

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
Room 1650, 635 8th Ave. S.W.
pièce 1650, 635 - 8e avenue, SO -
Calgary
Alberta
T2P 3M3

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

| | |
|---|---|
| Title - Sujet Lift Maintenance | |
| Solicitation No. - N° de l'invitation W3537-11E029/A | Date 2012-04-20 |
| Client Reference No. - N° de référence du client W3537-11E029 | |
| GETS Reference No. - N° de référence de SEAG PW-\$PWT-090-5951 | |
| File No. - N° de dossier PWT-1-34380 (090) | CCC No./N° CCC - FMS No./N° VME |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-06-04 | Time Zone Fuseau horaire Mountain Daylight Saving Time MDT |
| F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/> | |
| Address Enquiries to: - Adresser toutes questions à: Tuttosi (RPC), Richard | Buyer Id - Id de l'acheteur pwt090 |
| Telephone No. - N° de téléphone (403) 292-5702 () | FAX No. - N° de FAX (403) 292-5786 |
| Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE LOCATIONS AS DETAILED HEREIN Canada | |

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

| | |
|--|--|
| 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 |

Issuing Office - Bureau de distribution

Public Works and Government Services Canada/Réception
des souissions Travaux publics et Services gouvernementaux
Canada
Room 1650, 635 8th Ave. S.W.
Calgary
Alberta
T2P 3M3

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PART 1 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with the requirement.

2. Statement of Work

Vehicle Hoists and Scissor Lift Inspection and Maintenance Calgary and Lethbridge Locations

For the provision of all materials, equipment, labour, supervision and expertise necessary to perform annual, semi-annual and quarterly , servicing and emergency repairs to vehicle hoists and scissor lifts located in various Department of National Defence buildings in the City of Calgary, Alberta and Vimy Armoury in Lethbridge, Albertain for the Department of National Defence, Sir Auther Currie Building, Calgary, Albertain accordance with vehicle hoist and scissor lift inspectionand maintenance Annex "A" attached for the period 2 years from date of contract

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

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 (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) 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 (2012-03-02) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (55) 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 Alberta

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.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Financial Bid - One (1) hard copies

Section II: Certifications - One (1) hard copies

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

- 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: Financial Bid

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

Section II: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Financial Evaluation

SACC Manual Clause A0220T (2007-05-25), Evaluation of Price

2. Basis of Selection

- 2.1** 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.

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. 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.

1.1 Federal Contractors Program - Certification

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

The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

- a. () is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- 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, and/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;
- d. () has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: _____.

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

1.2 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 payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above? **Yes () No ()**

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.

Certification

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

PART 6 - RESULTING CONTRACT CLAUSES**1. Security Requirement**

There is no security requirement associated with the requirement.

2. Statement of Work

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

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

3.1 General Conditions

2010C (2012-03-02, General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from _TBD_____ to _TBD_____ inclusive. (24Months)

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Richard Tuttosi
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate:Western
Address: 1650 - 635 - 8th Avenue SW
Calgary, Alberta
T2P 3M3
Telephone: 403 - 292 - 5702
Facsimile: 403 - 292- 5786
E-mail address: richard.tuttosi@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.

5.2 Project Authority

The Project Authority for the Contract is:

Name: __TBD_____
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.

5.3 Contractor's Representative

TBD

6. Payment

6.1 Basis of Payment

For the Work described in Statement of Work in Annex "A" :

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price, for a cost of \$ _TBD_. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

For the firm price portion of the Work only, 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.

6.2 Limitation of Price

SACC Manual clause C6000C (2011-05-16) Limitation of Price

6.3 Terms of Payment

SACC Manual clause H1000C (2008-05-12) Single Payment

7. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract;
- c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- d. a copy of the monthly progress report.

Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

8. Certifications

- 8.1** 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.

9. Applicable Laws

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

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 2010C (2012-03-02)
- (c) Annex A, Statement of Work;
- (d) the Contractor's bid dated _____

11. Defence Contract

SACC Manual clause A9006C (2008-05-12) Defence Contract

ANNEX "A"**STATEMENT OF WORK***(Attached as a pdf document)***SPECIAL CONDITIONS**

1. Call-Up Condition - Overtime work will be at the discretion of the site authority.
2. Work report conditions:
 - a) Contractor is to submit a copy of daily work reports at the end of each day worked, or at the Site Authorities discretion.
 - b) Work reports will consist of:
 - Date
 - Brief description of work completed that day
 - Building or area work was completed in
 - DND work order number
 - Hours worked for each Journeyman and Helper
 - List of material used
 - Any problems found or foreseen
 - Work report number
 - c) Work report to be signed by contractors representative performing the work and DND site authority.
 - d) Invoice is to reference the work report number(s)
 - e) A copy of work reports/worksheets will accompany the invoice.

The reason for anomalies in number of inspections is that the annual inspection is more thorough and involves considerably more work than a semi-annual or quarterly inspection, therefore is a need for two quarterly inspections, one semi-annual and one annual per year. For example: January would be an Annual, April would be a Quarterly, July would be a Semi-Annual, October would be a Quarterly.

MANDATORY REQUIREMENTS

1. The contractor shall ensure that all contractual and legal provisions related to job safety are complied with at all times.
2. Contractor is to submit a copy of daily work reports at the end of each day works, or at the Site Authorities discretion, on completion of a multi day job.
3. Work reports will consist of:
 - Date
 - Brief description of work completed that day
 - work order number

-
- Hours worked for each Journeyman and Helper
 - List of material used
 - any problems found or foreseen
4. Work report shall be signed by Contractor's representative and the Site Authority.
 5. Invoice is to reference the work report number(s).
 6. The successful Contractor shall employ qualified tradesmen who are experienced in all aspects of work requested.
 7. A copy of work reports/worksheets will accompany the invoice.
 8. Overtime work will be at the discretion and approval of the Site Authority.

ANNEX "B" - BASIS OF PAYMENT

Prices quoted shall be firm, F.O.B. Destination and be inclusive of all labour, travel, equipment, materials, supervision and expertise in performing the annual, semi-annual, quarterly, emergency inspections and servicing in accordance with Annex "A", Statement of Work.

A. Year 1 - From date of award for a period of one year.

| 1. Currie Building, Calgary | | | |
|------------------------------------|--|------------|-------------------|
| Item | Deliverable | Qty | Unit Price |
| i. | Inspection & Servicing:- Firm All Inclusive Lump Sum Price per inspection to provide inspections and servicing to forward Automotive Lift Model CR14112000 S/N 00107A0021 as follows: | | |
| a. | Quarterly inspection and servicing (2 per year) | 2 | \$ |
| b. | Semi-Annual inspection and servicing (1 per year) | 1 | \$ |
| c. | Annual inspection and servicing (1 per year) | 1 | \$ |
| ii. | Inspection & Servicing:- Firm All Inclusive Lump Sum Price per inspection to provide inspections and servicing to Scissor Lift as follows: | | |
| a. | Semi-Annual inspection and servicing (1 per year) | 1 | \$ |
| b. | Annual inspection and servicing (1 per year) | 1 | \$ |

| 2. Military Museum, Calgary | | | |
|------------------------------------|--|------------|-------------------|
| Item | Deliverable | Qty | Unit Price |
| i. | Inspection & Servicing:- Firm All Inclusive Lump Sum Price per inspection to provide inspections and servicing to Scissor Lifts (2) as follows: | | |
| a. | Semi-Annual inspection and servicing (1 per year) | 2 | \$ |
| b. | Annual inspection and servicing (1 per year) | 2 | \$ |

| 3. Northeast Armoury, Calgary | | | |
|--------------------------------------|---|------------|-------------------|
| Item | Deliverable | Qty | Unit Price |
| i. | Inspection & Servicing:- Firm All Inclusive Lump Sum Price per inspection to provide inspections and servicing to Stenhoj Automotive Lift Model DS4-8T : | | |
| a. | Quarterly inspection and servicing (2 per year) | 2 | \$ |
| b. | Semi-Annual inspection and servicing (1 per year) | 1 | \$ |
| c. | Annual inspection and servicing (1 per year) | 1 | \$ |

| 4. Currie Building, Military Museum, Northeast Armoury | | | | |
|---|--|-----------------|-------------------|---------------|
| Item | Deliverable | Est. Hrs | Journeyman | Helper |
| i. | Emergency service: Per Hour Labour direct or productive used exclusively in work (On an as and when requested basis only) | | | |
| a. | During regular working hours (Monday to Friday) | 40 | \$ | \$ |
| b. | Outside regular working hours (Monday to Friday) | 8 | \$ | \$ |
| c. | Outside regular working hours (Weekends & Statutory Holidays) | 8 | \$ | \$ |

| 5. Vimy Armoury, Lethbridge | | | |
|-----------------------------|---|-----|------------|
| Item | Deliverable | Qty | Unit Price |
| i. | Inspection & Servicing:- Firm All Inclusive Lump Sum Price per inspection to provide inspections and servicing to Ammico Automotive Lift Model B45005000 S/N 99025128: | | |
| a. | Quarterly inspection and servicing (2 per year) | 2 | \$ |
| b. | Semi-Annual inspection and servicing (1 per year) | 1 | \$ |
| c. | Annual inspection and servicing (1 per year) | 1 | \$ |

| 6. Vimy Armoury, Lethbridge | | | | |
|-----------------------------|--|-----|------------|--------|
| Item | Deliverable | Hrs | Journeyman | Helper |
| i. | Emergency Service/Repairs: (On an "as and when requested Basis Only as authorized by the Site Authority). | | | |
| a. | During regular working hours (Monday to Friday) | 24 | \$ | \$ |
| b. | Outside regular working hours (Monday to Friday) | 10 | \$ | \$ |
| c. | Outside regular working hours (Weekends & Statutory Holidays) | 10 | \$ | \$ |

B. Year 2 - Dates to be determined

| 1. Currie Building, Calgary | | | |
|-----------------------------|--|-----|------------|
| Item | Deliverable | Qty | Unit Price |
| i. | Inspection & Servicing:- Firm All Inclusive Lump Sum Price per inspection to provide inspections and servicing to forward Automotive Lift Model CR14112000 S/N 00107A0021 as follows: | | |
| a. | Quarterly inspection and servicing (2 per year) | 2 | \$ |
| b. | Semi-Annual inspection and servicing (1 per year) | 1 | \$ |
| c. | Annual inspection and servicing (1 per year) | 1 | \$ |
| ii. | Inspection & Servicing:- Firm All Inclusive Lump Sum Price per inspection to provide inspections and servicing to Scissor Lift as follows: | | |
| a. | Semi-Annual inspection and servicing (1 per year) | 1 | \$ |
| b. | Annual inspection and servicing (1 per year) | 1 | \$ |

| 2. Military Museum, Calgary | | | |
|-----------------------------|--|-----|------------|
| Item | Deliverable | Qty | Unit Price |
| i. | Inspection & Servicing:- Firm All Inclusive Lump Sum Price per inspection to provide inspections and servicing to Scissor Lifts (2) as follows: | | |
| a. | Semi-Annual inspection and servicing (1 per year) | 2 | \$ |
| b. | Annual inspection and servicing (1 per year) | 2 | \$ |

| 3. Northeast Armoury, Calgary | | | |
|-------------------------------|---|-----|------------|
| Item | Deliverable | Qty | Unit Price |
| i. | Inspection & Servicing:- Firm All Inclusive Lump Sum Price per inspection to provide inspections and servicing to Stenhoj Automotive Lift Model DS4-8T : | | |

| | | | |
|----|---|---|----|
| a. | Quarterly inspection and servicing (2 per year) | 2 | \$ |
| b. | Semi-Annual inspection and servicing (1 per year) | 1 | \$ |
| c. | Annual inspection and servicing (1 per year) | 1 | \$ |

4. Currie Building, Military Museum, Northeast Armoury

| Item | Deliverable | Est. Hrs | Journeyman | Helper |
|------|--|----------|------------|--------|
| i. | Emergency service: Per Hour Labour direct or productive used exclusively in work (On an as and when requested basis only) | | | |
| a. | During regular working hours (Monday to Friday) | 40 | \$ | \$ |
| b. | Outside regular working hours (Monday to Friday) | 8 | \$ | \$ |
| c. | Outside regular working hours (Weekends & Statutory Holidays) | 8 | \$ | \$ |

5. Vimy Armoury, Lethbridge

| Item | Deliverable | Qty | Unit Price |
|------|---|-----|------------|
| i. | Inspection & Servicing:- Firm All Inclusive Lump Sum Price per inspection to provide inspections and servicing to Ammico Automotive Lift Model B45005000 S/N 99025128: | | |
| a. | Quarterly inspection and servicing (2 per year) | 2 | \$ |
| b. | Semi-Annual inspection and servicing (1 per year) | 1 | \$ |
| c. | Annual inspection and servicing (1 per year) | 1 | \$ |

6. Vimy Armoury, Lethbridge

| Item | Deliverable | Hrs | Journeyman | Helper |
|------|--|-----|------------|--------|
| i. | Emergency Service/Repairs: (On an "as and when requested Basis Only as authorized by the Site Authority). | | | |
| a. | During regular working hours (Monday to Friday) | 24 | \$ | \$ |
| b. | Outside regular working hours (Monday to Friday) | 10 | \$ | \$ |
| c. | Outside regular working hours (Weekends & Statutory Holidays) | 10 | \$ | \$ |

**Department of National Defence
ASU Calgary
Engineering Services**



**Vehicle Hoist
And
Scissor Lift
Inspection/Maintenance
For
ASU Calgary
Area of Responsibility**

2011

| | | | |
|---|----------------------------|----|---|
| 1 | <u>Description of Work</u> | .1 | <p>Work includes automotive lift and scissor lift repair and maintenance for equipment located within the City of Calgary and the City of Lethbridge, at the following locations:</p> <p><u>Calgary</u> Currie Building 4225 Crowchild Trail SW Museum of the Regiments 4250 Crowchild Trail SW NE Armoury 1227 - 38 Ave. NE</p> <p><u>Lethbridge</u> Vimy Armoury 337 Stubb Ross Road</p> <p>.2</p> <p>Scheduled inspections include greasing, tightening, adjusting, topping up oil, etc. and identifying required repairs to the Engineering Officer for approval. Inspections and repairs includes furnishing of all labour, material, equipment, supervision and expertise required to provide servicing, repairs and emergency repairs in accordance with the American National Standard for Automotive Lifts #ANSI/ALI-ALOIM-2000 for the following schedules and lifts:</p> <p>Automotive lifts: four inspections per year (1- annual, 1 - semi-annual and 2 - quarterly)</p> <p>Forward Automotive Lift Model CR14112000, S/N 00107A0021 located at the Currie Building, Calgary</p> <p>Stenhoj Automotive lift Model DS4-8T located at the North East Armoury, Calgary</p> <p>Ammico Automotive lift Model B45005000 S/N 99025128 located at Vimy Armoury, Lethbridge.</p> <p>Scissor lifts: two inspections per year (1 - annual, 1 semi-annual)</p> <p>1 Scissor lifts located at the Military Museum, Calgary</p> <p>1 Blue Giant Scissor lift at the Military Museum, Calgary (Mod SEDRH33-208, S/N 07-50050)</p> |
|---|----------------------------|----|---|

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- .3 Upon completion of inspections or maintenance the contractor will provide the appropriate documentation (found in Annex C) to the National Defence Engineering Services Officer:
- .1 Inspection Certificate
 - .2 Periodic Inspections Checklist for Hydraulic Lifts
or
Periodic Inspection Checklist for Mechanical Lifts
or
Periodic Inspection Checklist for Hydraulically
Driven Mechanical Lifts
 - .3 Preventive Maintenance Log
 - .4 Repair Maintenance Log
- 2 Response Times
- .1 The contractor shall maintain and provide National Defence (DND) with current phone, fax and pager numbers to be able to provide response to requests for service from local Public National Defence representatives on a twenty-four (24 hour, seven (7) day per week basis. The following work priorities and response times shall apply:
- .1 **Emergency**
A priority of 'Emergency' is defined as a deficiency of breakdown that required immediate attention to reduce the potential for danger to occupants, the general public, the environment, or the facility. Maintenance identified with this priority must be responded to immediately and must be reported without delay to designated manager.
Standard Response Times

| | |
|-------|-------------|
| Urban | Immediately |
| Rural | Immediately |
 - .2 **Urgent**
A priority of 'Urgent' is defined as a deficiency or breakdown that requires same day attention to reduce the potential for danger to occupants, the general public, the environment or the facility.
Standard Response Times

| | |
|-------|---------|
| Urban | 4 hrs. |
| Rural | 12 hrs. |

.3 Routine

A priority of 'Routine' is defined as essential maintenance requirements which should be rectified at the earliest possible opportunity. It is considered as deficiencies or breakdowns that do not impair current operations or pose any danger to the occupants, the general public, the environment, or the facility.

Standard Response Times

Urban 24 hrs.

Rural 48 hrs.

.4 Low Priority

Low priority work includes deficiencies that are similar to those considered as routine, but are of a less important nature. They are deficiencies that do not pose any immediate risk to the facility, its systems, its equipment or its occupants.

Standard Response Times

Urban 48 hrs.

Rural 96 hrs.

**3 Safety and
Security**

- .1** The contractor shall attend a safety orientation briefing provided by the contract authority. The process shall be documented in writing and contain at minimum, the information detailed in Annex A.
- .2** The contractor will provide Lockout Safety Procedures each time they work on the equipment.
- .3** The contractor and his employees shall comply with requirements of WHMIS regarding the use, handling, storage, disposal of hazardous materials; labeling and provision of material safety data sheets acceptable to authorities having jurisdiction.
- .4** The contractor shall ensure his employees are trained in accordance with the aforementioned legislation, regulations and requirements.
- .5** All hazardous materials, cleaning compounds, etc. are to be stored and handled in such a manner as to prevent danger to federal employees or members of the public.
- .6** The Contractor's staff shall be subject to questioning and search in relation to security by National Defence (DND) designated staff.

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- .7 The contractor shall adhere to all fire and safety measures as recommended by National and Provincial codes and/or as prescribed by the authorities having jurisdiction, concerning equipment, work habits and procedures.
- .8 The work will be carried out in compliance with all applicable laws dealing with occupational health and safety; in particular the Canada Labour Code.
- .9 The location of fixtures, apparatus, outlets, underground utilities etc. indicated or specified shall be considered as approximate. Completeness and accuracy are not guaranteed.
- .10 It is the contractor's responsibility to comply with national operating procedures for digging or excavating. The contractor will notify the Engineer when utility location checks are complete before excavating outdoors, renovating indoors, or excavation can commence.
- .11 Welding and use of open flame in or adjacent to National Defence structures require a Hot Work Permit and approval from the Engineer. Use of explosive actuated fastening devices shall not be used without written permission.
- .12 The contractor shall prevent accumulation of wastes which create hazardous conditions. Do not dispose of volatile waste liquids in storm or sanitary drains; store volatile wastes in covered metal containers. Any such waste will be removed from premises daily. Contractor will provide adequate ventilation during use of volatile or noxious substances.
- .13 The contractor shall ensure that every employee granted access to the worksite is familiar with and uses, in the prescribed circumstances and manner, all prescribed safety materials, equipment, devices and clothing.
- .14 National Defence Regulations and policies form part of these specifications and will be provided to the contractor at a pre-commencement meeting.
- .15 Prior to commencement of the work the contractor will provide to the Engineering Services Officer:
- .1 proof of WHMIS training;
 - .2 proof of WCB coverage for himself, his employees, and subcontractors;

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|---|--|-----|--|
| | | .3 | proof of safety performance; |
| | | .4 | a "Certificate of Recognition (COR) or safety plan, including accident reporting system and emergency response plan; |
| | | .5 | list of hazardous materials being brought on-site as well as their MSDS sheet; |
| | | .6 | security clearances for all employees expected to be on site. |
| | | .16 | In the case where subcontractors and/or multi-trades are on the same worksite the contractor agrees to be the prime contractor and assumes all duties and responsibilities of the prime contractor. |
| 4 | <u>Workmanship, Staffing and Supervision</u> | .1 | Contractor shall provide sufficient personnel and supervision to ensure that schedules of work for each lift is completed in accordance with this specification. |
| | | .2 | Any personnel not acceptable to National Defence due to incompetence, improper conduct, security risk or an inability to communicate will be removed from the site and replaced forthwith. |
| | | .3 | Work shall be performed in strict accordance with the very best trade practices. Mediocre or inferior work shall be replaced by work of superior first class quality without cost to the crown. |
| 5 | Reference Standards | .1 | National Building Code, National Fire Code, Canadian Electrical Code, Canadian Plumbing Code, Canada Labour Code, Canada Occupational Safety and Health Regulations, Workplace Hazardous Materials Information System (WHMIS), Workers' Compensation Board and all other applicable Federal, Provincial and Municipal codes pertaining to the trades involved in the work. |
| | | .2 | The contractor shall comply with the more stringent of the applicable provincial occupational safety and health (occupational health and safety) requirements, the Canada Labour Code Part II, and relevant DND occupational health and safety Policies, Procedures, Directives, and Standards. |
| | | .3 | In the event of conflict between any provisions of the above authorities, the most stringent provision shall apply. |

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| 6 | Access Orientation and <u>Use of Site</u> | .1 | The contractor will notify National Defence to arrange for entry to the building when they expect to carry out inspections and/or repairs. |
| | | .2 | The contractor will sign into all DND buildings and provide a short written description of the work carried out during the inspection and/or repair. |
| | | .3 | Smoking is prohibited in crown-owned buildings and, other than designated areas, on the grounds. |
| | | .4 | Movement around the site shall be subject to any restrictions imposed by National Defence. The contractor will not unreasonably encumber the site with materials and equipment. |
| | | .5 | Where work of the contract involves breaking into or connecting to existing services, work will be carried out as directed by governing authorities with a minimum of disturbance to pedestrians, vehicular traffic or to the occupants and function of the existing building. Contractor is to provide as and when required, barriers, flashing lights, signs and the like. |
| | | .6 | The Crown can temporarily provide free of charge, the use of existing electrical power and water for construction purposes. The use of these services is subject to termination without notice due to DND requirements, without acceptance of any liability for damage or delay. |
| | | .7 | The Engineer shall confirm connection locations and supply resource availability on site. The contractor must solicit written permission from the Engineer, before any connection. |
| | | .8 | All temporary connections shall be executed in accordance with the applicable Federal Codes involved, unless specified. |
| | | .9 | The contractor shall provide at <u>no</u> cost to the Crown; all labour, temporary connections, equipment and lines to bring these services required, to the project site. |
| | | .10 | All National Defence property and equipment shall be properly protected. Any damage caused by the contractor shall be repaired at his/her expense. |

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| | | .11 | The contractor will remove grease dust, dirt, stains, labels, fingerprints and other foreign materials from sight, exposed interior and exterior surfaces resulting from work under this contract. The contractor will remove and dispose of off-site all debris and waste. At no time will the Contractor use a National Defence dumpster on site. |
| | | .12 | The Crown will not be responsible for any damage to the contractor's supplies, materials, or equipment in the building, nor for the contractor's employees personal belongings brought onto the site. |
| 7 | Service Definitions | .1 | The following definitions apply to the work: |
| | | .1 | <u>Add</u> Made an addition to. |
| | | .2 | <u>Adjust/Tighten</u> Bring components to a more effective relative position. |
| | | .3 | <u>Assemble</u> To take apart and put together again. |
| | | .4 | <u>Clean</u> Scrape, brush, flush and vacuum as required to remove dust, dirt and foreign matter. |
| | | .5 | <u>Check/Inspect</u> View closely for dirt, foreign substance, lack of lubricant, wear, damage, tightness, tension, alignment, leaks, cracks, spalling, deformation, overloading and settings. Make a critical appraisal of equipment, component and parts ability to fulfill their function to a high degree of efficiency. |
| | | .6 | <u>Instruct</u> Inform Departmental Representative of any new operating procedures. Demonstrate and explain purpose, benefit and method of implementing new procedures. |
| | | .7 | <u>Lubricate</u> Apply oil or grease to joint between moving parts and joints between fixed and moving parts. |

.8 Paint

Clean, prepare and paint surfaces to paint manufacturer's recommendations with paint and primer recommended by paint manufacturer for applicable.

CONTRACTOR WORK FORM

A copy of this form shall be posted at the site where the contractor is performing work.

| | | |
|--|---------------------------------------|--------------------------|
| Contract Authority Contact Name & Phone Number | Gwen Davidson (403) 410-2320 ext 3546 | Contractor's Initials |
| Base General Safety Officer Name & Phone Number: | N / A | |
| Contractor's Company Name: | | |
| Contractor's On-Site Supervisor: | | |
| Duration of Work: Start Date: | End Date: | |

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| Summary of Work To Be Performed: | |
| Risks Associated With The Contractor's Work: | Mitigation Measures |
| Risk to DND/CF Personnel: <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Risk to DND Property/Equipment: <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Risk to Contractor Personnel: <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Hazards Present in Areas Where The Contractor Will Be Working: <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If yes, describe the hazards and required mitigation measures including policies, procedures and PPE. | |
| Contractor Briefed on Safety Requirements & Precautions: <input type="checkbox"/> Yes <input type="checkbox"/> No | |

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| DND POLICIES & REQUIREMENTS | |
| <u>DND Safety Policy.</u> Safety considerations shall be incorporated in all activities. The aim is to protect the safety of personnel and prevent injuries to personnel and material and equipment damage. | |
| <u>DND Drug & Alcohol Policy.</u> DND maintains a zero tolerance policy to the consumption of alcohol or use of drugs on the job. | |
| <u>Hazard Reporting Procedures.</u> All hazards shall be reported to the Contract Authority Contact or the BGSO. All contractor personnel injuries beyond first aid shall be investigated by the contractor and promptly reported to the BGSO. All injuries to DND personnel that occur as a result of contractor activities shall be reported to the BGSO. | |
| <u>Use of Personal Protective Equipment (PPE).</u> The contractor shall ensure that the contractor's personnel have and use all required PPE. DND personnel shall not provide PPE to contractor personnel. | |
| <u>Regulatory Compliance.</u> Where the contractor's activity may impact on DND personnel, property, equipment, or materials, the contractor shall comply with the more stringent of provincial OSH requirements, the Canada Labour Code Part II, and DND Policies, Procedure, Directives, and Standards. Where the contractor's activities do not impact on DND personnel, equipment, materiel, or property, the contractor and the contractor's personnel shall comply with provincial occupational safety and health regulations. | |
| <u>Emergency Response Requirements.</u> The contractor must provide a copy of the contractor's emergency response plans to the Contract Administrator. In the event of an emergency the following personnel shall be contacted in addition the Contract Authority Contact: | |
| Fire: Base Fire Hall at: | |
| Injuries – Base General Safety Officer at: | |
| Spills - Base Fire Hall at: | |
| Other - | |

| | |
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| Non-compliance with the above policies and/or safety requirements will result in the contractor's employee being instructed to cease work and leave the area until compliant. The consumption of alcohol or the use of drugs will result in the person being ordered off DND property. | |
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|---|-----------------------------------|
| SAFETY INFORMATION THAT THE CONTRACTOR IS REQUIRED TO PROVIDE | |
| The contractor shall provide the following information to the Contract Authority Contact: | |
| Proof of Safety Trg & Qualifications: | <input type="checkbox"/> Received |
| Proof of WHMIS Trg: | <input type="checkbox"/> Received |
| Contractor Safety Program: | <input type="checkbox"/> Received |
| Listing of hazardous chemicals & materials that will be brought on-site: | <input type="checkbox"/> Received |
| | |

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| OSH HAZARD INTERVENTION PROCESS |
| The contractor is responsible for ensuring the safety of the contractor's employees, regulatory compliance, and for ensuring that DND/CF personnel, equipment, materiel, and property are not placed at risk. The Contract Authority, and where necessary, the BGSO is authorized to order the suspension of the contractor's work until OSH deficiencies are rectified. In exigent circumstances, the Sr. Officer or Civilian Manager in a worksite may instruct the contractor to suspend operations where an imminent danger exists. |

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| SITE INSPECTIONS |
| The Contract Authority and BGSO, in addition to other DND personnel may conduct unannounced OSH inspections of the contractor's work area. |

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|--|
| The Contractor shall clear in through the Unit or Armoury OIC when performing work in a unit line or an Armoury as applicable. |
|--|

Contractor's Name & Signature

Date

Contract Authority Name & Signature

Date

A COPY OF THE COMPLETED FORM IS TO BE FAXED TO PWGSC AT (403) 410-2329 UPON COMPLETION

EQUIPMENT LOCATION _____

MODEL _____

PROCEDURE AUTHORIZED BY _____ PHONE _____

OSHA regulations state:

“That procedures shall clearly and specifically outline the scope, purpose, authorization, rules and techniques to be utilized for the control of hazardous energy, and the means to enforce compliance including, but not limited to the following:

- a) A specific statement of the intended use of the procedure.
- b) Specific procedural steps for shutting down, isolating, blocking and securing machines or equipment to control hazardous energy.
- c) Specific procedural steps for the placement, removal and transfer of lockout devices or tag out devices and the responsibility for them; and
- d) Specific requirements for testing a machine or equipment to determine and verify the effectiveness of lockout devices, tag out devices, and other energy control measures.”

SOURCE OF ENERGY FOR THIS EQUIPMENT

___ Electrical 120 V.A.C.

___ Gas

___ Hydraulic

___ Electrical

___ Steam

___ Chemical

___ Pneumatic

___ Compressed Air

___ Thermal

STORED ENERGY (Remember energy can be stored!)

___ Raised Load

___ Air Tank

___ Coiled Springs

___ Chemical

___ Charged Capacitors

___ Battery

___ Hydraulic Pressure

___ Pneumatic Pressure

SPECIFIC INSTRUCTIONS FOR LOCKOUT: _____

Signed: _____ Co. Name: _____ Date: _____

Lift Owner: National Defence

Qualified inspector name: _____

Qualified inspector company: _____

Lift Manufacturer: _____

Lift Model: _____ Serial No: _____

Lift capacity (pounds) _____

Lift type: (hydraulic) _____

(mechanical) _____

(hydraulically driven mechanical) _____

Inspection points. Attach checklist furnished by manufacturer or from this specification indicating the observations and findings of all points of inspection recommended by the manufacturer, any adjustments made and parts replaced.

I certify that I meet the requirements of ALI ALOIM -1994 paragraph 5.2 for qualified lift inspector and that I have successfully completed the training for qualified lift inspector as described in ALI ALOIM -1994 paragraph 5.3.

Inspector's signature: _____ Date: _____

This inspection is not intended as a guarantee against failure or malfunction. Its purpose is to verify that the lift has been maintained in a reasonable and safe manner and that the supporting documents supplied by the manufacturer are accessible to the operator to assist in the safe operation of the lift and to call attention to repairs that may be needed to correct existing or potential malfunctions where such can be determined by visual and ordinary examination methods. No liability for the use, operation, management or control of this lift is assumed by the inspector or the inspector's company.

Owner or employee signature: _____ Date: _____

Lift Owner: National Defence

Qualified repair maintenance person: _____

Qualified repair maintenance company: _____

Lift Manufacturer: _____

Lift Model: _____ Serial No: _____

Lift capacity (pounds) _____

Lift type: (hydraulic) _____

(mechanical) _____

(hydraulically driven mechanical) _____

Repair Maintenance. Attach a full description of all repair maintenance procedures performed or use a checklist if furnished by the manufacturer. Make note of any adjustments made and parts replaced.

Date of repair maintenance: _____

I certify that I meet the requirements of ALI ALOIM-1994 paragraph 6.2.2 for qualified repair maintenance personnel.

Repair maintenance person signature: _____

Lift Owner: National Defence

Qualified preventive maintenance person: _____

Qualified preventive maintenance company: _____

Lift Manufacturer: _____

Lift Model: _____ Serial No: _____

Lift capacity (pounds) _____

Lift type: (hydraulic) _____

(mechanical) _____

(hydraulically driven mechanical) _____

Preventive Maintenance. Attach a full description of all preventive maintenance procedures performed or use a checklist if furnished by the manufacturer. Make note of any adjustments made and parts replaced.

Date of preventive maintenance: _____

I certify that I meet the requirements of ALI ALOIM-1994 paragraph 6.1.2 for qualified repair maintenance personnel.

Repair maintenance person signature: _____

**Periodic Inspection Checklist
For
Hydraulically Driven Mechanical Lifts**

Inspection Points – Hydraulically Driven Mechanical Lifts. This class of lifts includes the two-post surface mounted lift styles which utilize a hydraulic cylinder stroke multiplier typically in the form of a chain and pulley or cable and pulley or cable and pulley arrangement. This class also includes those four post lifts that utilize a full stroke hydraulic cylinder with the vehicle being suspended or supported by chains, cables or other mechanical means.

Refer to manufacturer's recommended inspection points and to the requirement of sections 4.4.4, 5.6.2, 5.6.3, 5.6.4 and 5.6.5 of the Standard for Automotive Lifts from the Automotive Lift Institute for more detail concerning the inspection points and methods. The following is meant to be used as a quick reference checklist for the purpose of lift inspection. The paragraph numbers shown below are the same as in the main text of the Automotive Lift Institute, Standard for Automotive Lifts.

INSPECTION POINTS – ALL LIFTS

- | | |
|----------|--|
| 4.4.4.1 | Check accessibility and readability of safety warning labels |
| 4.4.4.3 | Check the rated load capacity of the lift |
| 5.6.2.1 | Examine all structural components including welds |
| 5.6.2.2 | Examine electrical components and wiring, tighten wiring if required |
| 5.6.2.3 | Check the lift control |
| 5.6.2.4 | On lifts using runways, check to ensure proper operation of all features |
| 5.6.2.5 | On lifts requiring swing arm restraints, check for proper function |
| 5.6.2.6 | Check all fastening devices for tightness including floor anchor bolts |
| 5.6.2.7 | Check exposed surfaces and edges |
| 5.6.2.8 | Operate the lift and check the operation of the positive stop and the lift locks |
| 5.6.2.9 | On lifts employing adapters, check for proper operation |
| 5.6.2.10 | With a representative vehicle on the lift check the lowering speed |
| 5.6.2.11 | Check all points requiring lubrication, lubricate if required |
| 5.6.2.12 | On lifts equipped with lateral synchronization or equalization systems, Check the operation of the synchronization or equalization system |
| 5.6.2.13 | On lifts incorporating working platforms, railings and stairways, check the railings and the walking surfaces |
| 5.6.2.14 | On lifts incorporating overhead structures, verify the safety shutoff |

**Periodic Inspection Checklist
For
Hydraulically Driven Mechanical Lifts**

INSPECTION POINTS – HYDRAULIC LIFTS

- 5.6.3.1 Check all accessible piping, tubing, hose, valves and fittings. Review lift oil consumption records, add oil as necessary
- 5.6.3.2 Operate lift through full excursion and observe
- 5.6.3.3 With lift loaded, stop the load at midpoint of travel and observe
- 5.6.3.4 Check with operator to ascertain any unusual operating characteristics
- 5.6.3.5 On lifts which incorporate trench covers, verify the proper operation
- 5.6.3.6 On air-oil lifts check for low oil control, add oil as required

INSPECTION POINTS – MECHANICAL LIFTS

- 5.6.4.1 Check the tracking and level winding of cables and chains
- 5.6.4.2 Check the chains and cables
- 5.6.4.3 Check for the proper operation of the slack suspension cable or slack suspension
- 5.6.4.4 Check the operation of screw drive systems. Check for proper lubrication, lubricate as required
- 5.6.4.5 Check screw drive systems for proper operation of the follower or safety nut, tighten as required
- 5.6.4.6 Run the lift through its full cycle and check for shut off at top and bottom of travel. Check the operation of multiple screw systems.
- 5.6.4.7 On mobile wheel engaging lifts, check the mobility of the individual units
- 5.6.3.6 On air-oil lifts check for low oil control, add oil if required

INSPECTION POINTS – HYDRAULICALLY DRIVEN MECHANICAL LIFTS

- 5.6.5.3 In addition to the foregoing requirements, check that the load is supported in the event of a failure of the suspension system

**Periodic Inspection Checklist
For
Hydraulic Lifts**

Inspection Points – Hydraulic Lifts. This class of lifts includes traditional in-ground lifts both full hydraulic and semi-hydraulic, single post, two post side-by-side, two post movable piston fore-and-aft and multiple piston heavy duty models. This class also includes surface mounted hinged lifts such as parallelogram style and scissors type, as well as wheel service lifts. Also included in the hydraulic classification are two post surface mounted lifts that utilize hydraulic cylinders which are directly connected to the superstructure and utilize no stroke multiplying chain, cable or pulleys.

Refer to manufacturer's recommended inspection points and to the requirement of sections 4.4.4, 5.6.2 and 5.6.3 of the standard for automotive lifts from the Automotive Lift Institute for more detail concerning the inspection points and methods. The following is meant to be used as a quick reference checklist for the purpose of lift inspection. The paragraph numbers shown below are the same as in the text of the Automotive Lift Institute.

INSPECTION POINTS – ALL LIFTS

- | | |
|----------|---|
| 4.4.4.1 | Check accessibility of the operating procedures, safety tips and generic safety material |
| 4.4.4.2 | Check accessibility and readability of safety warning labels |
| 4.4.4.3 | Check the rated load capacity of the lift |
| 5.6.2.1 | Examine all structural components including welds |
| 5.6.2.2 | Examine electrical components and wiring, tighten wiring if required |
| 5.6.2.3 | Check the lift controls |
| 5.6.2.4 | On lifts using runways, check to ensure proper operation of all features |
| 5.6.2.5 | On lifts requiring swing arm restraints, check for proper function |
| 5.6.2.6 | Check all fastening devices for tightness including floor anchor bolts, tighten if required |
| 5.6.2.7 | Check exposed surfaces and edges |
| 5.6.2.8 | Operate the lift and check the operation of the positive stop and the lift locks |
| 5.6.2.9 | On lifts employing adapters, check for proper operation |
| 5.6.2.10 | With a representative vehicle on the lift check the lowering speed |
| 5.6.2.11 | Check all points requiring lubrication, lubricate as required |