

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

## INVITATION TO TENDER APPEL D'OFFRES

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

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

### Soumission aux: Travaux Publics et Services Gouvernementaux Canada

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

### Comments - Commentaires

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

### Issuing Office - Bureau de distribution

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

<b>Title - Sujet</b> Insp. & Mtnce Mech.Sys, HMCS Brunswi	
<b>Solicitation No. - N° de l'invitation</b> W0105-12E071/A	<b>Date</b> 2012-08-23
<b>Client Reference No. - N° de référence du client</b> W0105-12E071	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PWB-007-3134
<b>File No. - N° de dossier</b> PWB-2-35058 (007)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-09-12</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Daylight Saving Time ADT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Ellis-Herring , Alison PWB	<b>Buyer Id - Id de l'acheteur</b> pwb007
<b>Telephone No. - N° de téléphone</b> (506) 636-3908 ( )	<b>FAX No. - N° de FAX</b> (506) 636-4376
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Inspection & Maintenance of Mechanical Systems at HMCS Brunswicker Saint John New Brunswick Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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## **IMPORTANT NOTICE TO BIDDERS**

**IMPORTANT CHANGES TO SECTION 01 "CODE OF CONDUCT AND CERTIFICATION - OFFER" OF THE 2003 (2012-07-11) STANDARD INSTRUCTIONS - GOODS OR SERVICES - COMPETITIVE REQUIREMENTS (REFER TO PART 5 CERTIFICATIONS, CLAUSE 1) BIDDERS MUST SUBMIT WITH THEIR BIDS ON CLOSING DATE:**

- **A COMPLETE LIST OF EACH INDIVIDUAL WHO IS CURRENTLY ON THE BIDDER'S BOARD OF DIRECTORS. (SEE ANNEX D)**

**AND**

- **CONSENT TO A CRIMINAL RECORD VERIFICATION FORM (PWGSC-TPSGC 229) PROPERLY COMPLETED AND SIGNED, FOR EACH INDIVIDUAL NAMED IN THE AFORMENTIONED LIST. (SEE SAMPLE IN ANNEX E)**

## Inspection and Maintenance of Mechanical Systems at HMCS Brunswicker, Saint John, N.B.

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**PART 1 - GENERAL INFORMATION****1. Requirement**

The Department of National Defense (DND) has a requirement for the establishment of a Service Contract for the furnishing of all labour, materials, tools and equipment required to complete the minor and major inspections, provide bi-weekly Point Verification print-outs and provide monitoring for critical alarms of the building mechanical systems at the HMCS Brunswick Naval Reserve in Saint John, N.B. The Service Contract is required for the period from Date of Award to March 31, 2013 with an option to extend for two additional one year periods. The services must be provided in accordance with the Specification attached at Annex "F".

**2. Debriefings**

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

## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions*

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>)  
Manual issued by Public Works and Government Services Canada.

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

The 2003 (2012-07-11) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

#### 1.1 SACC Manual Clauses (by reference)

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

### 2. Submission of Bids

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

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

#### NOTE: FACSIMILE BIDS

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

**Bid Receiving**  
**Public Works and Government Services Canada**  
**Room 421**  
**189 Prince William Street**  
**Saint John, New Brunswick**  
**E2L 2B9**

**NOTE: THIS IS NOT A PUBLIC OPENING**

### **3. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 5 (five) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

### **4. Applicable Laws**

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

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

### **5. Insurance Requirements**

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

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

### **6. Workers Compensation Certification - Letter of Good Standing**

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

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

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **1. Bid Preparation Instructions**

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

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

#### **Section I: Technical Bid**

No Technical Bid required as part of this requirement.

#### **Section II: Financial Bid**

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

#### **Section III: Certifications**

Bidders must submit the certification required under Part 5.

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## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1. Evaluation Procedures and Basis of Selection**

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



## **PART 5 - CERTIFICATIONS**

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

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

### **1. Code of Conduct Certifications - Consent to a Criminal Record Verification**

**1.1** Bidders must submit with their bid, by the bid solicitation closing date:

- (a) a complete list of names of all individuals who are currently directors of the Bidder;
- (b) a properly completed and signed form Consent to a Criminal Record Verification (PWGSC-TPSGC 229), for each individual named in the list.

The above should be completed and submitted with the bid by the bid solicitation closing date. If the above is not completed and 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.

## **PART 6 - RESULTING CONTRACT CLAUSES**

### **1. Requirement**

The Department of National Defense (DND) has a requirement for the establishment of a Service Contract for the furnishing of all labour, materials, tools and equipment required to complete the minor and major inspections, provide bi-weekly Point Verification print-outs and provide monitoring for critical alarms of the building mechanical systems at the HMCS Brunswick Naval Reserve in Saint John, N.B. The Service Contract is required for the period from Date of Award to March 31, 2013 with an option to extend for two additional one year periods. The services must be provided in accordance with the Specification attached at Annex "F".

### **2. Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions*

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

Manual issued by Public Works and Government Services Canada.

#### **2.1 General Conditions**

2010C (2012-07-16), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

### **3. Term of Contract**

#### **3.1 Period of the Contract**

The work is to be performed from Date of Award to March 31, 2013.

#### **3.2 Option to Extend the Contract**

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

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

#### **4. Authorities**

##### **4.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Alison Ellis-Herring  
Title: Supply Specialist  
Organization: Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Real Property Contracting  
Address: 189 Prince William Street  
Saint John, New Brunswick  
E2L 2B9  
Telephone: (506) 636-3908  
Facsimile: (506) 636-4376  
E-mail address: alison.ellis-herring@pwgsc.gc.ca

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

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

The Project Authority for the Contract is:

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

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

##### **4.3 Contractor's Representative**

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

## 5. Payment

Basis of payment is in accordance with Annex "B" and section 12, Payment Period, of the 2010C (2012-07-16), General Conditions - Services (Medium Complexity).

### 5.1 Monthly Payment

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

## 6. Invoicing Instructions

The Contractor must submit invoices in accordance with the information required in section 10, Invoice Submission, of the 2010C (2012-07-16), General Conditions - Services (Medium Complexity).

## 7. Certifications

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

## 8. Applicable Laws

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

## 9. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) 2010C (2012-07-16);
- (c) Specification (Annex "F") and annexes;
- (d) Any Amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
- (e) the Contractor's bid dated \_\_\_\_\_

## 10. SACC Manual Clauses

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

## 11. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex "C". The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

The Contractor must forward to the Contracting Authority within seven (7) days after request from the Contracting Authority and prior to award of Service Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies

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## **ANNEX "A"**

### **EVALUATION CRITERIA AND BASIS OF SELECTION**

**ANNEX "A"****EVALUATION CRITERIA AND BASIS OF SELECTION**

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

**1. Mandatory Criteria**

1. Submission of firm prices/rates for one (1) year including two (2) option years in accordance with Invitation to Tender.
2. A duly completed and signed Invitation to Tender including all Addenda.
3. Within seven (7) days and prior to award of Service Contract, provide proof that Bidder has an account in good standing with the Provincial Workers Compensation Board/Commission.
4. Within seven (7) days and prior to award of Service Contract, the bidder shall be required to provide proof of Liability Insurance in the amount of \$2,000,000.00.

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

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

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## **ANNEX "B"**

### **BASIS OF PAYMENT**



**ANNEX "B"**  
**BASIS OF PAYMENT**

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

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

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

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

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

**NOTE: TENDERS WILL BE EVALUATED ON THE TOTAL BID FOR THE FIRST TERM OF THE CONTRACT PLUS THE OPTION YEARS. HOWEVER, ANY CONTRACT AWARD WILL BE FOR THE TERM OF DATE OF AWARD TO MARCH 31, 2013.**

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Item	Class of Service	Unit of Measure	Estimated Quantity	A		B		C	
				Date of Award-March 31, 2013	Price per Unit	April 1, 2013 - March 31, 2014	Price per Unit	April 1, 2014 - March 31, 2015	Price per Unit
1.	Rate per Minor Maintenance Inspection (Annex A of Specification)	inspection	2						
2.	Rate per Major Maintenance Inspection (Annex B of Specification)	inspection	1						
3.	Rate per hour during normal working hours for service technician.	hour	40						
4.	Rate per hour for emergency calls after normal working hours, nights, Saturdays, Sundays and holidays for service technician.	hour	20						

Item	Class of Service	A			B			C		
		Unit of Measure	Estimated Quantity	Date of Award-March 31, 2013	Price per Unit	Total	Option Year April 1, 2013 - March 31, 2014	Price per Unit	Total	Option Year April 1, 2014 - March 31, 2015
5.	All products and materials will be invoiced at the Contractor's wholesale cost plus a percentage for mark-up. The Contractor is to submit a percent of mark-up for tendering purposes: _____%	Allowance	10,000		Mark-up in \$ _____		Mark-up in \$ _____			Mark-up in \$ _____
				Allowance+Mark-U		p=Total				

TOTAL FOR FIRST TERM AND OPTION YEARS	\$ _____	A	\$ _____	B	\$ _____	C
GRAND TOTAL FOR FIRST TERM AND OPTION YEARS	\$ _____					A, B and C

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## **ANNEX "C"**

### **INSURANCE REQUIREMENTS**

**Annex "C" 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 Department of National Defence
  - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
  - (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

- (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- (m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- (n) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

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## **Annex "D"**

### **Complete List of Each Individual Who is Currently on the Board of Directors**

#### ***NOTE TO BIDDERS***

***WRITE DIRECTORS SURNAMES AND GIVEN NAMES IN BLOCK LETTERS***

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### **Annex "E"**

#### **Sample of the Consent to a Criminal Record Verification Form (PWGSC-TPSGC 229)**





Public Works and Government  
Services  
Canada

Travaux publics et Services  
gouvernementaux  
Canada

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FOR GOVERNMENT USE ONLY POUR USAGE DU GOUVERNEMENT SEULEMENT	
Special Investigations Directorate File No. N° de dossier de la Direction des enquêtes spéciales	Date Received (Y-A M D-J) Date de réception

### CONSENT TO A CRIMINAL RECORD VERIFICATION CONSENTEMENT À LA VÉRIFICATION DE L'EXISTENCE D'UN CASIER JUDICIAIRE

This form must be completed and signed by each individual who is currently on the Board of Directors of the Bidder/Officer/Supplier and provided with the Bid/Offer/Arrangement.  
Le présent formulaire doit être rempli et signé par chaque membre du conseil d'administration du soumissionnaire/ de l'offrant/du fournisseur et fourni avec la soumission/l'offre/l'arrangement.

#### A PRIVACY ACT STATEMENT ÉNONCÉ CONCERNANT LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS

The personal information requested on this form is collected under the authority of subsection 750(3) of the Criminal Code, paragraph 42(1(c)) of the Financial Administration Act, and sections 7 and 21 of the Department of Public Works and Government Services Act. The information will be used for validating the criminal conviction, obtaining or maintaining a contract, or shared with other government departments, provincial, territorial, and federal, is required to conduct the criminal record verification.

Les renseignements personnels demandés dans le présent formulaire sont recueillis en vertu du paragraphe 750(3) du Code criminel, du paragraphe 42(1(c)) de la Loi sur la gestion des finances publiques et des articles 7 et 21 de la Loi sur le ministère des Travaux publics et des Services gouvernementaux. Ces renseignements sont nécessaires pour obtenir ou conserver un contrat, valider les attestations de criminalité, et sont partagés avec d'autres organismes fédéraux, provinciaux, territoriaux et fédéraux, dans le but de la vérification des condamnations.

SAMPLE ONLY  
USE FORM AVAILABLE ONLINE AT WEB SITE  
INDICATED IN SI01 3.1 b.

A refusal to provide information on this form, or a bid/offer/arrangement being rejected or the contract terminated, the standing offer being set-aside or the supply arrangement being cancelled, as applicable.

Le refus de fournir les renseignements demandés, la soumission/l'offre/l'arrangement sera rejeté ou le contrat résilié, l'offre à commandes sera mise de côté ou l'arrangement en matière d'approvisionnement sera annulé, selon le cas.

The personal information is described in personal information bank PWGSC PPU 184 - Integrity Assessment Program. Individuals have a right of access to, correction of and protection of their information in accordance with the Privacy Act.

Les renseignements personnels sont décrits dans les fichiers de renseignements personnels n° TPSGC PPU 184 - Programme de l'évaluation de l'intégrité. Les personnes ont le droit d'accéder aux renseignements personnels qui les concernent, ainsi que de les faire corriger ou protéger, conformément à la Loi sur la protection des renseignements personnels.

B BIOGRAPHICAL INFORMATION - Must be completed by the individual RENSEIGNEMENTS BIOGRAPHIQUES - À remplir par l'individu	
Family Name (Last Name) - Nom (de famille)	Family Name at Birth - Nom de famille à la naissance
Full Given Names (No Initials) - Prénoms au complet (aucune initiale)	
All other previously used names (i.e. maiden name, previously married names, legal name change, nicknames) Tout autre nom utilisé (tel que nom de jeune fille, noms maritaux précédents, changement de nom légaux, sobriquets)	
Gender - Sexe <input type="checkbox"/> Male Masculin <input type="checkbox"/> Female Féminin	Date of Birth - Date de naissance (Y-A M D-J)

#### Current Residential Information Information résidentielle actuelle

Apartment No. - N° d'appartement	Street No. - N° civique	Street Name - Nom de la rue
City - Ville	Province	Postal Code - Code postal

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W0105-12E071/A

pwb007

Client Ref No - N° de réf. du client

File No. - N° du dossier

CCC No /N° CCC - FMS No /N° VMF

<b>C</b>	<b>CONSENT - Must be signed by the individual CONSENTEMENT - Doit être signé par l'individu</b>
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I, the undersigned, confirm that I have read and understand the above *Privacy Act* statement and that I consent to the collection and use of my personal information as described therein.

Je, soussigné, confirme avoir pris connaissance de l'Énoncé concernant la *Loi sur la protection des renseignements personnels* et consens à la collecte et à l'utilisation des renseignements personnels fournis aux présentes.

Signature		SAMPLE ONLY  USE FORM AVAILABLE ONLINE AT WEB SITE INDICATED IN SI01 3.1 b.			
Print Name - Nom en lettres moulées				Date (Y-A M D-J)	

<b>D</b>	<b>ADMINISTRATIVE INFORMATION - Internal Government Use Only RENSEIGNEMENTS ADMINISTRATIFS - Pour usage interne du gouvernement seulement</b>	
Requesting Branch/Sector/Directorate/Division - Direction générale/Secteur/Direction/Division requérante		
Solicitation/Proposed Contract No. - N° de la demande de soumission/N° du contrat		Date of Request (Y-A M D-J) Date de la demande
Requesting Contact Person - Personne-ressource requérante		Contact Person Tel. No. - N° de tél. de la personne-ressource

Solicitation No. - N° de l'invitation

W0105-12E071/A

Amd. No. - N° de la modif.

File No. - N° du dossier

PWB-2-35058

Buyer ID - Id de l'acheteur

pwb007

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

W0105-12E071

CCC No./N° CCC - FMS No./N° VME

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# **ANNEX "F"**

## **SPECIFICATION**

Solicitation No. - N° de l'invitation

W0105-12E071/A

Amd. No. - N° de la modif.

File No. - N° du dossier

PWB-2-35058

Buyer ID - Id de l'acheteur

pwb007

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

W0105-12E071

CCC No./N° CCC - FMS No./N° VME

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

**SERVICE CONTRACT  
INSPECTION AND MAINTENANCE OF MECHANICAL  
SYSTEMS AT HMCS BRUNSWICKER,  
NEW BRUNSWICK  
FROM DATE OF AWARD TO 31 MARCH 2013  
WITH OPTIONS TO RENEW FOR TWO, ONE-YEAR PERIODS**

  
Designed by  Fire Inspector

  
Project O  Engineering O

**PF No:**

**Job No:** L-S255/21-0301/27

**Date:** 2011-07-15

<u>Section</u>	<u>Title</u>	<u>Pages</u>
<u>Division 00 - Procurement and Contracting Requirements</u>		
00 21 13	Instructions to Bidders	7
<u>Division 01 - General Requirements</u>		
01 35 30	Health and Safety Requirements	3
01 35 35	DND Fire Safety Requirements	4
01 35 43	Environmental Procedures	1
<u>Annexes</u>		
Annex A	Minor Operational Inspection	2
Annex B	Major Operational Inspection	2

PART 1 - GENERAL

1.1 Description of Work

- .1 Work under this Service Contract comprises the furnishing of all labour, materials, tools and equipment required to complete repairs, maintenance and the minor and major inspections of the mechanical systems at the the Navel Reserve HMCS Brunswicker as outlined in Annexes A and B and as specified herein.
- .2 The address of the HMCS Brunswicker Navel Reserve is 1 Navy Way (recently renamed from 160 Chesley Drive), Saint John, New Brunswick.
- .3 The period of this Service Contract is from Date of Award to 31 March 2013 with two, one-year options to renew.

1.2 References

- .1 Canada Labour Code, Part II - Occupational Health and Safety.
- .2 National Fire Code of Canada, 2005.
- .3 American Society of Heating, Refrigeration and Air-Conditioning Engineers (ASHRAE), Standard 62.1 - Ventilation for Acceptable Indoor Air Quality.

1.3 Building Systems

- .1 Building systems included in this Service Contract for repairs and maintenance are:
  - .1 Supply Air Units S-1 through S-9.
  - .2 Exhaust Fan Units F-1 through F-7.
  - .3 Roof Mounted Kitchen Exhaust Fan
  - .4 Nortec Humidifiers (Qty. 4)
  - .5 Air Compressor supplying pneumatic control system
  - .6 Stand Alone Water Cooled Air Conditioning Unit for Communication Room
  - .7 Electric Unit Heaters in Boathouse (Qty. 4)
  - .8 Boathouse Make Up Air Unit c/w electric coil.

1.4 Qualifications

- .1 The Contractor must be qualified and knowledgeable in the inspection and repair

of all equipment listed in 1.3.1.

- .2 Prior to award of this Service Contract, the Contractor shall provide proof to PWGSC of liability insurance coverage of no less than two million dollars, (\$2,000,000).

1.5 Engineer

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

Contracts Office  
3ASG Engineering Branch  
Building B-18  
CFB/ASU Gagetown  
PO Box 17000 Station Forces  
Oromocto, N.B. E2V 4J5

Tel. (506) 422-2000 Ext 2677  
Fax. (506) 422-1248

1.6 Documents  
Required

- .1 Maintain at the job site, one copy each of the following:
  - .1 Specification,
  - .2 All Addenda

1.7 Conformance to  
Codes and Standards

- .1 Perform work in accordance with the National Fire Code of Canada (2005 Edition), the American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE) - Standard 62.1 - Ventilation for Acceptable Indoor Air Quality. .
- .2 Observe and enforce construction safety measures required by National Building Code, Canada Labour Code Part II, any pertinent Provincial Government Regulations, WorkSafeNB; and all Municipal Statutes and Authorities.
- .3 Work to meet or exceed requirements of specified standards, codes and referenced



documents.

- .4 In event of conflict between any provisions of above authorities, the most stringent provision will apply.
- .5 The contractor will be responsible for any charges imposed by such regulations and by-laws.

1.8 Service Calls

- .1 Upon receipt of an Acceptance of Tender, the Contractor will advise the Engineer in writing of the telephone number and location at which they or their personnel may be contacted at any time. Also at this time, the Engineer will inform the Contractor of the Engineer's Representatives authorized to request service. When repairs are required, the Engineer's Representative will notify the Contractor and detail the work to be completed in writing. Work undertaken at the request of any others will be entirely at the Contractor's risk with regard to payment.
- .2 The Contractor will provide service daily during normal working hours, Monday to Friday 0730 to 1600 hrs as well as in the evenings and during Saturdays, Sundays and holidays.
- .3 The Contractor will not refuse any call for service requested by the Engineer and will respond within 24 hours on normal service calls and 4 hours on emergency service calls.

1.9 Contractor's  
Use of Site

- .1 Access to the work site is to be as directed by the Engineer.
- .2 Movement around the site is subject to restrictions laid down by the Engineer.
- .3 Do not unreasonably encumber site with materials or equipment.

- |   |    |   |
|---|----|---|
| <u>1.10 Overloading</u>                   | .1 | Contractor is responsible to ensure that no part of the work performed or equipment installed subjects adjacent structures to unsafe loads or permanent deformation.  |
| <u>1.11 Temporary Structures</u>          | .1 | The Contractor will furnish and maintain all equipment such as temporary stairs, ramps, ladders, scaffolds, hoists, chutes, etc, as may be required for the proper execution of the work.   |
|   | .2 | Temporary structures erected by the Contractor will be removed by them from the site upon completion of the work.   |
| <u>1.12 Cutting, Fitting and Patching</u> | .1 | Perform cutting, fitting and patching of materials when required to allow work to properly fit together.  |
|   | .2 | Where new work connects with existing and where existing work is altered, cut, patch and perform repairs to match existing work.  |
| <u>1.13 Site Clean Up</u>                 | .1 | On completion of all work, remove surplus materials, tools, equipment, and debris. The Contractor will not remove any salvageable material or equipment from the job site without permission from the Engineer.                                     |
|   | .2 | Site will be left in a neat and tidy condition at the end of each work day to the complete satisfaction of the Engineer.  |
| <u>1.14 Maintenance Inspections</u>       | .1 | Provide operational inspections as follows:<br>.1 Provide two (2) Minor Maintenance Inspections, one during the month of January and one during the month of May.<br>.2 Provide one (1) Major Maintenance Inspection during the month of September. |
| <u>1.15 Quantities Basis For Payment</u>  | .1 | The Contractor will submit prices for the following in accordance with the specification and such prices will include   |

labour, expenses, transportation and profit:

.1 Rate per Minor Maintenance Inspection (Annex A), **Quantity Two (2) ;**

.2 Rate per Major Maintenance Inspection (Annex B), **Quantity One (1) ;**

.3 Rate per hour during normal working hours for a service technician, **Estimated at 40 hours ;**

.4 Rate per hour for emergency calls after normal working hours, nights, Saturdays, Sundays and Holidays for a service technician, **Estimated at 20 hours ;**

.2 All products and materials will be invoiced at the Contractor's cost plus a percentage for mark up, **Estimated at Ten Thousand Dollars (\$10,000) . The Contractor is to submit a percent of mark up for tendering purposes. Copies of invoices for material used must accompany the invoice for work performed.**

.3 Time charged and the contract price of materials (if any) used may be verified by Government Audit before or after payment.

1.16 Acceptability  
of Material

.1 Material and parts used will be those specified by the manufacturer of the equipment and any other material will require the approval of the Engineer.

.2 Provide material and equipment of specified design and quality, performing to published ratings and for which replacement parts are readily available.

.3 The Contractor will not make any change in the design and installation of equipment and materials without the prior written approval of the Engineer.

.4 If, in an emergency, the Contractor installs parts other than those specified, they will be replaced with specified parts before claiming payment, but no claim for

other than specified parts will be made.

- .5 All replaced parts and materials not under warranty, whether serviceable or unserviceable will be left on site for inspection on completion of the work.
- .6 All manufactured articles, materials and equipment will be applied, installed, connected and used as specified by the manufacturer.
- .7 Requests for acceptance of material other than those specified will be submitted in writing to the Engineer. The request must be supported with sufficient product information to enable the Engineer to make an assessment.

1.17 Guarantee

- .1 The Contractor will guarantee all materials and workmanship for a period of one year or the manufacturer's guarantee, whichever is longer, after acceptance by the Engineer. Any defects which may develop during this period will be rectified and made good to the satisfaction of the Engineer, by the Contractor at their own expense.

1.18 Security  
Clearances

- .1 The Contractor shall maintain an up-to-date roster of technicians involved in the contract. This roster shall be made available to the Engineer upon demand.
- .2 The Contractor shall provide proof of the information contained within the roster to the Engineer upon demand. The Engineer reserves the right to have removed from the site those personnel who do not meet security requirements, as laid down by the Military Police Identification Section.
- .3 The Contractor and their employees will report to local police station to complete a security check at the contractor's expense, with no cost to the Department of National Defence.

- .4 Photocopies of security checks are to be provided to the Engineer.

## PART 1 - GENERAL

### 1.1 References

- .1 Canada Labour Code, Part II.
- .2 Canada Occupational Safety and Health Regulations.
- .3 The National Fire Code of Canada (2005 Edition)
- .4 The Workplace Hazardous Materials Information System, WHMIS.
- .5 Province of New Brunswick.
  - .1 Occupational Health and Safety Act, 1991.

### 1.2 Regulatory Requirements

- .1 Do work in accordance with the safety measures of the Canada Labour Code, Part II, New Brunswick Occupational Health and Safety Act and WorkSafeNB, provided that in any case of conflict or discrepancy the more stringent requirements shall apply.
- .2 Comply with regulations contained in the Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage and disposal of hazardous materials; and regarding labelling and provision of Material Safety Data Sheets (MSDS) acceptable to Human Resources and Skills Development Canada and Health Canada.

### 1.3 Responsibility

- .1 Contractor is responsible for the health and safety of all persons on site. Contractor is also responsible for the protection of property, persons and the environment on or adjacent to the site in so far as the work may affect these.
- .2 Contractor and all contractor's employees are to comply with all safety requirements specified in the Contract Documents as well as all applicable federal, provincial and local statutes, regulations and

ordinances.

- .3 As outlined in the Canada Labour Code Part II, the Contractor is responsible to provide a site-specific Health and Safety Plan that includes a Confined Space Entry Procedure in the event that work is deemed by the Engineer to be in a confined space. Work is not to begin until this Health and Safety Plan is submitted and approved by the Engineer.
- .4 CFB Gagetown Construction Engineering Branch employs a Lock Out/Tag Out program to prevent work related injuries due to electrical or mechanical systems being energized while personnel are working in or around these systems. The Contractor must respect these locks and tags when encountered. Do not forcibly remove these locks and/or tags at any time. If the Contractor requires that these be removed to perform work, a request is to be made to the Engineer for such removal.
- .5 As per the Canada Labour Code Part II, it is the Contractor's responsibility to employ their own Lock Out/Tag Out program to ensure that equipment is not energized by other personnel while they are working in or around equipment.
- .6 It is the Contractor's responsibility to ensure that all their employees are provided all Personal Protective Equipment (PPE) necessary to perform all work. Hard hats and safety glasses are to be worn at all times.

#### 1.4 Unforeseen Hazards

- .1 Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during performance of Work, advise Engineer verbally and in writing. Follow procedures in place for Employee's Right to Refuse Work in accordance with Acts and Regulations of Province having jurisdiction.

- |   |    |   |
|---|----|---|
| <u>1.5 Correction of Non-Compliance</u> | .1 | Immediately address health and safety non-compliance issues identified by authority having jurisdiction or by Engineer.                         |
|   | .2 | Provide Engineer with written report of action taken to correct non-compliance of health and safety issues identified.                          |
|   | .3 | Engineer may stop Work if non-compliance of health and safety regulations is not corrected.   |
| <u>1.6 Work Stoppage</u>                | .1 | Give precedence to safety and health of public and site personnel and protection of environment over cost and schedule considerations for Work. |



PART 1 - GENERAL

1.1 Reporting Fires

- .1 Know location of nearest fire alarm box and telephone, including emergency phone number.
- .2 Report immediately all fire incidents to Fire Department as follows:
  - .1 activate nearest fire alarm box; or
  - .2 Dial 9 and then 911.**
- .3 When reporting fire by telephone, give location of fire, name or number of building and be prepared to verify the location.

1.2 Interior and Exterior Fire Protection and Alarm Systems

- .1 Fire protection and alarm system will not be:
  - .1 obstructed;
  - .2 shut-off; and
  - .3 left inactive at end of working day or shift without authorization from Fire Chief.
- .2 Fire hydrants, standpipes and hose systems will not be used for other than fire-fighting purposes unless authorized by Fire Chief.

1.3 Fire Extinguishers

- .1 Supply fire extinguishers, as scaled by Fire Chief, necessary to protect work in progress and contractor's physical plant on site.

1.4 Blockage of Roadways

- .1 Advise Fire Chief of any work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by Fire Chief, erecting of barricades and digging of trenches.

1.5 Smoking Precautions

- .1 Observe smoking regulations at all times.

1.6 Rubbish and  
Waste Materials

- .1 Rubbish and waste materials are to be kept to a minimum.
- .2 Burning of rubbish is prohibited.
- .3 Removal:
  - .1 Remove all rubbish from work site at end of work day or shift or as directed.
- .4 Storage:
  - .1 Store oily waste in approved receptacles to ensure maximum cleanliness and safety.
  - .2 Deposit greasy or oily rags and materials subject to spontaneous combustion in approved receptacles and remove.

1.7 Flammable and  
Combustible Liquids

- .1 Handling, storage and use of flammable and combustible liquids are to be governed by the current National Fire Code of Canada.
- .2 Flammable and combustible liquids such as gasoline, kerosene and naphtha will be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing Underwriters' Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable and combustible liquids exceeding 45 litres for work purposes requires permission of Fire Chief.
- .3 Transfer of flammable and combustible liquids is prohibited within buildings or jetties.
- .4 Transfer of flammable and combustible liquids will not be carried out in vicinity of open flames or any type of heat-producing devices.
- .5 Flammable liquids having a flash point below 38° C such as naphtha or gasoline will not be used as solvents or cleaning agents.

- .6 Flammable and combustible waste liquids, for disposal, will be stored in approved containers located in a safe ventilated area. Quantities are to be kept to a minimum and Fire Department is to be notified when disposal is required.
- 1.8 Hazardous Substances
- .1 Work entailing use of toxic or hazardous materials, chemicals and/or explosives, or otherwise creating hazard to life, safety or health, will be in accordance with National Fire Code of Canada.
- .2 Obtain from Fire Chief a "Hot Work" permit for work involving welding, burning or use of blow torches and salamanders, in buildings or facilities.
- .3 When Work is carried out in dangerous or hazardous areas involving use of heat, provide fire watchers equipped with sufficient fire extinguishers. Determination of dangerous or hazardous areas along with level of protection necessary for Fire Watch is at discretion of the Fire Chief. Contractors are responsible for providing fire watch service for work on a scale established and in conjunction with Fire Chief at pre-work conference.
- .4 Where flammable liquids, such as lacquers or urethanes are to be used, proper ventilation will be assured and all sources of ignition are to be eliminated. Fire Chief is to be informed prior to and at cessation of such work.
- 1.9 Questions and/or Clarification
- .1 Direct any questions or clarification on Fire Safety in addition to above requirements to Fire Chief.
- 1.10 Fire Inspection
- .1 Site inspections by Fire Chief will be coordinated through Engineer.
- .2 Allow Fire Chief unrestricted access to

work site.

- .3 Co-operate with Fire Chief during routine fire safety inspection of work site.
- .4 Immediately remedy all unsafe fire situations observed by Fire Chief.

PART 1 - GENERAL

- |                               |    |  |
|-------------------------------|----|--|
| <u>1.1 General</u>            | .1 | Contractor will take all reasonable steps to ensure that they and their employees have complied with all pertinent legislation and have protected the environment. |
| <u>1.2 Fires</u>              | .1 | Fires and burning of rubbish on site not permitted.  |
| <u>1.3 Disposal of Wastes</u> | .1 | Do not bury rubbish and waste materials on site unless approved by Engineer.   |
|                               | .2 | Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.                             |
| <u>1.4 Spill Protection</u>   | .1 | The Contractor must have adequate clean up materials for any potential hazardous materials used in the completion of the work (ie. fuels, oils, lubricants, etc).  |
|                               | .2 | In the event of a spill the Contractor will immediately take corrective action to clean up the material.   |
|                               | .3 | In the event of a spill of over one (1) litre of a hazardous material, the Contractor will immediately inform the proper local authorities.                        |

**MINOR OPERATIONAL MAINTENANCE**

**.1 Air handling units and Exhaust Fans (S-1 thru S-9, F-1 thru F-7 and Roof Mounted Kitchen Ex Fan):**

- .1 Fans and motors:
  - .1 Verify the operation of the system, motors, gauges and fans;
  - .2 Inspect the tension on the drive belts and check for wear, replace the belts if required;
  - .3 Lubricate the fan shaft bearings;
  - .4 Lubricate the motor bearings;
  - .5 Lubricate the dampers;
  - .6 Inspect for vibrations and unusual noises;
  - .7 Inspect the coils for leaks and clean if required;
  - .8 Record the condition of the dampers and clean if required;
  - .9 Record the condition of motors and windings;
  - .10 Clean the intake screens on the motors; and
  - .11 Clean or replace the air filters if required.
- .2 Motor Starters:
  - .1 Inspect for signs of wear, arcing and overheating; and
  - .2 Measure and record the operating voltage and amperage.

**.2 Humidifiers (qty. 4):**

- .1 Check all valves for proper operation and check for leaks;
- .2 Check the float assembly and adjust if required;
- .3 Check and clean the drains and drain pans;
- .4 Check the heating elements;
- .5 Inspect all electrical connections, relays, contactors and safety controls; and
- .6 Check and clean the spray nozzles.

**.3 Air compressor and associated equipment:**

- .1 Air Compressor:
  - .1 Drain the tank and clean the traps;
  - .2 Check the belt and filter;
  - .3 Change the suction filter if required;
  - .4 Check the condition of the motor and lubricate as required;

Annex A

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- .5 Check the PE switch, starter and alternator; and
    - .6 Record the compressor's run time.
  - .2 Refrigerated air dryer:
    - .1 Check the refrigerant pressure and temperature and record;
    - .2 Clean the condenser and grills as required; and
    - .3 Check the drain trap and bypass valves for proper operation.
- .4 **Forward a written report to the Engineer indicating the condition of the system and the and all recommended repairs.**

**MAJOR OPERATIONAL MAINTENANCE**

**.1 Air handling units and Exhaust Fans (S-1 thru S-9, F-1 thru F-7 and Roof Mounted Kitchen Ex Fan):**

- .1 Fans and motors:
  - .1 Verify the proper operation of the system motors, gauges and fans;
  - .2 Inspect the tension on the drive and fan belts and replace belt if required;
  - .3 Lubricate the fan shaft bearings, motor bearings and dampers;
  - .4 Clean the intake screens on the motors;
  - .5 Inspect the fan wheels to ensure free rotation, check for cracks and for proper alignment;
  - .6 Inspect for vibration or unusual noises;
  - .7 Inspect and clean the motors; and
  - .8 Check all major valves for proper operation and check for leaks.
- .2 Starters:
  - .1 Inspect all wiring connections;
  - .2 Megger the motors at the starters and record the readings;
  - .3 Inspect the starters contactor and contacts;
  - .4 Inspect the starters for signs of wear, arcing and overheating; and
  - .5 Measure and record the operating voltages and amperages.
- .3 Inspect the condition and proper operation of the dampers;
- .4 Inspect to ensure all guards, doors, and panels are secure;
- .5 Inspect the condition of the humidifier and check for proper operation;
- .6 Inspect the cabinets for corrosion and damage;
- .7 Inspect the flexible connections and ductwork for damage or leaks; and
- .8 Clean or replace filters as required.

**.2 Compressor:**

- .1 Air compressor:
  - .1 Drain the tank and clean the traps;
  - .2 Change the oil and check oil pressure;
  - .3 Check the belt and change if required;
  - .4 Check the suction filter and change if required;
  - .5 Inspect the unloader and check valve;
  - .6 Inspect the high pressure safety valve;



Annex B

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- .7 Check the condition of the motor and bearings and lubricate as required;
  - .8 Check PE switch, starter, and alternator;
  - .9 Record compressor run time; and
  - .10 Record oil carryover rate where applicable.
- .2 Refrigerated air dryer:
  - .1 Check the refrigerant pressure and record;
  - .2 Record refrigerant temperature;
  - .3 Clean the condenser and grill covers as required; and
  - .4 Check the drain trap and bypass valves for proper operation.
- .3 Filter and pressure reducing station:
  - .1 Inspect the charcoal and coalescent filters and change as required;
  - .2 Record the pressure reducing valve settings and adjust as required; and
  - .3 Record the oil carryover rate where applicable.
- .3 **Unit Heaters Boathouse:**
  - .1 Ensure proper operation and clean coil as required. Service as per manufacturer's recommendations.
- .4 **Stand Alone Communications Room Water Cooled AC Unit:**
  - .1 Ensure proper operation and service as per manufacturer's recommendations.
  - .2 Rectification of defects observed during inspection.
  - .3 Check electrical parts including motors & rectification.
  - .4 Check & adjust controls and lubricate moving parts.
- .5 **Forward a written report to the Engineer indicating the condition of the system and the repairs that are required.**