

- A letter or certificate of training by the Original Equipment Manufacturer (OEM) to install and maintain Transfer Switch(es) identified within the attached Statement of Work in Annex A.

.5 *Certified Infrared Thermographer* - One (1) service personnel with:

- A valid certificate of training from an Inter-National Electrical Testing Association (NETA) accredited course in Infrared Level II or III Thermography. (required for the Annual Inspection/Test as per CSA-282-09)

3.1.5 Company Information (Upon Request)

OEM refers to the Original Equipment Manufacturer or the current owner of the OEM.

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

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

- Diesel/Gas Engine Generator Set
- Transfer Switches

The letter must confirm that the Bidder:

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

AND/OR

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

the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

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

- Diesel/Gas Engine Generator Set
- Transfer Switches

The letter must confirm that the Bidder:

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

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

3.1.6 Employee Training (Upon Request)

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

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

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

Section II: Financial Bid

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

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

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

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

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

Building: CHP Cliff Plant 1 Fleet Street, Ottawa

Emergency Power Generating System (Table 1.1)

No. of Units	Description	Year 1	Year 2	Year 3	Year 4	Year 5
1	Cummins Power Generation Serial #A040595981 Emergency Power Generating Systems includes the following components: Engine, Alternator, Engine Exhaust System, Control Panel, General Output Breaker, Cooling System, Radiator Cooling Fan Motors, Coolant Filters, Engine Starting System, Battery Charger, Fuel System, Fuel Filters, EPO Station, Emergency Power Circuit Breaker to Transfer Switch, Exhaust System, Fan Motor, Variable Speed Drive Controller, Dampers, Emergency Power Switchboard DP-1, Load Bank Breaker, Emergency Power Panel DP-2, Emergency Power Panel LP-DA, and Kirk Key Interlocking Scheme	\$	\$	\$	\$	\$
	Subtotal of Power Generation Set Unit	\$	\$	\$	\$	\$

Solicitation No. - N° de l'invitation

EJ196-130410/B

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

R.011879.052

Amd. No. - N° de la modif.

File No. - N° du dossier

fk285EJ196-130410

Buyer ID - Id de l'acheteur

fk285

CCC No./N° CCC - FMS No/ N° VME

Fuel System - Main Tank (Table 1.2)

No. of Units	Description	Year 1	Year 2	Year 3	Year 4	Year 5
1	15,000 Litres Digital typ ABB Commander 160 Main Tank - includes: , Remote Dual Fuel Pump Motors and Day Tank	\$	\$	\$	\$	\$
	Subtotal of Main Tank	\$	\$	\$	\$	\$

Fuel Pumps (Table 1.3)

No. of Units	Description	Year 1	Year 2	Year 3	Year 4	Year 5
1	Set of pumps with fuel monitoring system	\$	\$	\$	\$	\$
	Subtotal of Fuel Pumps	\$	\$	\$	\$	\$

Solicitation No. - N° de l'invitation

EJ196-130410/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk285

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

R.011879.052

fk285EJ196-130410

Transfer Switches (Table 1.4)

No. of Units	Description	Year 1	Year 2	Year 3	Year 4	Year 5
1	Asco Electric 7000 Series - Microprocessor type	\$	\$	\$	\$	\$
	Subtotal of Transfer Switches	\$	\$	\$	\$	\$

Summary of Pricing Schedule 1

Note: The annual totals from each table shall be added together and these totals shall be placed in the 'Firm Price' column of the Summary table below (respective year totals for tables 1.1 to 1.4). These annual Firm Price totals shall then be divided into quarterly rates and put in the appropriate Firm Quarterly Rate space.

Period	Firm Quarterly Rate	Number of Quarters	Firm Price-Cost Total from various Buildings
Year 1	\$	x 4	\$
Year 2	\$	x 4	\$
Year 3	\$	x 4	\$
Year 4	\$	x 4	\$
Year 5	\$	x 4	\$
Total for Years 1 to 5 (Please add Tables 1.1-1.4 above).			\$

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

Pricing Schedule 2: Extra Work - As and When Requested

Extra work as described in Annex A - PWGSC Statement of Work EJ196-130410, "Extra Work" will be conducted on an 'As and When Requested' basis where charges shall be made for actual labour and repair and replacement parts. Estimated quantity of hours per year for extra work is for evaluation purposes only.

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

Submit a Firm All inclusive Labour Rate (including Overhead, Profit, and all related Costs) in Canadian funds.

2.1) LABOUR: Our firm hourly rate per **Certified Diesel Engine Technician** shall be:

	YEAR 1 RATE	YEAR 2 RATE	YEAR 3 RATE	YEAR 4 RATE	YEAR 5 RATE
i) Regular Hours 06:00 to 18:00, Monday to Friday	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR
Estimated quantity of hours per year:	8	8	8	8	8
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.1 (i) SUB-TOTAL:					\$_____

ii) Outside regular hours 18:01 Monday to Friday 05:59	YEAR 1 RATE	YEAR 2 RATE	YEAR 3 RATE	YEAR 4 RATE	YEAR 5 RATE
	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR
Estimated quantity of hours per year:	8	8	8	8	8
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.1 (ii) SUB-TOTAL:					\$_____

iii) Weekends: 18:01 Friday to Monday 05:59 & Statutory Holidays	YEAR 1 RATE	YEAR 2 RATE	YEAR 3 RATE	YEAR 4 RATE	YEAR 5 RATE
	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR
Estimated quantity of hours per year:	4	4	4	4	4
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.1 (iii) SUB-TOTAL:					\$_____

2.2) LABOUR: Our firm hourly rate per **Certified Petroleum Mechanic** shall be:

i) Regular Hours 06:00 to 18:00, Monday to Friday	YEAR 1 RATE	YEAR 2 RATE	YEAR 3 RATE	YEAR 4 RATE	YEAR 5 RATE
	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR
Estimated quantity of hours per year:	4	4	4	4	4
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.2 (i) SUB-TOTAL:					\$_____

ii) Outside regular hours 18:01 Monday to Friday 05:59	YEAR 1 RATE	YEAR 2 RATE	YEAR 3 RATE	YEAR 4 RATE	YEAR 5 RATE
	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR
Estimated quantity of hours per year:	8	8	8	8	8
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.2 (ii) SUB-TOTAL:					\$_____

	YEAR 1 RATE	YEAR 2 RATE	YEAR 3 RATE	YEAR 4 RATE	YEAR 5 RATE
iii) Weekends: 18:01Friday to Monday 05:59 & Statutory Holidays	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR
Estimated quantity of hours per year:	2	2	2	2	2
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.2 (iii) SUB-TOTAL:					\$_____

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

	YEAR 1 RATE	YEAR 2 RATE	YEAR 3 RATE	YEAR 4 RATE	YEAR 5 RATE
i) Regular Hours 06:00 to 18:00, Monday to Friday	\$_____/HR	\$_____/HR	\$_____/HR	\$_____ /HR	\$_____/HR
Estimated quantity of hours per year:	4	4	4	4	4
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.3 (i) SUB-TOTAL:					\$_____

ii) Outside regular hours 18:01 Monday to Friday 05:59	YEAR 1 RATE	YEAR 2 RATE	YEAR 3 RATE	YEAR 4 RATE	YEAR 5 RATE
	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR
Estimated quantity of hours per year:	4	4	4	4	4
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.3 (ii) SUB-TOTAL:					\$_____

iii) Weekends: 18:01 Friday to Monday 05:59 & Statutory Holidays	YEAR 1 RATE	YEAR 2 RATE	YEAR 3 RATE	YEAR 4 RATE	YEAR 5 RATE
	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR
Estimated quantity of hours per year:	2	2	2	2	2
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.3 (iii) SUB-TOTAL:					\$_____

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

i) Regular Hours 06:00 to 18:00, Monday to Friday	YEAR 1 RATE	YEAR 2 RATE	YEAR 3 RATE	YEAR 4 RATE	YEAR 5 RATE
	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR
Estimated quantity of hours per year:	4	4	4	4	4
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.4 (i) SUB-TOTAL:					\$_____

ii) Outside regular hours 18:01 Monday to Friday 05:59	YEAR 1 RATE	YEAR 2 RATE	YEAR 3 RATE	YEAR 4 RATE	YEAR 5 RATE
	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR
Estimated quantity of hours per year:	4	4	4	4	4
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.4 (ii) SUB-TOTAL:					\$_____

	YEAR 1 RATE	YEAR 2 RATE	YEAR 3 RATE	YEAR 4 RATE	YEAR 5 RATE
iii) Weekends: 18:01Friday to Monday 05:59 & Statutory Holidays	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR
Estimated quantity of hours per year:	2	2	2	2	2
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.4 (iii) SUB-TOTAL:					\$_____

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

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

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

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

- i) **MARK-UP** - The difference between the Contractor's laid-down cost for product and resale price to the Crown. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.
- ii) **LAID-DOWN COST** - The cost incurred by a vendor to acquire a specific product or service for resale to the government. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

AUTHORIZATION FOR DELIVERY: The consignee shall request delivery of goods/services identified in Pricing Schedule 2., 2.1 (i), (ii), (iii) to 2.3 (i), (ii), (iii); and 2.4 on form GC 227 "Call-up Against a Contract".

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical and Financial Evaluation - mandatory requirements

- 1) Submission of Evidence for all items in accordance with RFP Part 3, Section I - Technical Bid excluding 3.1.4, 3.1.5, and 3.1.6; and
- 2) Submission of a Firm Price/Rate in Canadian funds for all the items listed in Part 3, Section II: Financial Bid.

4.2 Basis of selection

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

PART 5 - CERTIFICATIONS

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

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

5.1 Mandatory Certifications Required Precedent to Contract Award

5.1.1 Code of Conduct Certifications - Related Documentation

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

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

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form- PWGSC-TPSGC 229)

(<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the bid being declared non-responsive.

5.2. Additional Certifications Precedent to Contract Award

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

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

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

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

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

The Bidder or the member of the joint venture

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

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

5.2.2 Former Public servant Certification

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

Definitions

For the purposes of this clause,

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

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

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

"pension" means, in the context of the fee abatement formula, 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 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:

If so, the Bidder must provide the following information:

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

Work Force Reduction Program

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

If so, the Bidder must provide the following information:

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

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

PART 6 - SECURITY REQUIREMENT

6.1 Security Requirement

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) The Bidder's proposed individuals requiring access to classified or protected information, assets, or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should consult the "[Security Requirements on PWGSC Bid Solicitation - Instructions for Bidders](http://www.pwgsc.gc.ca/acquisitions/text/plain/plainpm-e.html#a31)" (<http://www.pwgsc.gc.ca/acquisitions/text/plain/plainpm-e.html#a31>) document on the Departmental Standard Procurement Documents Website.

6.2 Employee Information for Security

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

	LEGAL NAME (First and Last)	DATE OF BIRTH (Day/Month/Year)	CURRENT CLEARANCE HELD
Certified Diesel Engine Technician			
Certified Petroleum Mechanic			
Certified Electrician			
Certified Transfer Switch Technician			
Certified Infrared Thermographer			

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

To provide preventive maintenance services on the Generator and Generator Systems, including all necessary tools, equipment and services, consumable materials, labour for all inspections, testing, cleaning, maintenance services in accordance with the Statement of Work attached herein as Annex A. All additional parts and labour required to effect repairs to the equipment listed at Annex A will be at extra cost to Canada.

7.1.1 Mandatory Response Time

As per **Annex A**, Statement of Work EJ196-130410, 1.4.3 Emergency Calls, it is a mandatory requirement of the contract that:

- 1 The Contractor must provide a qualified person(s) as defined by Section 1.1 - Definitions, at Annex A to respond, on site, on a twenty-four hour, seven day a week basis at no extra labour cost to Canada.
- 2 The Contractor must respond within 30 minutes and be on site ready to work within two hours. All work for emergency service must be executed by a qualified service personnel named in the Contract and such work must proceed continuously until the system is returned to safe operating condition.

This requirement includes twelve emergency calls per year at no extra cost to Canada. Any additional emergency calls will be at extra cost to Canada.

7.1.2 Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - (a) the name, qualifications and experience of the proposed replacement; and
 - (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.

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

Names of qualified employees

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

Diesel Engine Technician (first & last name)	Petroleum Mechanic (first & last name)	Electrician (first & last name)	Transfer Switch Technician (first & last name)	Infrared Thermographer (first & last name)

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.3 Security Requirement

Consult the Canadian Industrial Security Directorate (CISD) Website for more information.

- The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of **SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- The Contractor/Offeror personnel requiring access to sensitive work site(s) must **EACH** hold a valid personnel security screening at the level of **SECRET**, granted or approved by CISD/PWGSC.
- Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
- The Contractor/Offeror must comply with the provisions of the:
 - Security Requirements Check List and security guide (if applicable), attached at Annex B;
 - Industrial Security Manual (Latest Edition).

7.4 Term of Contract

7.4.1 Period of Contract

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

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

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

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

7.5.2 Technical Authority

"TO BE PROVIDED AT CONTRACT AWARD"

The Technical Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____.

The Technical Authority named above is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work.

Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

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

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

Name: _____

Telephone: _____

Facsimile: _____

Cellular: _____

E-mail: _____

7.6 Payment

7.6.1 Limitation of Expenditure

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

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

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

- a) Firm rates will be paid in accordance with Pricing Schedule 1 in four (4) equal quarterly payments.
- b) As and When Requested Work

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

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

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

- (a) when it is 75 percent committed, or

(b) if the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the contracting Authority

whichever comes first.

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

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

(At contract award - insert appropriate pricing table here)

7.6.3 SACC Manual Clauses

A9117C (2007-11-30) T1204 - Direct Request by Customer Department

7.7 Invoicing Instructions

7.7.1 Invoicing Instructions - Maintenance Services

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

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

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

- (a) The original and two (2) copies of the invoices and quarterly maintenance reports must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.8 Certifications

7.8.1 Compliance

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

7.9 Applicable Laws

This contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province or territory where the work is performed.

7.10 Priority of Documents

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

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

7.11 Foreign Nationals (Canadian Contractor)

A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

7.12 Insurance Requirements

7.12.1 Insurance Requirements

The Contractor must comply with the insurance requirements specified in the **following article 7.11.2 Commercial General Liability Insurance**. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

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

7.12.2 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

-
- (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
 - (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - (l) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

7.13 Cellular Phones and/or Pagers

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

7.14 Government Site Regulations

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

7.15 Pre-Commencement Meeting

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

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

Solicitation No. - N° de l'invitation

EJ196-130410/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk285

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

R.011879.052

fk285EJ196-130410

ANNEX A

STATEMENT OF WORK

(Please see attached)

Solicitation No. - N° de l'invitation

EJ196-130410/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk285

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

R.011879.052

fk285EJ196-130410

ANNEX B

SECURITY REQUIREMENT CHECK LIST

(Please see attached)

Solicitation No. - N° de l'invitation

EJ196-130410/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk285

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

R.011879.052

File No. - N° du dossier

fk285EJ196-130410

CCC No./N° CCC - FMS No/ N° VME

ANNEX C

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

NOTE TO BIDDERS

WRITE DIRECTOR'S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS

Solicitation No. - N° de l'invitation

EJ196-130410/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk285

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

R.011879.052

fk285EJ196-130410

ANNEX D

COST ESTIMATE FORM FOR EXTRA WORK (Please see attached)

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 1 of 68

Table of Contents

PART 1 GENERAL.....	3
1.1 DEFINITIONS	3
1.1.1 Actions	3
1.1.2 Equipment	4
1.1.3 Individuals	4
1.2 CODES, STANDARDS, REGULATIONS AND REQUIREMENTS	5
1.2.1 General	5
1.2.2 National, Provincial and/or Territorial Codes	6
1.2.3 Standards	6
1.2.4 Health and Safety	7
1.2.5 Other required Codes, Standards, Regulations and Requirements	7
1.3 SUBMITTALS	8
1.3.1 Required permits	8
1.3.2 Site/Work Specific Implementation Plan	8
1.3.3 Site-Specific Inspection schedule	9
1.3.4 Work Plan and Sequence of Operation for the Annual inspection	10
1.3.5 Health and Safety	11
1.3.6 Logbooks	12
1.3.7 Inspection Checklists	12
1.3.8 Building Life Safety Compliance Testing Manual	13
1.3.9 Material Removal Records	13
1.3.10 Reports for Tests, Checks, Maintenance and Service	13
1.4 GENERAL REQUIREMENTS	17
1.4.1 Purpose	17
1.4.2 Objective	18
1.4.3 Emergency Calls	18
1.4.4 Problem Escalation	19
1.4.5 Notifications	19
1.4.6 Operational Requirements	20
1.4.7 Disputes	20
1.4.8 Extra Work	20
1.4.9 Working Hours	21
1.5 RESPONSIBILITIES	22
1.5.1 Completion of the Statement of Work	22
1.5.2 Negligence on the Part of Canada or Others Parties	22
1.5.3 Documentation	22
1.5.4 Health and Safety	23
1.5.5 Working Alone Policy	23
1.6 SUMMARY OF WORK	24
1.6.1 Inclusions of the Statement of Work	24
1.6.2 Schedule	25
1.6.3 Hazardous Waste Management Plan	25
1.6.4 Disposal of Waste	28

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 2 of 68

1.7 WORK RESTRICTIONS	28
1.7.1 Use of site and facilities	28
1.7.2 Maintenance of Existing Services	28
1.7.3 Intended interruption of Services	29
PART 2 EXECUTION	30
2.1 GENERAL - EMERGENCY POWER SUPPLY SYSTEM(S)	30
2.1.1 Performance.....	30
2.1.2 Required Consumable Materials	30
2.1.3 Scheduling and Planning	31
2.1.4 Inspections Closeout Tasks	33
2.1.5 Personnel on site.....	33
2.2 ADDITIONAL MONTHLY REQUIREMENTS	34
2.2.1 Engine Cooling System with Remote Radiator	34
2.2.2 General Annunciator Panel(s) - Local & Remote.....	35
2.2.3 Emergency Power Supply System Room or Enclosure/Container	35
2.3 ADDITIONAL SEMI-ANNUAL REQUIREMENTS	35
2.3.1 Room or Enclosure/Container Ventilation System.....	35
2.4 ADDITIONAL ANNUAL REQUIREMENTS.....	36
2.4.1 Thermographic Survey Requirement.....	36
2.4.2 Engine Cooling System with Remote Radiator	36
2.4.3 Engine Exhaust System	38
2.4.4 Single Generator Control Panel	39
2.5 FUEL SYSTEM(S) ASSOCIATED WITH EMERGENCY POWER SUPPLY SYSTEM(S)	43
2.5.1 General	43
2.5.2 Annual Testing Requirement.....	43
2.5.3 Additional Scheduling and Planning Requirements.....	45
PART 3 EQUIPMENT INVENTORY.....	48
3.1 GENERAL	48
3.1.1 Inventory.....	48
3.2 CLIFF CENTRAL HEATING PLANT.....	48
3.2.1 Building Information.....	48
3.2.2 Power Generator Set.....	48
3.2.3 Additional Equipment for the Generator Set	51
3.2.4 Additional Electrical Equipment for the Generator Set.....	53
PART 4 FUEL APPENDIX	57
4.1 FUEL APPENDIX A – WEEKLY STORAGE TANK INSPECTION	57
4.1.1 Requirements	57
4.2 FUEL APPENDIX B - MONTHLY STORAGE TANK INSPECTION CHECKLIST	60
4.2.1 Requirements	60
4.3 FUEL APPENDIX C - ANNUAL STORAGE TANK INSPECTION CHECKLIST	63
4.3.1 Requirements	63

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 3 of 68

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 damaged or obstructed.
- 1.1.1.2 Inspecting/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 Maintaining/Maintenance: 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 Precision tank leak detection test: the test must be capable of:
(Reference: Canada, Minister of Justice, The Canadian Environmental Protection Act CEPA 1999, Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations, SOR/2008-197, Appendix C, 23)
 - 1) Measuring the level of water in the tank to within 3 mm with a probability of 0.95 or greater;
 - 2) If volumetric method is used, of measuring the level of liquid in the tank to within 3 mm with a probability of 0.99 or greater;
 - 3) Detecting a storage tank leak as small as 0.38 L/H with a probability of detection of 0.95 or greater and a probability of false alarm of 0.05 or less, within a period of 24 hours, accounting for variables such as vapour pockets, thermal expansion of product, temperature stratification, groundwater level, evaporation, pressure and end deflection.

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 4 of 68

1.1.1.6 Service: to make fit for use, adjust, or maintain in order to keep the equipment identified in Part 3 – Equipment Inventory, in an operational condition as per their original design intent.

1.1.1.7 Emergency Call: onsite diagnosis and correction made by a qualified person as outlined in 1.4.3 – Emergency Calls.

1.1.1.8 Thermographic Survey: performing a survey with thermographic equipment.

1.1.2 Equipment

1.1.2.1 Thermographic Equipment: Equipment capable of :

- 1) Detecting temperature ranges up to 500 Celsius
- 2) Showing differential temperature
- 3) Producing quality of images of 3 Mega pixel or better
- 4) Accuracy of image +/- 2%
- 5) Showing on site, the actual event via LCD screen at the request of the Technical Authority
- 6) Displaying in Colour
- 7) File type JPEG or BMP for pictures of actual equipment showing, grey and white, Thermal Fusion and normal view on display screen.
- 8) 24 Degree optics as a minimum

1.1.3 Individuals

1.1.3.1 Qualified Person:

- 1) Someone who is in possession of a valid and recognized Canadian university or college degree, certificate, license, manufacturer-specific training/certification or professional standing. The university or college must have a provincial or territorial degree-granting status.
- 2) Someone having the appropriate minimum of five years of experience in the related field.

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 5 of 68

- 1.1.3.2 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.
- 1.1.3.3 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.
- 1.1.3.4 Petroleum Mechanic: an individual who is in possession of a valid Ontario Petroleum license PM 3 for above ground systems.
- 1.1.3.5 Infrared Thermographer: an individual who is in possession of a International Electrical Testing Association (NETA) accredited Infrared Level II or III Thermography Certificate.
- 1.1.3.6 Diesel Technician: someone who holds the appropriate minimum five years of experience with diesel engines and generator systems, and who is capable of performing the diesel-related tasks described within this Statement of work.

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 shall apply.

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 6 of 68

1.2.2 National, Provincial and/or Territorial Codes

- 1.2.2.1 National and Provincial Building Codes - As they pertain to the installation, verification and maintenance of Emergency Power Supply Systems.
- 1.2.2.2 National and Provincial Fire Codes - As they pertain to the installation, verification and maintenance of Emergency Power Supply Systems.
- 1.2.2.3 National and Provincial Electrical Safety Codes - As they pertain to the installation, verification and maintenance of Emergency Power Supply 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/ORD - C58.12.92 - Leak detection devices (volumetric type) for underground flammable liquid storage tanks
- 2) CAN/ULC/ORD - C58.14.92 - Non Volumetric leak detection devices for underground flammable liquid storage tanks.
- 3) CAN/ULC-S1001-11 – Standard for Integrated Systems Testing of Fire Protection and Life Safety

1.2.3.2 Canadian Standards Association (CSA) Standards

- 1) CSA C282 - Emergency electrical power supply for buildings
 - a) CSA C282 - Logbook, Emergency electrical power supply for buildings maintenance logbook or approved equivalence.
- 2) CSA Z460 - Control of hazardous energy - Lockout and other methods

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 7 of 68

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

4) CSA-B 139 - Installation code for oil-burning equipment

1.2.3.3 National Fire Protection Association (NFPA) Standards

1) NFPA70 B – Recommended practice for electrical equipment maintenance.

1.2.4 Health and Safety

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

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

1.2.4.3 Material Safety Data Sheets (MSDS)

1.2.5 Other required Codes, Standards, Regulations and Requirements

1.2.5.1 Canadian Environmental Protection Act (CEPA) 1999 - Canadian Environmental Protection Act 1999, Hazardous Waste Regulation

1.2.5.2 Canadian Environmental Protection Act (CEPA) 2008-197 - Regulations for Storage tank systems for petroleum products and allied petroleum products.

1.2.5.3 International Electrical Testing Association (NETA) Maintenance and testing specifications for electrical power distribution equipment and systems

1.2.5.4 Canadian Council of Ministers of the Environment (CCME) - PN 1326 - Environmental code of practice for aboveground and underground storage tank systems containing petroleum and allied petroleum products

1.2.5.5 The Technical Standards and Safety Act (TSSA) 2000, Ontario Regulation 215/01 TSSA - Ontario Region Requirement.

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 8 of 68

1.2.5.6 Provincial

- 1) Provincial Environmental Protection Act Ex.- Ontario- R.R.O. 1990 Regulation 347 Waste Management.
- 2) The Ontario Electricity Act 1998 – Ont. Regulation 570/05 Ontario Collage of Trades and Apprenticeship Act 2009 – S.O. 2009, Chapter 22 Ontario Ministry of Training, Colleges and Universities – Trade Certifications.
- 3) Ontario Health and Safety Act and its associated regulations.

1.3 Submittals

1.3.1 Required permits

- 1.3.1.1 The Contractor is responsible to provide electrical inspection permits for all electrical work prior to the electrical work taking place. Refer to the National, Provincial or Territorial electrical codes as per 1.2 – Codes, Standards, Regulations and Requirements.
- 1.3.1.2 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.

1.3.2 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 Statement of Work.
 - 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 including the installation plan for a load bank if applicable.

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 9 of 68

- c) The site-Specific Health and Safety Plan.
 - d) Hazardous Waste Management Plan
 - e) Samples of relevant inspection checklists.
 - f) Sample of a relevant Thermographic report.
 - 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 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, semi-annual and annual requirements as defined in Part 2 – Execution.

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 10 of 68

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 emergency call as per Pricing Schedule 2, billable hourly rates 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) Isolation & Re-energise Procedures
- 4) Spill Containment 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

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 11 of 68

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
 - c) 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' 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.

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 12 of 68

1.3.6 Logbooks

1.3.6.1 The Contractor is responsible for supplying and completing the CSA C282 Logbook or Technical Authority approved equivalent. Logbooks are to be kept in the emergency power supply room. The logbook must be used to record the work performed at each visit and identify parts and materials used.

1.3.6.2 The completed original logbooks must be submitted to the Technical Authority and become the property of Canada.

1.3.7 Inspection Checklists

1.3.7.1 Sample checklists are available from the Technical Authority upon request.

1.3.7.2 The Contractor is responsible for providing and completing the inspection checklists required by this Statement of Work. These inspection checklists must be in conformance with the minimum requirements defined by the applicable Codes, Standards and Regulations.

1.3.7.3 Additional inspections, checks and tests, as identified in Part 2 – Execution, must also be included and recorded on the Contractor's checklists.

1.3.7.4 The inspection checklists must be submitted to and approved by the Technical Authority as part of the site/work specific, implementation plan.

1.3.7.5 The checklists must be used to record the work performed at each inspection and must identify the specific tasks undertaken.

1.3.7.6 The completed checklists are to be kept in a vinyl hard cover 3 "D" ring type loose leaf binder for 212 mm X 275 mm size paper with the required logbooks in the emergency power supply room.

1.3.7.7 The completed original inspection checklists must be submitted to the Technical Authority and become the property of Canada.

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 13 of 68

1.3.8 Building Life Safety Compliance Testing Manual

- 1.3.8.1 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.

1.3.9 Material Removal Records

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

1.3.10 Reports for Tests, Checks, Maintenance and Service

1.3.10.1 Monthly and Semi-Annual Reports

- 1) A detailed and comprehensive signed inspection report must be submitted to the Technical Authority five working days following the completion of the monthly and semi-annual tests, checks, maintenance and service defined within this Statement of Work.
- 2) A detailed and comprehensive signed computerized or hard copy report of the monthly 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.

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 14 of 68

1.3.10.2 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 shall also include:
 - a) Major and minor deficiencies noted during the inspections, tests, checks, maintenance and service.
 - b) The Thermographic Report
 - c) The Liquid Analysis Report
 - d) The Fuel Oil Lab Report
 - e) The Five Year Vibration Analysis Report (in year performed)

1.3.10.3 Fuel Oil Laboratory Report

- 1) The Contractor must ensure that the laboratory selected meets with the approval of the Technical Authority and is capable of analyzing the quality of the sample as per the requirements identified within the American Society for Testing and Materials (ASTM) Standard Specification for Diesel Fuel Oils.
- 2) The Contractor must submit a copy of the laboratory certification fifteen days prior to conducting the sample analysis.

1.3.10.4 Thermographic Report

- 1) A detailed and comprehensive signed Thermographic report must be submitted to the Technical Authority with the Annual report. The Thermographic report must:
 - a) identify deficiencies and defects
 - b) include signature in final report
 - c) Include images and photographs (file type JPEG or BMP) of actual equipment

- 2) The Thermographic report must also include:
- a) A photo of the Thermographic signature of defective equipment
 - b) A photograph of same defective equipment
 - c) Defective equipment identification and location in accordance with drawing
 - d) The following information:

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 16 of 68

Thermographic Report

General

Date	
Customer	
Location	
Area	
Component	

Phase Load in Amps

Phase A	
Phase B	
Phase C	
Neutral	

IR Information Value

Time of Creation	
Camera serial Number	

Object Parameter Value

Emissivity	
Object Distance	
Actual Temperature	
Reference Temperature	
Rise above Reference	
Priority	

Following actions

Probable Cause	
Corrective action	
Date repaired	
Repaired by	
Comments	

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 17 of 68

1.3.10.5 Liquid Analysis Report

- 1) The Contractor must provide a liquid analysis report for the anti-freeze and lubricating oil liquid comparing it against the manufacturer's recommendations. The results must be submitted within the annual report.

1.3.10.6 Fuel Oil Lab Report

- 1) The Contractor must provide a fuel lab report to be submitted with the annual report.

1.3.10.7 Five Year Vibration Analysis Results

- 1) The Contractor must provide a Vibration analysis report to be submitted with the annual report in the year performed.

1.4 General Requirements

1.4.1 Purpose

- 1.4.1.1 The maintenance and service of building components, sub-systems, systems and integrated systems is of utmost importance to ensure the successful operation of the installed services and utilities.
- 1.4.1.2 The maintenance must 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.

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 18 of 68

1.4.2 Objective

1.4.2.1 The objective of this Statement of Work is to engage a Contractor to provide maintenance on the Emergency Electrical Power Supply System to ensure the integrity and uninterrupted performance of the systems as indicated in Part 3 – Equipment Inventory, including but not limited to:

- 1) Diesel Generator(s)
- 2) Fuel System(s)
- 3) Transfer Switch(s)
- 4) Breaker(s)
- 5) Splitter Trough(s)
- 6) Disconnect(s)
- 7) Motor Starter(s)
- 8) Panel Board(s)
- 9) Ventilation 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.

1.4.3.4 This Statement of Work includes twelve emergency calls per year per site 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.

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 19 of 68

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 determining the problem with 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 Notifications

- 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, and the Site Security.

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 20 of 68

1.4.5.5 The Contractor must notify the Technical Authority in writing within twenty-four hours of repairs or service deemed necessary that were identified during inspections, checks, tests and Emergency calls that are not included within the Statement of Work.

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 Disputes

1.4.7.1 In the event of a dispute over equipment operation, repair, billing, invoices or any other item, work must continue during the dispute to ensure the operation or reliability to supply adequately the system requirements.

1.4.8 Extra Work

1.4.8.1 The Equipment Inventory identified in Part 3 – Equipment Inventory must be inspected, tested and maintained as described herein. All additional parts and labour required to effect repairs to this equipment will be at extra cost to Canada.

1.4.8.2 For any repairs associated with the Equipment Inventory, the Contractor must submit to the Technical Authority within 24 hours for review a comprehensive parts and 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.

1.4.8.3 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.

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 21 of 68

1.4.9 Working Hours

1.4.9.1 Regular, Silent and Weekend Working Hours

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

1.4.9.2 Continuity of Operations

- 1) The maintenance as defined by this Statement of Work must be carried out at such a time as to not inadvertently interfere with the operation of any equipment within the building (e.g. cause the shut-down of the computers or any other integrated building systems).
- 2) Routine maintenance, testing and service to the Emergency Electrical Power Supply Systems as required by this Statement of Work, which may cause disruption to the building occupants and/or systems, must not be carried out during normal working hours. Those tasks include load transfer, testing of ancillary functions, or other tests and services deemed unacceptable by the Technical Authority.

1.4.9.3 Testing

- 1) Testing required by this Statement of Work must only take place on **silent hours** or as directed by the Technical Authority.

1.4.9.4 Service

- 1) Service required by this Statement of Work shall be performed on **silent hours** or as directed by the Technical Authority.

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 22 of 68

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 manufacturers for the equipment concerned, including direct access to the manufacturer's technical support services and service bulletins.
- 1.5.1.2 The manufacturers may possess Proprietary Rights on some or all of the equipment listed in Section 3 – Equipment Inventory. Should a need arise to test, inspect, reconfigure, replace or reprogram such equipment, the Contractor must ensure the Work is completed at no additional cost to Canada.
- 1.5.1.3 It is the responsibility of the Contractor to provide one vinyl hard cover 3 “D” ring type loose leaf binder for 212 mm X 275 mm size paper, which holds the required checklists as per Section 1.3 - Submittals. The binder must be kept available in the emergency power supply room and becomes the property of Canada.

1.5.2 Negligence on the Part of Canada or Others Parties

- 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 twenty-four hours of any negligent operation or misuse of the equipment by Canada or other parties. The Contractor may be required to make repair or replace components necessitated by such occurrence at extra cost.

1.5.3 Documentation

- 1.5.3.1 It is the responsibility of the Contractor to document the tasks and activities associated with checks, tests, maintenance and service 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.

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 23 of 68

- 1.5.3.3 Checks, tests, maintenance and service must be documented as identified within this Statement of Work and must be demonstrated as being correct and complete to the satisfaction of the Technical Authority.

1.5.4 Health and Safety

- 1.5.4.1 Site Specific Health and Safety Plan: See Section 1.3 – Submittals.
- 1.5.4.2 It is the responsibility of the Contractor to 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, Provincial, Territorial and local statutes, regulations, ordinances, and with the 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/herself 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 Working Alone Policy

- 1.5.5.1 No employee shall work alone on the site at any time. It is the responsibility of the Contractor to ensure that the appropriate measures are implemented for two or more of its employees to be on site at all times during any job function.

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 24 of 68

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 on a 7 days a week / 24 hours basis for the duration of the Contract as per subsection 1.4.3 - Emergency Calls.

1.6.1.2 Load Bank

- 1) If the building load cannot achieve the 30% test load required by CSA 282 for monthly testing, the Contractor is responsible for providing a load bank and all necessary cabling for connection to the Emergency Electrical Power Supply System or Systems being tested, to meet the required 30% load capacity of the generator.
- 2) Prior to the monthly load bank test, the Contractor will provide their installation location and isolation procedures to the Technical Authority as part of the monthly Inspection -Sequence of Operation Section 1.3 – Submittals.

1.6.1.3 Tools, Equipment and Services

- 1) The Contractor must furnish all necessary Personal Protective Equipment (PPE), tools, services, materials and labour to execute the work required for the testing, checking, inspection & maintenance of the Emergency Electrical Power Supply System(s), sub-systems and related equipment under the terms and conditions contained herein identified in Part 3 – Equipment Inventory.

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 25 of 68

1.6.1.4 Consumable Materials

- 1) The Contractor must provide all necessary consumable materials required for the maintenance and service of the diesel generator equipment. This includes, but is not limited to oil, lubricating oil, lubricating oil filters, fuel oil filters, combustion air filters, distilled water, and cleaning materials.
- 2) System components used to repair or replace existing components must be new, ULC and/or CSA listed and must comply with the applicable provisions of the codes, standards, regulations and requirements identified in Section 1.2 – Required Codes, Standards, Regulations and Requirements.

1.6.2 Schedule

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

- 1) Monthly;
- 2) Semi-Annually; and
- 3) Annually, as applicable, to be first Monthly.

1.6.3 Hazardous Waste Management Plan

1.6.3.1 General

- 1) The Contractor must comply with the Environmental Protection Act (CEPA) and applicable Provincial and Territorial Codes, Standards and Requirements as per Section 1.2 - Required Codes, Standards, Regulations and Requirements, including local hazardous waste management programs.
- 2) The Contractor must conduct a hazardous waste audit to determine the hazardous waste generated during maintenance, service or repair activities over the duration of the Statement of Work.

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 26 of 68

- 3) The Contractor must prepare a written hazardous waste management plan as part of the Site - Work Specific Implementation Plan under Section 1.3 - Submittals.
- 4) 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 removal and disposal with other activities at site to ensure timely and orderly progress of 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 Statement of Work 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) Engine oil
 - b) Fuel oil
 - c) Anti-freeze
 - d) Fuel oil filters
 - e) Engine oil filters
 - f) Batteries

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 27 of 68

- 3) Hazardous waste materials must be handled in accordance with the appropriate Codes, Standards, Regulations and Requirements as identified within section 1.2 – Codes, Standards, Regulations and Requirements.
- 4) The Contractor must clean up work area as work progresses.
- 5) The Contractor must remove tools on completion of work, and leave work areas in clean and orderly condition.
- 6) Mechanical and electrical equipment, sub-systems and systems must be protected from damage and blockage.

1.6.3.4 Health and Safety

- 1) Unforeseen Hazard
 - a) When 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.

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 28 of 68

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

1.7 Work Restrictions

1.7.1 Use of site and facilities

- 1.7.1.1 The Contractor must execute work with least possible interference or disturbance to the normal use of the 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 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.

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 29 of 68

- 4) Liability for damage, safety of equipment and overloading of existing equipment;
- 5) 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 Intended interruption of 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.

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 30 of 68

PART 2 EXECUTION

2.1 General - Emergency Power Supply System(s)

2.1.1 Performance

- 2.1.1.1 All work must be performed in accordance with the applicable Federal, Provincial or Territorial building, fire and electrical codes as identified in Section 1.2 – Codes, Standards, Regulations and Requirements.
- 2.1.1.2 The Contractor must execute such work in a careful and workmanlike manner.
- 2.1.1.3 Each system, sub-system, integrated system and component 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.

2.1.2 Required Consumable Materials

- 2.1.2.1 The Contractor must provide and store on site, as directed by the Technical Authority, the following consumable materials. These materials must be replaced on an annual basis by the Contractor ;
 - 1) A minimum of 4.54 litres of distilled water.
 - 2) Fuel filter(s) of each type and quantity required on fuel system as per Part 3 – Equipment Inventory.
 - 3) Oil filter(s) of each type and quantity required as per Part 3 – Equipment Inventory.
 - 4) Coolant filter(s) of each type and quantity required as per Part 3 – Equipment Inventory.

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 31 of 68

2.1.3 Scheduling and Planning

2.1.3.1 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.

2.1.3.2 Weekly, Monthly, Test Intervals

- 1) The Contractor must schedule maintenance intervals according to CAN/CSA - C282, which must include:
 - a) Weekly Requirements
 - i) Except when Monthly, Semi-Annual and Annual events occur during the term of this Statement of Work, the Weekly requirements will be performed by Canada or other parties.
 - b) Monthly Requirements
 - i) The monthly checks, inspections and tests must also include the applicable weekly requirements.
 - c) Semi-Annual Requirements
 - i) The semi-annual maintenance, checks, inspections and tests must also include the applicable weekly and monthly requirements.
 - d) Annual Requirements
 - i) The annual maintenance, inspection and tests must also include the applicable weekly, monthly and semi-annual requirements.

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 32 of 68

- ii) As part of the annual checking, inspection and testing procedures the Contractor is responsible for providing and covering the cost of a load bank and all necessary cabling for connection to the Emergency Electrical Power Supply System or Systems being tested, to meet the required maximum load capacity of the generator.
- iii) The Contractor must provide their installation location and isolation procedures to the Technical Authority as part of the Annual Inspection -Sequence of Operation Section 1.3 – Submittals.
- iv) The Contractor must submit a detailed sequence of operation for all of the events covered under the Annual inspection as detailed in Section 1.3 – Submittals.
- v) The Contractor must provide a liquid analysis report for the anti-freeze and lubricating oil liquid as per Section 1.3 – Submittals.

e) Five Year Requirements

- i) The five-year maintenance, checking, inspection and testing must be performed in the third year of the Contract duration.
- ii) The five-year maintenance, checking, inspection and testing procedures requires the Contractor to perform a vibration analysis of the generator and engine, during both full-load and cool down periods.
- iii) Vibration analysis results must be compared with the Original Equipment Manufacturers' (OEM) established and recommended tolerance figures. Results are to be submitted with the Annual report as per Section 1.3 – Submittals.

2.1.3.3 Semi-annual and annual tests intervals

- 1) There must be a minimum of at least six months between the semi-annual and the annual test of Emergency Power Supply system(s).

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 33 of 68

2.1.4 Inspections Closeout Tasks

- 2.1.4.1 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.

2.1.5 Personnel on site

2.1.5.1 Electrical work

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

2.1.5.2 Monthly required personnel

- 1) The monthly inspections, checks, and tests must be carried out with personnel holding the following qualifications as identified in part 1.1. – Definitions
- a) Diesel Technician
 - b) Petroleum Mechanic
 - c) Electrician
- 2) A minimum of two qualified personnel must be present for monthly inspections. One can be dual-trained.

2.1.5.3 Semi-Annual Inspection Required Personnel

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

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 34 of 68

2.1.5.4 Annual Inspection Required Personnel

- 1) Personnel required under the semi-annual inspections are required at the annual inspection.
- 2) Other qualified personnel or service(s) relevant to the annual testing and work identified within this Statement of Work.

2.2 Additional Monthly Requirements

2.2.1 Engine Cooling System with Remote Radiator

2.2.1.1 Glycol Expansion Overflow Tank(s)

- 1) Must be checked for leaks and corrosion.
- 2) Must be checked for proper function of the pressure gauge and pressure relief cap.

2.2.1.2 Motor(s)

- 1) Must be checked for overheating, vibration or excessive noise.
- 2) Motor belts must be checked for tension, alignment and general condition.

2.2.1.3 Pumps(s)

- 1) Suction and discharge pressures must be checked.
- 2) Pumps must be checked for leaks. Where leaks are detected, the Contractor must recommend replacement or repack seals.
- 3) Bearings must be checked for overheating, vibration and excessive noise.
- 4) Required lubricants must be checked and topped-up and the drip rate of the lubricant must be adjusted.

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 35 of 68

2.2.1.4 Motor Starter(s)

- 1) Motor starters must be checked for correct operations.

2.2.1.5 Piping

- 1) Piping must be checked for leaks and the other abnormal circumstances.

2.2.2 General Annunciator Panel(s) - Local & Remote

- 1) Annunciator panel(s) must be checked to confirm correct operation.

2.2.3 Emergency Power Supply System Room or Enclosure/Container

2.2.3.1 Motor Starters

- 1) Motor starters must be checked for correct operation.

2.2.3.2 Variable Speed Drives

- 1) Variable speed drives must be inspected for proper operation during monthly diesel generator test

2.3 Additional Semi-Annual Requirements

2.3.1 Room or Enclosure/Container Ventilation System

2.3.1.1 The room/enclosure air supply and exhaust system(s) variable speed drives must include:

- 1) The applicable monthly inspections.
- 2) The inspection and torque of control and power connections, including fan package.
- 3) The inspection for signs of discoloration or oxidization.

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 36 of 68

2.4 Additional Annual Requirements

2.4.1 Thermographic Survey Requirement

2.4.1.1 After the first 90 minutes of the 120 minutes annual full load test, the Contractor must conduct a complete Thermographic Survey (as defined in Section 1.1 – Definitions) of the electrical equipment identified in Part 3 - Equipment Inventory, to identify any thermal anomalies.

2.4.1.2 The Contractor must provide a written report as per Section 1.3 - Submittals.

2.4.2 Engine Cooling System with Remote Radiator

2.4.2.1 Glycol Expansion Overflow Tank(s)

- 1) Must be checked for leaks and corrosion.
- 2) Must be checked for proper function of the pressure gauge and pressure relief cap.

2.4.2.2 Motor(s)

- 1) Must be inspected for overheating, vibration or excessive noise.
- 2) Must be cleaned and bolts tightened to recommended manufacturers' torque values.
- 3) Motor belts must be checked for tension, alignment and general condition.
- 4) Bearings must be oiled, as per manufacturer's requirements.
- 5) Motors must be greased, if applicable (continuous use/seasonal use).
- 6) Guards must be inspected to ensure tightness.

2.4.2.3 Pump(s)

- 1) Must be greased as per manufacturer's requirements.
- 2) Must be tested to confirm that it turns freely by hand.
- 3) Systems must be inspected for leaks. The Contractor must recommend replacement or repacking of seals.

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 37 of 68

- 4) Bearings must be inspected for overheating, vibration, and excessive noise.
- 5) Lubricant must be inspected and topped up. The drip rate of lubricant must be adjusted as per manufacturer's requirements.
- 6) Motor couplings must be checked for worn parts, tightness of mounting shaft and condition of safety guard.
- 7) Suction/discharge must be inspected.

2.4.2.4 Motor starter(s)

- 1) Must be cleaned of dirt, rust or corrosion.
- 2) Must be inspected for frayed strands on flexible leads, flexing over entire length.
- 3) Electrical connections must be torqued to the manufacturer's recommended values.
- 4) Must be inspected for noise, shading coils, magnetic surfaces, sealing, mechanical binding and loose rivets.
- 5) Must be inspected for proper sizing of over-current and overload devices
- 6) Mechanical components must be inspected.
- 7) Electrical connections must be inspected for discoloration of any current carrying parts.
- 8) Spring clip pressure of fuse clips must be inspected.
- 9) Coils must be inspected for signs of overheating or mechanical wear.
- 10) Push buttons, selector switches and/or pilot devices must be cleaned and device contacts inspected.
- 11) Pilot circuit must be tested for continuity.
- 12) Contacts must be inspected for flashing; if noted, the Contractor must adjust contacts to eliminate contact bounce.
- 13) Copper fuse ferrules must be polished. The Contractor must inspect for loose ferrules and proper size fuses.
- 14) Contact tips must be inspected and the Contractor must recommend replacement of the tip if burnt excessively and must not file silver tips. Then he must wipe clean.
- 15) Magnet faces must be cleaned, shading checked.
- 16) Striking coil must be inspected for misalignment and binding.

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 38 of 68

- 17) Overload relays must be tripped by hand to ensure mechanically free. The Contractor must clean, check heater coil and tighten coil connections.
- 18) Arc shields must be checked for breaks and burning of arc blow out segments, recommend replacement if 1/3 vaporized.
- 19) Rectifier's continuity and voltage must be inspected.
- 20) Relays must be cleaned, inspected for mechanical binding and striking. Contacts must be checked.
- 21) Starting sequences must be tested to ensure controls function properly.
- 22) Pilot devices, pressure switches and temperature switches, bottom and top limits of operation must be checked. The Contractor must check for fluttering of contacts (revealed by pumping of main contacts).

2.4.2.5 Piping

- 1) Piping must be inspected for corrosion and condition of paint, where applicable. The Contractor must report for need to touch-up paint where required.
- 2) Insulation and supports must be inspected.
- 3) Pump assembly and immediate work area must be cleaned upon completion of maintenance procedures outlined herein.

2.4.3 Engine Exhaust System

- 2.4.3.1 Muffler and/or scrubber must be inspected and cleaned.
- 2.4.3.2 Exhaust piping must be inspected for cracks, corrosion, rust, or any other signs of deterioration.
- 2.4.3.3 Exhaust pipe supports must be inspected for proper support and anchoring.
- 2.4.3.4 Exhaust pipe insulation must be inspected for cracks and deterioration.

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 39 of 68

2.4.4 Single Generator Control Panel

2.4.4.1 Breakers located within control panels on generator set or remotely:

- 1) Must be inspected for condition of insulators and barriers.
- 2) Must be inspected for proper anchorage and alignment.
- 3) Must be inspected for unusual heating.
- 4) Must be inspected for correct tightness of accessible bolted electrical connections by calibrated torque-wrench method in accordance with manufacturer's published data or Table 100.12 of NETA.
- 5) Must be cleaned as per manufacturer's recommendations.
- 6) Must be tested to ensure smooth operation.

2.4.4.2 Programmable Logic Controller(s) must be inspected and the program must be compared with the previous inspection.

2.4.4.3 Engine and generator safeties must be inspected and tested to ensure correct operation of safety features as per CSA C-282.

2.4.4.4 Communication/operation and Annunciation Between Generator Control Panel and Other Relevant Equipment

- 1) The following equipment must be inspected and tested for correct annunciation:
 - a) Engine
 - b) Generator
 - c) Fuel system
 - d) Ventilation systems
 - e) Building Automation System (BAS)
 - f) Power distribution transfer switches.
 - g) Fire-pump transfer switches.
 - h) Fire alarm system.
 - i) Battery charger.

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 40 of 68

2.4.4.5 General Annunciator Panel(s) - Local & Remote

- 1) Annunciator panels must be inspected & tested to confirm correct operation.

2.4.4.6 Emergency Power Off (EPO) Station

- 1) EPO located on the control panel must be inspected and tested to confirm for correct operation.
- 2) EPO located at the entrance to generator room or outside the room must be inspected and tested to confirm for correct operation.

2.4.4.7 Transfer Switches

- 1) Base building transfer switch(s) programming and time delays must be tested.

2.4.4.8 Room or Enclosure/Container Ventilation Systems

- 1) Room/enclosure air supply and exhaust system(s) motorized dampers :
 - a) Must be cleaned and inspected.
 - b) Must be operated over full cycle to confirm proper operation.
 - c) Must be tested to ensure that dampers open and close to proper positions.
 - d) Must be inspected to ensure that motor shaft and linkage is not damaged or obstructed.
 - e) Linkage must be lubricated.
- 2) Room / enclosure air supply and exhaust system(s) room thermostat must be tested for correct and accurate operation.

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 41 of 68

- 3) Room / enclosure air supply and exhaust system(s) fan and motor assembly :
- a) Must be checked for excessive noise, vibration and overheating.
 - b) Must be inspected to ensure fan blades are clean.
 - c) Must be checked to confirm belt, condition, tension and alignment
 - d) Must be lubricated.
 - e) Must be cleaned internally and externally.
 - f) Must be tested to insure that fan rotates freely.
 - g) Must be inspected for solid mounting. The Contractor must tighten mounting bolts if found to be loose.
 - h) Must be inspected for shaft play and bearing wear. The Contractor must recommend replacement of defective equipment if discovered.
 - i) Must be inspected to ensure integrity of safety guard, if fitted with such.
- 4) Room/enclosure air supply and exhaust system(s) motor starter(s) :
- a) Must be checked, inspected and tested
 - b) Must be cleaned of dirt, rust or corrosion.
 - c) Must have their electrical connections torqued to manufacturers' recommended values.
 - d) Must be inspected for frayed strands on flexible leads, flexing over entire length.
 - e) Must be inspected for noise, shading coils, magnetic surfaces, sealing, mechanical binding and loose rivets.
 - f) Must be inspected for proper sizing of over-current and overload devices.
 - g) Must have their mechanical connectors inspected.
 - h) Spring clip pressure of fuse clips must be inspected.
 - i) Electrical connections must be inspected for discoloration of any current carrying parts.
 - j) Coils must be inspected for signs of overheating or mechanical wear.

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 42 of 68

- k) Push buttons, selector switches and/or pilot devices must be cleaned and device contacts shall be inspected.
 - l) Pilot circuit must be tested for continuity.
 - m) Contactors must be inspected for flashing; if noted, then adjust contactor to eliminate contact bounce.
 - n) Copper fuse ferrules must be polished. The Contractor must inspect for loose ferrules and proper size fuses.
 - o) Contact tips must be inspected. The Contractor must recommend replacement if burnt excessively, must not file silver tips. The Contractor must wipe clean and recommend replacement if less than 50% contact surface remains.
 - p) Magnet faces must be cleaned, shading checked. Striking coil must be inspected for misalignment and binding. Correct as required.
 - q) Overload relays must be tripped by hand to ensure mechanically free. The Contractor must clean, check heater coil and tighten coil connections.
 - r) Arc shields must be checked for breaks and burning of arc blow out segments. The Contractor must recommend replacement if 1/3 vaporized.
 - s) Rectifiers continuity and voltage must be inspected.
 - t) Relays must be cleaned. The Contractor must inspect for mechanical binding and striking and check contacts.
 - u) Starting sequences must be tested to ensure controls function properly.
 - v) Pilot devices, pressure switches and temperature switches, bottom and top limits of operation must be checked. The Contractor must check for fluttering of contacts (revealed by pumping of main contacts).
- 5) Room/enclosure air supply and exhaust system(s) variable speed drives :
- a) Must be tested to ensure correct operation of control(s) and motor(s).
 - b) Voltage reading of each phase must be measured and recorded.
 - c) Programming must be tested to confirm correct operation as defined by end user requirements.

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 43 of 68

- d) Amperage draw curve analysis must be performed and report must be submitted.
- e) Inspect for Unusual noise and vibrations must be inspected.
- f) Components and supports must be inspected to ensure they are solid.
- g) Cooling fan must be tested.
- h) Air filter must be inspected to ensure it is not blocked or obstructed. Air filter must be replaced when 50% obstructed.
- i) Motor voltage and current results must be recorded for comparison analysis.
- j) Capacitors for bulging or leakage must be inspected.
- k) VSD must be tested in conjunction with the building automation system (BAS).

2.5 Fuel System(s) Associated With Emergency Power Supply System(s)

2.5.1 General

- 2.5.1.1 A Qualified Person, as defined in Section 1.1 – Definitions of this specification, shall perform the maintenance of the fuel system associated with Emergency Electrical Power Supply System(s).

2.5.2 Annual Testing Requirement

- 2.5.2.1 The Contractor must test the Quality of the fuel as follows:

- 1) Annually
 - a) CAN/ CSA 282 - visual inspection of fuel (clear and bright test) and;
 - b) The Contractor must submit the fuel sample to a qualified laboratory certified to perform analysis on diesel fuel for contamination and fuel degradation.
 - i) The Contractor must submit laboratory reports as per the requirements identified in Section 1.3. - Submittals.

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 44 of 68

- ii) Test results must indicate that the diesel fuel tested meets the ASTM standard specification as recommended by the engine manufacturer.
 - iii) The Contractor must change fuel filter(s) on a yearly basis using the onsite stock.
 - c) Depending on the combined results of the clear and bright test and the laboratory test results, the Contractor must be available to supervise the stabilizing, filtering and fuel replacement at no cost to Canada. Canada shall bear the actual filtering & fuel replacement costs excluding Contractor's supervision cost and shall be responsible for the disposal of old fuel.
 - d) Upon completion of any of the options identified within part (c) above, the Contractor is responsible for re-submitting a new fuel sample for analysis. Canada shall bear the actual cost of this second analysis. Results shall be submitted to the Technical Authority.
- 2) The Contractor must record the checks, inspections and tests results and provide reports as defined within this Statement of Work. Refer to Appendix A, B, & C attached mandatory inspection checklists.
- 3) The Contractor must schedule test and inspection intervals according to but not limited to CEPA 2008-197 or Provincial/Territorial requirements, National Fire code, CCME – PN1326- Environmental code of practice, CSA – B139, ULC/ORD – C58.12.92, ULC/ORD – C58.14.92 depending on the fuel system volume, as follows:
- a) Weekly
 - i) Refer to Appendix A – **PWGSC Weekly Storage Tank Inspection Checklist** performed by Canada and other parties, except when monthly or annual occur during the term of this Statement of Work.

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 45 of 68

b) Monthly

- i) Refer to Appendix A, & B. The monthly inspection and test shall also include the weekly inspection.

c) Annual

- i) Refer to Appendix A, B, & C. The annual maintenance, inspection and test shall also include the applicable weekly and monthly inspection.

2.5.3 Additional Scheduling and Planning Requirements

2.5.3.1 Fuel transfer pumps system

1) Fuel pumps

- a) Fuel pumps must be greased, in accordance with the manufacturers' recommendations.
- b) Fuel pumps must be tested to see that it turns freely by hand.
- c) Suction/ discharge pressures must be inspected.
- d) Stem must be inspected for leaks. The Contractor must recommend replacement or repacking of seals.
- e) Bearings must be inspected for overheating, vibration, and excessive noise.
- f) Lubricant must be inspected and topped up.
- g) Drip rate of lubricant must be adjusted, in accordance with the manufacturers' recommendations.
- h) Motor couplings must be checked for worn parts, tightness of mounting shaft and condition of safety guard.

2) Motors

- a) Motors must be inspected for overheating, vibration or excessive noise.
- b) Motors must be cleaned and bolts tightened to recommended manufacturers' torque values.

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 46 of 68

- c) Belts must be inspected for correct tension alignment and general condition.
- d) Bearings must be oiled, in accordance with the manufacturers' recommendations
- e) Motors must be greased, in accordance with the manufacturers' recommendations
- f) Guards must be inspected to be in place and shall be tightened in accordance with the manufacturer's recommendations.

3) Duplex Pumps Controllers

- a) Must be cleaned of dirt, rust or corrosion
- b) Must be inspected for frayed strands on flexible leads, flexing over entire length.
- c) Must be inspected for noise, shading coils, magnetic surfaces, sealing, mechanical binding and loose rivets.
- d) Must have their electrical connections torqued to manufacturers' recommended values.
- e) Must be inspected for proper sizing of over current and overload devices
- f) Electrical connections must be inspected for discoloration of any current carrying parts.
- g) Mechanical connectors must be inspected.
- h) Spring clip pressure of fuse clips must be inspected.
- i) Coils must be inspected for signs of overheating or mechanical injury.
- j) Push buttons, selector switches and/or pilot devices must be cleaned and device contacts must be inspected.
- k) Pilot circuit must be tested for continuity.
- l) Contactors must be inspected for flashing; if noted then adjust contactor to eliminate contact bounce.
- m) Copper fuse ferrules must be polished. The Contractor must inspect for loose ferrules and proper size fuses.
- n) Contact tips must be inspected. The Contractor must recommend replacement if burnt excessively, must not file silver tips. The Contractor must wipe clean and recommend replacement if less than 50% contact surface remains.

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 47 of 68

- o) Magnet faces must be cleaned, shading checked. Striking coil must be inspected for misalignment and binding. The Contractor must correct as required.
- p) Overload relays must be tripped by hand to ensure mechanically free. The Contractor must clean, check heater coil and tighten oil connections.
- q) Arc shields must be checked for breaks and burning of arc blow-out segments. The Contractor must recommend replacement if 1/3 vaporized.
- r) Rectifier's continuity and voltage must be inspected.
- s) Relays must be cleaned. The Contractor must inspect for mechanical binding and striking and check contacts.
- t) Starting sequences must be tested to ensure controls function properly.
- u) Pilot devices, pressure switches and temperature switches bottom and top limits of operation must be checked. The Contractor must check for fluttering of contacts (revealed by pumping of main contacts).
- v) Duplex Pumps Controllers must be inspected for proper sizing of over current and overload devices.
- w) Breakers must be inspected for unusual heating, inspected for correct tightness of accessible bolted electrical connections by calibrated torque-wrench method in accordance with manufacturer's published data or Table 100.12 of NETA, Cleaned as per manufacturer's recommendations and tested to ensure smooth operation.
- x) The Contractor must inspect and test Microprocessor base monitoring and controls.
- y) The Contractor must inspect and test alternate lead/standby pump to start on call for fuel.
- z) The Contractor must inspect and test interconnection with low and high level fuel monitoring system.
- aa) The Contractor must inspect and test interconnection of leak detection system.
- bb) The Contractor must inspect and test local audible alarm and event summaries.
- cc) The Contractor must inspect and test interface with BAS and remote monitoring.

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 48 of 68

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 Cliff Central Heating Plant

3.2.1 Building Information

Civic Address	1 Fleet Street
City	Ottawa, On
Postal Code	K1A 0S5
Site Specific Location	Generator location will be specified during Job Showing.

3.2.2 Power Generator Set

Manufacture	Cummins Power Generation
Serial No	A040595981
Rating	1750 KW
Voltage	347/600 volts
Amperage	2105 amps
Power Factor	0.8
Configuration	3 phase 4 wire
RPM	1800
Frequency	60 Hz
Duty	Standby
Complete with	Base assembly, base isolators, engine/alternator isolators and oil drip pan
Location	Generator room

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 49 of 68

3.2.2.1 Engine

Manufacture	Cummins
Model No.	QSK60-G6
Serial No.	71028-14
Engine No	33155553
Cylinders	16
RPM	1800
Fuel Type	Diesel
Fuel Transfer Pumps	One
Block heaters	2 X 6,400 watts, 240 volts
Power Supplied From	Panel, LP-DA circuit No.1&3 and 2&4
Governor	Electronic with Fuel Injection
No. of Oil Filters	Four
Oil Filter Manufacturer	Cummins
Oil Filter Product No.	4920071

3.2.2.2 Engine Exhaust System

Silencer	One
Exhaust Piping	Insulated
Drainpipe	Complete with Shutoff Valve
Location	Mounted on inside wall under day tank

3.2.2.3 Alternator

Manufacture	Stamford
Serial No.	A040595981
Model No.	DQKB-5641334
Rating	1750 KW
Voltage	347/600 volts
Amperage	2105 amps
Power Factor	0.8
Configuration	3-phase, 4-wire
RPM	1800
Frequency	60Hz
Duty	Standby

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 50 of 68

3.2.2.4 Generator Set Control Panel

Type	Microprocessor Based
Manufacture	Cummins Power Command
Model No.	3200
Location	Floor Mounted

3.2.2.1 General output Breaker

No. of Sections	1
Voltage	347/600 volts
Amperage	2000 amps
Configuration	3 phase, 4 wire
Location	Beside generator
Complete with	One 2000 amp, 3 pole air circuit breaker with protection relay
Breaker Manufacturer	ABB
Breaker No.	EB1S8V20EL-01

3.2.2.2 Engine Cooling System

Radiator	Remote
No. of Fans	4
Location	Inside plenum in Generator room

1) Radiator Cooling Fan Motors

Location	Inside plenum in Generator room
No. of motors	4
H.P.	10
Voltage	600 volts - 3 Phase
Motor Starters	Located inside main door of Generator room
Complete with	4-isolation disconnects switches inside plenum

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 51 of 68

2) Coolant Filters

No. of filters	2
Manufacturer	Cummins
Model No.	3100308

3.2.3 Additional Equipment for the Generator Set

3.2.3.1 Engine Starting System (Battery)

Number of Batteries	Four
Manufacture	Power-Surge
Model	8D
Battery Voltage	12 volts per battery
System Voltage	24 volts

3.2.3.2 Battery Charger

Manufacture	Cummins
Model No	305-0813-01
Power supplied From	Panel- LP-DA – circuit no. 8

3.2.3.3 Fuel System

1) Day Tank

Capacity	935 Litres
Construction	Double wall leak Container
Complete with	Leak Detection System
Fuel Level Gauge System	Digital type and Levelometer-midgit Model 277
Tank Location	Diesel room, on suspended platform

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 52 of 68

2) Main Tank

Capacity	15,000 litres
Fuel Level Gauge System	Digital type ABB Commander 160
Complete with	Fuel piping system including return piping to main tank
Tank Location	Above ground outside east wall of generator room.

3.2.3.4 Fuel Pumps

Duel	1 set
Complete with	Fuel monitoring system
Fuel monitoring system Fed from	LP-DA circuit No. 11

3.2.3.5 Remote Duel Fuel Pump Motors

Location	East wall of generator room
H.P.	3
Voltage	600 volt, 3 phase
No. of Starters	Two
Power Supplied from	CDP – 2-A
Motor Starter Location	West wall near generator heat exhaust chamber

3.2.3.6 Fuel Filters

Number of Filters	3
Manufacturer	Fleetguard
Model No.	FS 1006

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 53 of 68

3.2.3.7 Transfer Switches

Manufacturer	Asco Electric
Model No.	7000 Series - Microprocessor Type
Serial No.	175880
Voltage	347/600 volt
Amperage	2000 amp
Configuration	3 phase, 4 Wire
Complete with	In-phase monitoring and internal maintenance bypass scheme (manual operation)
Location	Main electrical room, 2 nd floor (old section)

3.2.3.8 Emergency Power Off (EPO) Station

Location	On generator control panel
----------	----------------------------

3.2.3.9 Logbook

Complete with	Operation and maintenance manuals
Location	Generator room

3.2.4 Additional Electrical Equipment for the Generator Set

3.2.4.1 Normal Power Circuit Breaker to Transfer Switch

Switch Board No.	1
Cell No.	5
Breaker No.	F101
Location	Main electrical room, 2 nd floor

3.2.4.2 Emergency Power Circuit Breaker to Transfer Switch

Location	Generator room
Emergency switchboard No.	DP-1
Breaker No.	1-A

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 54 of 68

3.2.4.3 Diesel Generator room ventilation system

1) Generator Room Exhaust System

Location	Mounted at Ceiling
----------	--------------------

2) Exhaust Fan Motor

Location	In plenum at roof level, access via access panel in plenum, Main electrical room (new section)
Voltage	600 volt, 3 phase
Horse Power	7.5

3) Variable Speed Drive Controller

Manufacturer	AC Tech
Disconnect	30 amp
Location	East wall of Generator room
Power to disconnect	From CDP 2-A

4) Moulded Case Breakers

Feeder breaker for	Variable Speed Drive Controller
Location	Emergency Distribution Panel CDP-2A
Feeder breaker for	Emergency Distribution Panel CDP-2A
Location	Emergency Distribution Panel CDP-2

5) Motorized Dampers

No. of Dampers	2 – 1 motorized, 1 passive
No. of Damper motors	1
Location	East wall of generator room
Power supplied from	Panel LP-DA circuit No. 12

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 55 of 68

3.2.4.4 Emergency Power Switchboard DP-1

No. of Sections	3
Voltage	347/600 volt
Amperage	2000 amps
Configuration	3 phase, 4 wire
Air Circuit Breakers	3 – 2000 amp complete with protection relays
Moulded Case Circuit Breaker	1 – 400 amp

1) Load Bank Breaker

Location	Switchboard DP-1, Generator room
Breaker No.	1-B
Voltage	600 volt
Amperage	2000
Duty	To accommodate Load bank

3.2.4.1 Emergency Power Panel DP-2

No. of Circuits	52
Voltage	600 volt
Amperage	400 amps
Configuration	3 phase, 3 wire
Moulded Case Circuit Breakers	4 - 600 volt, 25 amp, 3 pole 1 - 600 volt, 20 amp, 3 pole

3.2.4.1 Emergency Power Panel LP-DA

No. of Circuits	30
Voltage	120/208 volt
Amperage	100 amps
Configuration	3 phase, 4 wire
Moulded Case Circuit Breakers	4 - 600 volt, 25 amp, 3 pole 1 - 600 volt, 20 amp, 3 pole

3.2.4.1 Kirk Key Interlocking Scheme

No. of Locks	4
--------------	---

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 57 of 68

PART 4 FUEL APPENDIX

4.1 Fuel Appendix A – Weekly Storage Tank Inspection

4.1.1 Requirements

- 4.1.1.1 These requirements combine several codes and legislations to ensure a minimum due diligence is achieved. Always adhere to the National Fire Code and manufacturers' recommendations as a minimum. All testing records must be kept for a minimum of five years with the respective Property Manager. If a facility has an oil-water separator, its components will comply with the previously mentioned procedures.

Fuel Appendix A				
PWGSC Weekly Storage Tank Inspection Checklist				
Site identifier (DFRP):		Facility name:		
Year of installation:		Tank ID:		
Capacity (liters/gallons)		Stored product:		
Tank type (AST-UST)		Tank material		
Date of inspection:		Name of contractor's representative who performed inspection:		
Facility Manager:		Manufacturer of tank:		
	Item	Acceptable	Noncompliant	Corrective Action
A	Applies To All Storage Tanks			
1	Liquid-vapour tight fill connection and cap present and in good working order			
2	Locked ULC listed spill containment at fill pipe with a minimum 15 litres capacity			
3	Secondary containment monitoring system in good working order			
4	ULC rated product level gauge is present and in good working order			
5	Secondary containment free of product and debris			
B	Refuelling Dispenser			

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 58 of 68

6	Functioning emergency shut off device remote adjacent to the dispenser area (minimum of 2500 mm from pump/dispenser) with appropriate signage			
7	Product inventory control log book or software present for inventory reconciliation that complies with regulatory requirements			
C	Fixed fuel-fired device such as furnace, irrigation pump or generator			
8	Functioning emergency shut off device @ pump, furnace or generator with appropriate signage present and in good working order			
9	Product inventory control log book or software present for inventory reconciliation complies with regulatory requirements			
D	Piping for all types of tanks			
10	Corrosion protection on metal surfaces in good working order			
11	Lockable, functioning shut off valve on the supply pipe, located as close as possible to the pipe as its exits the tank			
E	Markings and Signage for tanks			
12	CPPI identifier and CEPA registration tag attached to fill pipe			
13	WHMIS (both UST and AST) and TDGR placards (for AST only) present and in good condition			
14	PWGSC "No smoking"+ anti-static signage present on or near the tank systems (as applicable to the respective tank systems)			
15	Overfill protection device marking present and in good condition			

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 59 of 68

16	Dip chart present and in good condition			
17	Dip records for the tank and level recorded in log book (all types of tank systems) and/or software inventory records being recorded and available			
F	Emergency Procedures (all documents must be duly completed and signed where applicable)			
18	Spill kit present, appropriately sized and in good condition with an emergency response plan (in spill kit or displayed in the tank's vicinity)			
19	Tank refuelling records available and in good condition			
20	Remarks:			
	Performed by:		Supervised by:	
	Witnessed by:			

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 60 of 68

4.2 Fuel Appendix B - Monthly Storage Tank Inspection Checklist

4.2.1 Requirements

- 4.2.1.1 These requirements combine several codes and legislations to ensure a minimum due diligence is achieved. Always adhere to the National Fire Code and manufacturers' recommendations as a minimum. All testing records must be kept for a minimum of five (5) years with the respective Property Manager. If a facility has an oil-water separator, then its components will comply with the procedures A through E.

Fuel Appendix B				
PWGSC Monthly Storage Tank Inspection Checklist				
Site identifier (DFRP):		Facility name:		
Year of installation:		Tank ID:		
Capacity (litres/gallons)		Stored product:		
Tank type (AST-UST)		Tank material		
Date of inspection:		Name of contractor's representative who performed inspection:		
Facility Manager:		Manufacturer of tank:		
	Item	Acceptable	Noncompliant	Corrective Action
A	Applies To All Storage Tank Locations			
1	Fencing and gate (when present) in good order			
2	Collision protection surrounding the tank present and in good order			
3	Functioning lighting system at fill port			
B	Applies To All Storage Tanks			
4	Have any corrective actions occurred to address corrosion protection deficiencies noted in weekly inspections?			
5	Product shut off device @ pump in good working order			

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 61 of 68

6	Tank secondary containment monitoring system is in good working order (if it has been triggered notify PM immediately)			
7	Vent whistle (if present) or other auditory visual alarms (mandatory for registered systems) are in good working order			
8	Inspect aboveground piping and fuel filters for leaks (ensure compatibility with fuel type and date of last replacement for filter is indicated)			
9	Spill container free of product (notify PM immediately if it does)			
C	Refuelling Dispenser			
10	ULC labeled dispenser sump is free of product (notify PM Supervisor immediately)			
11	ULC/CSA labeled fire extinguisher (20 ABC) present and undamaged			
12	Fixed fuel-fired device such as furnace, irrigation pump or generator			
13	High-Low fuel level alarm visual/auditory notification system functioning and in good order			
14	Product inventory control (includes records for all fuel deliveries) is in good order			
15	Successful monthly start-up of generator and verification of operation of the transfer pump (s), as well as condition of sump (s)			
D	Piping for all types of tanks			
16	Visually verify condition of the anti-siphon (isolation) valve			
17	Lockable shut off fuel supply-return valve(s) are in the open position			

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 62 of 68

18	Locked drainage valve (if provided for secondary containment zone) is in a closed position			
19	Markings and Signage for all tanks			
20	PWGSC registration tag is present in good condition			
21	Electrical power shut off device signage in good order			
22	Fuel Management System (FMS) controller lockout/restart functioning and in good order			
23	Correct type of monitoring well cover present and in good order (UST's only)			
24	Review dipping record (or electronic monitoring) for any discrepancies (contact PM if any noted)			
E	Emergency Procedures (all documents must be duly completed and signed where applicable) (monthly review of weekly tests to ensure consistent compliance to PWGSC policies and procedures)			
25	Emergency response plan present in PM office			
26	Spill reporting form present in PM office			
27	Remarks:			
	Performed by:		Supervised by:	
	Witnessed by:			

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 63 of 68

4.3 Fuel Appendix C - Annual Storage Tank Inspection Checklist

4.3.1 Requirements

- 4.3.1.1 The annual compliance assessment should only be done by a provincially licensed and experienced contractor since many of items will have come in direct contact with the fuel and/or electrical service.
- 4.3.1.2 The annual system verification will entail a full series of tests according to both National Fire Code and manufacturers' recommendations. Mandatory annual integrity testing for UST and all buried piping are to be done according to National Fire Code, Storage Tank Regulations and manufacturer's recommended pressure and time period.
- 4.3.1.3 Please attach the original copy of the testing results to this form.
- 4.3.1.4 All records must be kept for a minimum of five (5) years with the respective Property Manager. If a facility has an oil-water separator, then its components will comply with the procedures A through G.

Fuel Appendix C				
PWGSC Annual Storage Tank Inspection Checklist				
Site identifier (DFRP):		Facility name:		
Year of installation:		Tank ID:		
Capacity (liters/gallons)		Stored product:		
Tank type (AST-UST)		Tank material		
Date of inspection:		Name of contractor's representative who performed inspection:		
Facility Manager:		Manufacturer of tank:		
	Item	Acceptable	Noncompliant	Corrective Action
A	Applies to All Storage Tank Locations			
1.	access for emergency and delivery vehicles to enable a 15 m turning radius surrounding location			

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 64 of 68

2.	No ignition sources within a 7.5 m radius			
3.	Drainage control present in case of spill or emergency			
4.	Lighting fixtures operational and lighting levels to a minimum required is 100 lumen at fill port and/or pump			
B	Applies to all Storage Tanks			
5.	ULC rated vent cap in good working order and the cap height must be at least 2000 mm for diesel vs. 3500 mm for gasoline above grade, as well as a minimum 1200 mm above the tank surface			
6.	Operational condition of the federal storage tank system registration tag			
7.	ULC labeled Emergency tank vent (AST only) is in good working order			
8.	Secondary containment free of product and debris			
9.	Corrosion protection system verification being conducted and documented			
10.	Corrosion protection monitoring is in good working order			
11.	Liquid-vapor tight fill connection + fill cap is functioning and in good working order			
12.	Fuel shut off device @ pump is in working order			
13.	Conduct diagnostic on the tank system's inventory monitoring controls			
14.	Locked ULC listed spill containment at fill pipe (15 liters capacity minimum) is in good working order			
15.	Stair access (if reach height to fuel dispenser exceeds 990 mm) present and in good working order			
16.	Overfill protection device is in good order and labeled			

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 65 of 68

17.	Full length suction pipe (waste oil and oil-water separators only) present			
18.	Secondary containment free of product			
19.	Tank secondary containment monitoring system in good working order			
20.	Graduated ULC rated product level gauge present and in good working order			
21.	Ensure AST support frame minimum is 150 mm above grade is in good order			
22.	Presence of ground water, vapor and monitoring well (+ cap)			
23.	Annual precision leak testing for storage tank systems being conducted and documented			
24.	Vent whistle or other auditory visual alarms systems present and in good working order			
25.	Verify any sump for leaks and correct if necessary			
26.	Ground water, vapor and monitoring wells in good working order			
27.	Records for tank bottom water-sludge level are present			
C Refueling Dispenser				
28.	ULC labeled dispensing hose + filter (replace annually) are secure and in good order			
29.	ULC labeled automatic shut off nozzle is in good order			
30.	Explosion-resistant electrical connections within 1500 mm from dispenser are in good working order			
31.	Dispenser emergency shut off device at a minimum distance of 2500 mm with signage is present and in good order			
32.	Audio-visual alarm system is in good working order			
33.	Review and update FMS operating procedures and shut-off device procedures			

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 66 of 68

34.	ULC/CSA labeled fire extinguisher (20 ABC) present			
35.	Diagnostics and cross-reference of Fuel Management System (FMS) with meter totalizer			
36.	Dispensing meter calibration conducted and documented			
D	Fixed fuel-fired device such as furnace, irrigation pump or generator			
37.	Emergency pump shut off device (@ pump, furnace or generator) with signage is present and in good order			
38.	Low-High fuel level alarm in good working order			
39.	Transfer pumps leak inspection conducted and documented			
40.	Product inventory control system diagnostic being conducted and documented			
41.	National Fire Code required annual fuel quality test or rotation of entire fuel capacity of tank being conducted and documented			
42.	Piping control valves in good working order			
E	Markings and Signage for all Tanks			
43.	CPPI and tank identification tags at the fill pipe present and legible			
44.	TDGR placard (for AST only) present and legible			
45.	ULC label (for AST) present and legible			
46.	PWGSC "No smoking"+ anti-static signage present and legible			
47.	Overfill protection device marking present and legible			
48.	Tank dip chart present and legible			
49.	PWGSC tank system forms are present and legible			
50.	Electrical power shut off device signage present			

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 67 of 68

51.	Operating & maintenance manuals & instructions present			
52.	Piping product label (once piping protrudes inside building) and direction of flow are present and legible			
53.	Leak test records are present			
54.	Confirm presence and condition of monitoring well cover identification and replace if necessary			
55.	Dip stick present and in good working order			
F	Piping for all types of tanks			
56.	Corrosion protection on metal surfaces			
57.	Corrosion protection monitoring is functioning and inspections are being recorded on a monthly basis			
58.	Anti-siphon (isolation) valve is present and in good working order			
59.	Lockable product shut off valve functioning and in open position			
60.	Drainage valve (for secondary containment if applicable) is functioning and locked in a closed position			
61.	ULC/CSA/ASTM/ASME valves are labeled accordingly			
62.	Annual integrity precision leak testing for all buried piping & secondary containment			
63.	Operation condition of all fuel carrying piping aboveground			
G	Emergency Procedures (all documents must be duly completed and signed where applicable)			
64.	Updated emergency response plan and reporting forms (ensure location of EERP matches storage tank registration form)			
65.	Annual staff training documented (must include date and sign off of those present)			

Cliff Central Heating Plant
1 Fleet Street
Ottawa, Ontario K1A 0S5

27/08/2012

Page 68 of 68

66.	Tank refueling log book (i.e. records) is present and current			
67.	All tank & equipment release documentation present (includes all product loss and spill reporting forms)			
68.	Remarks:			
	Performed by:		Supervised by:	
	Witnessed by:			



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

EJ 196 13 0410

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		Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction Real Property	
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 To provide maintenance and service contracts for Cliff Plant emergency generator and auxiliary systems provide services to ensure codes and regulations are met as required				
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 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"/> Specify country(ies): / Préciser le(s) pays:		Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:		Restricted to: / Limité à: <input type="checkbox"/> 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"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada



PART A (continued) / PARTIE A (suite)

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

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input checked="" 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 :

Central Heating and Cooling Plants -classified as Secret. Only security screened 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 ☐ Yes
Non ☐ Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes
Non ☐ Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes
Non ☐ Oui

PRODUCTION

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non ☐ Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes
Non ☐ Oui



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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ		NATO				COMSEC				
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET TRÈS SECRET	TOP SECRET NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	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 ☐ Yes
Non Oui

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

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes
Non Oui

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

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



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

EJ 196 13 0410

Security Classification / Classification de sécurité
UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées)

Greenough, Ralph

Title - Titre

Operations Coordinator

Signature

Telephone No. - N° de téléphone
819-775-4258

Facsimile No. - N° de télécopieur
819-775-4911

E-mail address - Adresse courriel
ralph.greenough@pwgsc.gc.ca

Date
2012/06/08

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

Name (print) - Nom (en lettres moulées)

Sherlock, Ronalee

Title - Titre

SO

Signature

Telephone No. - N° de téléphone
819-956-0561

Facsimile No. - N° de télécopieur
-

E-mail address - Adresse courriel
ronalee.sherlock@tpsgc-pwgsc.gc.ca

Date
2012/06/08

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No ☐ Yes
Non Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

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

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

11-JUNE-2012

Jacques Saumur
Contract Security Officer, Contract Security Division
Jacques.Saumur@tpsgc-pwgsc.gc.ca
Tel/Tél - 613-948-1732 / Fax/Téléc - 613-954-4171

Annex "D"-Cost Estimate Form For Extra Work

Contractor: _____

Date: _____

Description of Work:

(Please attach a separate sheet if required)

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

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

Name: _____

(Please print)

Signature: _____