

**Standing Offer - Mechanical  
AAFC Charlottetown Main Complex  
and Harrington Farm Site, PEI**

**General Requirements:**

**Objective:**

Agriculture and Agri-Food Canada at 440 University Ave., Charlottetown, PE C1A 4N6 has a requirement for a company to provide mechanical services such as installation, removal and repair of mechanical systems on a AS and When Requested basis for the Charlottetown Main Complex site and the Harrington Farm Site.

Normal working hours: 0800 hrs to 1630 Monday to Friday exclusive of holidays

**Codes and Legislated Requirements:**

The following codes and standards in effect at the time of award are subject to change / revision. The latest edition of each shall be enforced during the term of the Standing Offer.

- i) Treasury Board of Canada
- ii) Canada Standards Association
- iii) Canadian Environmental Protection Act
- iv) National Building Code of Canada
- v) National Fire code
- vi) Part II of the Canada Labour Code
- vii) Canadian Occupational Safety and Health Section of Part II of the Canada labour Code
- viii) Fire Commissioner of Canada FC 301 Standard for Construction Operations
- ix) Provincial and Territorial Acts and Regulations
- x) Canadian Construction and Labour Safety Codes; Provincial Government Workers' Compensation board and Municipal Statutes and Authorities
- xi) Canadian Electrical Code, Part I, CSA 22.1-1998
- xii) Canadian Plumbing Code
- xiii) Materials and workmanship must conform to or exceed applicable standards of Canadian Government Specification Board (CGSB), Canadian Standards Association (CSA), American Society for Testing Materials (ASTM) and referenced organizations

In the event of a conflict between any of the above codes or standards, the most stringent shall apply.

**Qualifications:**

1. The Contractor prior to award, may be required to provide the names of the people proposed to provide service to AAFC and demonstrate in a written statement with the submission, for each journeyman proposed. The Contractor demonstrates in a written statement with the submission:
  - i) experience over the last 3 years in servicing and fabrication all types of air handling, heating and cooling systems.
  - ii) experience over the last 3 years in water distribution and sanitary drainage systems.
  - iii) experience over the last 3 years in compressed air and vacuum system installation, repair and maintenance.
  - iv) experience over the last 3 years in welding and steel fabrication.
2. The Contractor prior to award, may be required to provide 3 references that the Crown may contact to verify the experience detailed above. Include the company name, a contact person and phone number.
3. The Contractor must comply with the most stringent of Federal, Provincial and Municipal Occupational Health and Safety Act in the province that work is performed.

Failure to comply with the Mandatory requirement section could render the Offer non-responsive.

**SERVICE REQUIRED:**

The types of service include but are not limited to:

- (1) repairs and maintenance to air handling systems
- (2) fabrication of duct work
- (3) repairs and fabrication of water distribution and waste handling systems
- (4) fabrication, repairs and maintenance to piping systems
- (5) fabrication of sheet stainless steel components
- (6) installation and repairs of pipe and duct insulation and lagging
- (7) welding

**Terms and Conditions of Work:**

1. Contractor upon award of standing offer shall furnish the Facility Manager or his designated representative a copy of the Contractors Workers Compensation Certificate and Liabilities.

2. Only journeymen shall perform the repairs. An apprentice may perform work only when it has been previously approved by the Facility Manager.
3. Service is to be provided by one (1) journeyman at a time only, unless a specific request is made in writing to the Facility Manager or his designated representative and approved by the Facility Manager or his designated representative.
4. Security - see Request for Standing Offer, Part 1 - General Information, 3. Security Requirement.
5. The Contractor shall report to the Facility Maintenance Personnel at the Charlottetown Main Complex in Charlottetown upon arrival on site and provide identification.
6. The contractor must be available 24 hours a day, 7 days a week, via phone, cell phone or pager number. The Contractor will respond and be on site for a call up within 1 hour.
7. The contractor shall complete all applicable log books before leaving the site each day outlining all work performed in the facility. Payment may be withheld until such time that all log entries have been made.
8. The Contractor shall warrant all services performed under this Standing Offer will at the time of acceptance, be free from defects in workmanship. If the Contractor is required to correct or replace the Work or any portion thereof, it shall be at no cost to AAFC, and any Work corrected or replaced by the Contractor shall be subject to all provisions of the Standing Offer to the same extent as Work initially performed. The warranty is "one year for parts and 90 days for labour."
9. The Contractor will be responsible to maintain the integrity of the existing facility. Any damage caused by the Contractor must be made good. If necessary, all mechanically balanced systems will be re-calibrated following any work on the systems.
10. Contractor shall provide training to AAFC's maintenance staff and user groups on operation and maintenance procedures on all new installations. The Contractor shall supply shop drawings and manufacturer's instructions and specifications on all new installations.
11. The Contractor shall execute the work with minimum disturbance to the occupants, public and normal use of the building.
  - i) Protect and maintain existing active services.
  - ii) Any connection to existing services are to be made with minimum disturbance to occupants and building operation.
  - iii) Any shutdown to execute service or repair must first be approved by the Facility Manager or his designate.
12. Power activated devices using explosives shall not be used.

13. The Contractor shall at his own cost, remove and dispose of debris, used and obsolete material on a daily basis— environmentally as per the Green Code. Disposal to be conducted in adherence to all Federal, Provincial and Municipal legislation, which ever is the most stringent
14. The Contractor is to supply all tools and equipment required to provide work under the Standing Offer.
15. Equipment and materials to be new and CSA certified. Deliver, store and maintain materials with manufacture's seal and labels intact.
16. Additions, relocations or removal of equipment or systems are to be recorded, dated and initialled by the Contractor on the "as-built" prints where applicable.
17. Contractor shall submit a detailed work order explaining the Work undertaken to the Facility Manager or his designated representative before leaving the site.
18. The Contractor shall provide AAFC an invoice complete with a detailed breakdown of all parts, material and labour used. This invoice must clearly reference all work sheets associated with the call-up.
19. The Contractor may, upon request, provide AAFC with a wholesalers invoice complete with parts pricing. Charges for parts supplied under this standing offer will be wholesale price plus 10%.
20. While on-site, Contractor and Contractor's employees shall adhere to all AAFC's safety and workplace policies. A copy of the policy will be provided by the Facility Manager or his designated representative.
21. The Contractor shall provide a copy of their company's Occupational Health and Safety Policy and Program. It shall meet the more stringent of the Federal and Provincial Occupational Health and Safety Acts.
22. The Contractor shall perform site hazard assessments to establish site specific safe work practice procedures for the safety and well being of his/her employees. Copies shall be made available to the Departmental Representative.
23. All copies of the formal Hazard Assessments conducted by the Contractor throughout the duration of the work shall be retained and supplied to the Departmental Representative.
24. Post the Safety Plan at a common location on the site visible to all workers and persons accessing the site. Ensure that all employees, including sub-contractors' personnel are advised of such Safety Plan and of the posted location.

25. The Contractor shall ensure all workers and authorized persons entering the work site are notified of and abide by the posted Safety Plan, safety rules, regulations, safe work practices and applicable Safety Acts, Regulations and Codes. Any person not complying with these shall not be permitted on the work site.
26. The Contractor shall ensure that all applicable personal protective equipment (PPE) is used.
27. All Contractor's employees working with controlled products on Federal property and/or in Federal facilities will require WHMIS certification
28. All Contractors must provide a copy of the Material Safety Data Sheet (MSDS) to the Facility Manager or designate.
29. The Contractor may be required to provide a written estimate for repair work and new installations to the Facility Manager or his designated representative when needed.
30. This Standing Offer does not create an exclusive right of the Contractor to perform all the work that may be required. AAFC reserves the right to have any work done by other means.
31. AAFC reserves the right to supply the Parts and Material to the Contractor. All materials must be approved by the Facility Manager or his designated representative prior to ordering or installation.