

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

**Public Works and Government Services / Travaux  
publics et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3  
Bid Fax: (613) 545-8067**

## Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

## Comments - Commentaires

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

**Issuing Office - Bureau de distribution**

Public Works and Government Services / Travaux publics  
et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3

<b>Title - Sujet</b> FIRE SUPPRESSION INSTALSTION	
<b>Solicitation No. - N° de l'invitation</b> W0114-11P047/A	<b>Date</b> 2012-08-19
<b>Client Reference No. - N° de référence du client</b> W0114-11-P047	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$KIN-519-5912
<b>File No. - N° de dossier</b> KIN-1-36534 (519)	<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 2012-10-04</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Beaulieu, Gisele	<b>Buyer Id - Id de l'acheteur</b> kin514
<b>Telephone No. - N° de téléphone</b> (613)545-8064 ( )	<b>FAX No. - N° de FAX</b> (613)545-8067
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE BASE CONSTRUCTION ENGINEERING SECTI 6 MORO STREET KINGSTON Ontario K7K7B4 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Vendor/Firm Name and Address</b>	
Raison sociale et adresse du fournisseur/de l'entrepreneur	
<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 (type or print)</b>	
<b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- |        |   |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement;   |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;   |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;   |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications: includes the certifications to be provided;   |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and  |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:   |
|        | 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;  |
|        | 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.  |

The Annexes include the Statement of Work, the Basis of Payment, Health & Safety Requirements, Periodic Usage Report Form, Project Management Forms, and Insurance Requirements.

**2. Summary**

(i) The contractor must provide all labour, materials and equipment required to carry out regularly scheduled inspections and maintenance, and to perform repairs and new installations on an "as and when requested" basis on suppression systems for the Department of National Defence, CFB Kingston at various locations, in accordance with the Statement of Work in Annex "F".

The suppression systems include the following:

- .1 Wet Sprinkler Systems;
- .2 Dry Sprinkler Systems;
- .3 Pre-action Sprinkler Systems;
- .4 Wet Chemical Extinguishing Systems;
- .5 Inergen Suppression Systems.
- .6. Standpipe systems

(ii) The period for making call-ups against the Standing Offer is from date of issuance to October 31, 2013 inclusive with an option to extend for two additional one-year periods, from September 1, 2013 to October 31, 2015;

(iii) pursuant to section 01 of Standard Instructions 2006 and 2007, a Consent to a Criminal Record Verification form, must be submitted with the offer, by Request for Standing Offers closing date, for each individual who is currently on the Offeror's Board of Directors.

(iv) The requirement is limited to Canadian goods and/or services.

**3. Security Requirement**

There is no security requirement.

**4. Debriefings**

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

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## PART 2 - OFFEROR INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 2012-07-11 Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred twenty (120) days

### 2. Submission of Offers

Offers 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 Request for Standing Offers.

### 3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

### 4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

### 5. Compliance with Applicable Laws

1) By submission of an offer, the Offeror certifies that the Offeror has the legal capacity to enter into a contract and is in possession of all valid licenses, permits, registrations, certificates, declarations, filings, or other authorizations necessary to comply with all federal, provincial and municipal laws and regulations applicable to the submission of the offer and entry into any ensuing contract for the performance of the work.

2) For the purpose of validating the certification in paragraph 1) above, an Offeror shall, if requested, provide a copy of every valid license, permit, registration, certificate, declaration, filing or other authorization listed in the request, and shall provide such documentation within the time limit(s) set out in the said request.

3) Failure to comply with the requirements of paragraph 2) above shall result in disqualification of the offer.

#### **6. Mandatory Site Visit**

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for site visit to be held on September 20, 2012 at 10:00 a.m. Local time at CFB Kingston, 6 Moro St., Base Construction Engineers' Conference Room. **Bidders must communicate with the Contracting Authority no later than 3 day(s) before the scheduled visit to confirm attendance and provide the names of the person(s) who will attend. Bidders will be required to sign an attendance form. Bidders should confirm in their bids that they have attended the site visit. Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-compliant. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.**

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Financial Offer 1 hard copy

Section II: Certifications 1 hard copy

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>).

To assist Canada in reaching its objectives, offerors are encouraged to:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) 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 Offer

Offerors must submit their financial offer in accordance with the "ANNEX "B", Basis of Payment". The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

### Payment by Credit Card

Canada requests that offerors complete one of the following:

- (a) ☐ Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA \_\_\_\_\_

Master Card \_\_\_\_\_

- (b) ☐ Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

### Section II: Certifications

Offerors must submit the certifications required under Part 5.



## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical criteria and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) The evaluation team will determine first if there are three (3) or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than three responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

### 1.1. Technical Evaluation

#### 1.1.1 Mandatory Technical Criteria

Any offer which fails to meet the following mandatory requirements will be deemed non-responsive and will receive no further consideration.

- a. Offers must be submitted on the Basis of Payment form located in ANNEX "B". A price (or percentage when applicable) must be provided for every item and pricing period in the Basis of Payment. Pricing must be firm in Canadian currency and must not be indexed or tied to an escalation factor.
- b. Offers must not contain any alteration to the preprinted or pre-typed sections of the Basis of Payment form, or any condition or qualification placed upon the offer.
- c. It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for site visit to be held on September 20, 2012 at 10:00 a.m. Local time at CFB Kingston, 6 Moro St., Base Construction Engineers' Conference Room.

### 1.2. Financial Evaluation

#### 1.2.1 Financial Evaluation Criteria

The extended price will be calculated by multiplying the estimated usage values by the Offeror's corresponding unit price or discount or markup percentage. The evaluated price is the aggregate of all the extended prices for all pricing periods.

### 2. Basis of Selection

The compliant offer with the lowest evaluated price will be recommended for issuance of a Standing Offer for the applicable geographic area(s) upon compliance with the conditions stated in Parts 5 and 6.

## PART 5 - CERTIFICATIONS

Offerors must provide the required certifications to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications are not completed and submitted as requested.

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

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

1.1 Offerors must submit as part of their offer, by Request for Standing Offers closing date:

(a) a complete list of names of all individuals who are currently directors of the Offeror;

(b) a properly completed and signed form Consent to a Criminal Record Verification (PWGSC-TPSGC 229), for each individual named in the list.

### 2. Certifications Precedent to Issuance of a Standing Offer

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

#### 2.1 Bidder's Procurement Business Number (PBN)

Canadian suppliers are required to have a Procurement Business Number (PBN) before issuance of a standing offer. Suppliers may register for a PBN in the Supplier Registration Information service on line at the Business Access Canada Website. For non-Internet registration, suppliers may contact the Business Access Canada InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

#### 2.2 Canadian Content

SACC Manual clause A3050T 2010-01-11 Canadian Content Definition

##### 2.2.1 Canadian Content Certification

This procurement is limited to Canadian goods and Canadian services.

The Offeror certifies that:

- ( ) a minimum of 80 percent of the total price for the offer consist of Canadian goods and Canadian services as defined in paragraph 5 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult ANNEX 3.6.(9), Example 2, of the Supply Manual.

**2.3 Federal Contractors Program - \$200,000 or more**

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

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

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

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

The Bidder or the member of the joint venture

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

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

## 2.4 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, offerors 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 Offeror a FPS in receipt of a pension as defined above? YES ( ) NO ( )

If so, the Offeror 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 Offeror a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES ( ) NO ( )

If so, the Offeror 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 an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

**2.5 Documents Required:**

2.5.1 Proof of insurance coverage which meets or exceeds the coverage stated in Part 6.

2.5.2 Copy of company's most recent, signed Health and Safety General Plan

2.5.3 A copy of company's WSIB Clearance Certificate

2.5.4 A copy of all applicable trades certificates as detailed in the Statement of Work in Annex "F".  
Contractor must provide their Technicians' qualifications.

2.5.5 A copy of Contractor's registration permit to show that they are a current member of the Canadian Automatic Sprinkler Association.

## **PART 6 - INSURANCE REQUIREMENTS**

### **1. Insurance Requirements**

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex" A"

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

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## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 1. Summary of Requirement

The contractor must provide all labour, materials and equipment required to carry out regularly scheduled inspections and maintenance, and to perform repairs and new installations on an "as and when requested" basis on suppression systems for the Department of National Defence, CFB Kingston at various locations, in accordance with the Statement of Work in Annex "F".

The suppression systems include the following:

- .1 Wet Sprinkler Systems;
- .2 Dry Sprinkler Systems;
- .3 Pre-action Sprinkler Systems;
- .4 Wet Chemical Extinguishing Systems;
- .5 Inergen Suppression Systems.
- .6 Standpipe systems

#### 2. Security Requirement

This is no security requirement.

#### 3. Standard Clauses and Conditions

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

##### 3.1 General Conditions

2005 (2012-07-16) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

##### 3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "D". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than thirty (30) calendar days after the end of the reporting period.

#### **4. Term of Standing Offer**

##### **4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from date of issuance to October 31, 2013 inclusive.

##### **4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for two additional one-year periods, from September 1, 2013 to October 31, 2015 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 15 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

#### **5. Authorities**

##### **5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Herb Choquette  
 Title: Supply Team Leader  
 Public Works and Government Services Canada  
 Acquisitions Branch  
 Directorate: Ontario Region  
 Address: 86 Clarence St. 2nd floor  
 Telephone: (613) 536-4874  
 Facsimile: (613) 545-8067  
 E-mail address: Herb.Choquette@tpsgc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

##### **5.2 Project Authority**

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

##### **5.3 Offeror's Representative**

(Fill in).

Name: \_\_\_\_\_  
 Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
 Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
 E-mail address: \_\_\_\_\_



## 6. Identified Users

The Identified Users authorized to make call-ups against the Standing Offer are the Technical Authority identified in this document or their delegate.

## 7. Call-up Procedures

The Identified Users may only place call-ups with the Standing Offer holder for the particular geographic area stated in the Summary of Requirement in the Standing Offer. There is only one Standing Offer holder for each geographic area.

## 8. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form *PWGSC-TPSGC 942, Call-up Against a Standing Offer*, an electronic version.

## 9. Limitation of Call-ups

Individual call-ups including all amendments and Harmonized Sales Tax must not exceed \$60,000 for the Department of National Defence.

## 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2011-05-16), General Conditions - Standing Offers - Goods or Services;
- d) Contract Documents Applicable to Call-ups issued against the Standing Offer listed in article 2 in Part 7 B;
- e) Annex "F", Statement of Work;
- f) Annex "B", Basis of Payment;
- g) Annex "C", Health & Safety Requirements;
- h) Annex "D", Periodic Usage Report Form;
- i) Annex "E", Project Management Forms;
- j) Annex "A", Insurance Requirement;
- k) Annex "G", Fire Safety
- l) Annex "H" Security Requirement Check List
- m) the Offeror's offer dated \_\_\_\_\_ (insert date of offer), (if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on \_\_\_\_\_" or "as amended on \_\_\_\_\_" and insert date(s) of clarification(s) or amendment(s) if applicable).

\* "Articles of Agreement" means the clauses and conditions set out in full text or incorporated by reference from the Standard Acquisition Clauses and Conditions Manual to form the body of the Contract; it does not include these general conditions, any supplemental general conditions, annexes, the Contractor's bid or any other document.

## 11. Certifications

### 11.1 Compliance

Compliance with the certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or it is determined that any certification made by the Offeror in its offer is

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untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

## **12 SACC Manual Clauses**

The following SACC Manual Clauses are incorporated by reference;  
M3800C, Estimates, dated 2006-08-15;  
A9062C, Canadian Forces Site Regulations, dated 2010-01-11;

## **13. Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

## **14. Additional Approval Required for Medium to High Risk Requirements**

When the call-up includes Work which increases the risk to the Contractor, Canada or third parties, the Contractor must provide the Project Authority and affected personnel a site specific Health and Safety Plan. The Project Authority must complete the Project Health and Safety Risk Assessment Form included in Annex "C" Appendix "B".

## **15. Inspection of Contractors Work and Safety Procedure**

The Project Authority must inspect the Contractor's Work throughout the duration of the project for compliance with the call-up and the safety procedures in the Contractor's safety plan.

## **16. Documentation required on Project Files**

The Standing Offer Authority may randomly review the project files that have been completed using this Standing Offer. If the appropriate documents are not included in the project file the Standing Offer Authority may revoke its delegated authority for the Project Authority to use this Standing Offer. The Project Authority must keep on the project file the following information:

- Original Call up with scope of work;
- Contractor's estimate of value of the Call up, with cost breakdown in accordance with Basis of Payment;
- Minutes from precommencement meeting between the Project Authority and the Contractor;
- Contractor's Site Specific Safety Plan;
- Log of Daily Inspections of Work;
- Deficiency Reports;
- Final Inspection Report;
- Amendments to scope of work and call-up; and
- All documents related to claims for additional payments, requested by the Contractor.

## B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### 1. Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

### 2. Contract Documents Applicable to Call-ups issued against the Standing Offer

#### 2.1 The following are the contract documents:

- (a) Contract Page when signed by Canada;
- (b) Annex F Statement of Work
- (c) Annex B Basis of Payment
- (d) Annex C Health and Safety Requirements
- (e) Annex D Periodic Usage Report Form
- (f) Annex E Project Management Forms
- (g) Annex A Insurance Requirements
- (i) Drawings and Specifications;
- (j) General Conditions and clauses
 

GC1 General Provisions	R2810D (2012-07-16);
GC2 Administration of the Contract	R2820D (2012-07-16);
GC3 Execution and Control of the Work	R2830D (2010-01-11);
GC4 Protective Measures	R2840D (2008-05-12);
GC5 Terms of Payment	R2550D (2010-01-11);
GC6 Delays and Changes in the Work	R2860D (2012-07-16);
GC7 Default, Suspension or Termination of Contract	R2870D (2008-05-12);
GC8 Dispute Resolution	R2884D (2008-05-12)
GC9 Insurance	R2590D (2011-05-16);
Fair Wages and Hours of Labour - Labour Conditions	R2940D (2012-07-16);
Allowable Costs for Contract Changes Under GC6.4.1	R2950D (2007-05-25);
- (k) Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
- (l) Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and
- (m) Any amendment or variation of the contract documents that is made in accordance with the General Conditions.

2.2 The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>

2.3 Schedules of Wage Rates for Federal Construction Contracts is included by reference and may be accessed from the Web site:  
[http://www.rhdcc-hrsdc.gc.ca/eng/labour/employment\\_standards/contracts/schedule/index.shtml](http://www.rhdcc-hrsdc.gc.ca/eng/labour/employment_standards/contracts/schedule/index.shtml).

2.4 The language of the contract documents is the language of the Bid Form submitted

### 3. Limitation of Liability

GC1.6 of R2810D is deleted and replaced with the following:

#### GC1.6 Indemnification by the Contractor

- 1) The Contractor shall indemnify and save Canada harmless from and against all claims, demands, losses, costs, damages, actions, suits, or proceedings whether in respect to losses suffered by Canada or in respect of claims by any third party, brought or prosecuted and in any manner based upon, arising out of, related to, occasioned by, or attributable to the activities of the Contractor in performing the Work, provided such claims are caused by the negligent or deliberate acts or omissions of the Contractor, or those for whom it is responsible at law.
- 2) The Contractor's obligation to indemnify Canada for losses related to first party liability shall be limited to:
  - a) In respect to each loss for which insurance is to be provided pursuant to GC10.1 "Insurance Contracts" of R2900D, the Commercial General Liability insurance limit for one occurrence as referred to in the "Insurance Terms" of R2910D.
  - b) In respect to losses for which insurance is not required to be provided in accordance with GC10.1 "Insurance Contracts" of R2900D, the greater of the Contract Amount or \$5,000,000, but in no event shall the sum be greater than \$20,000,000.

The limitation of this obligation shall be exclusive of interest and all legal costs and shall not apply to any infringement of intellectual property rights or any breach of warranty obligations.
- 3) The Contractor's obligation to indemnify Canada for losses related to third party liability shall have no limitation and shall include the complete costs of defending any legal action by a third party. If requested by Canada, the Contractor shall defend Canada against any third party claims.
- 4) The Contractor shall pay all royalties and patent fees required for the performance of the Contract and, at the Contractor's expense, shall defend all claims, actions or proceedings against Canada charging or claiming that the Work or any part thereof provided or furnished by the Contractor to Canada infringes any patent, industrial design, copyright trademark, trade secret or other proprietary right enforceable in Canada.
- 5) Notice in writing of a claim shall be given within a reasonable time after the facts, upon which such claim is based, became known.

### 4. Term of Contract

#### 4.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer. The Offeror must provide on-site response to urgent call-ups within 2 hours from receipt of the call-up. The Offeror must provide on-site response to all other call-ups with 2 working days of receipt of the call-up unless otherwise stated on the call-up document. Due to the volume of work required by the Identified Users the Offeror must be able to respond to multiple urgent and regular call-ups at the same time.

## 5. Payment

### 5.1 Basis of Payment

Payment will only be made in accordance with the Basis of Payment located in Annex "B". Except for disbursements pre-authorized by the Project Authority, Canada will not pay any charges or fees or any costs which are not specified in Annex "B". Canada will consider invoices from a subcontractor as a disbursement. No mark-up by the prime contractor, will be paid on disbursements.

### 5.2 Limitation of Price

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 Project Authority before their incorporation into the Work.

### 5.3 Single Payment

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

### 5.5 Payment by Credit Card

(Use this clause if only one credit card is accepted)

The following credit card is accepted: \_\_\_\_\_.

OR

(Use this clause if more than one credit card are accepted)

The following credit cards are accepted: \_\_\_\_\_ and \_\_\_\_\_.

## 6. Invoicing Instructions

1. 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 invoices, receipts and vouchers for all direct expenses;

2. Invoices must be distributed as follows:

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

**7. Insurance Requirements**

The Contractor must comply with the insurance requirements specified in Annex "A". 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 thirty (30) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

**8. Performance Evaluation**

- 1) Offeror shall take note that the performance of the Offeror during and upon completion of the work shall be evaluated by Canada. The evaluation shall be based on the quality of workmanship; timeliness of completion of the work; project management, contract management and management of health and safety. Should the Offeror's performance be considered unsatisfactory, the standing offer may be set aside and the Offeror's bidding privileges on future work may be suspended indefinitely.
- 2) An electronic version of the form PWGSC-TPSGC 2913, SELECT - Contractor Performance Evaluation Report Form, used to record the performance is available on the Public Works and Government Services Canada (PWGSC) Web site.

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**ANNEX "A"****INSURANCE REQUIREMENTS****Insurance****GC 9.1 General**

- 1) The Offeror shall, at the Offeror's expense, obtain and maintain insurance contracts in accordance with the requirements contained herein.
- 2) The payment of monies up to the deductible amount made in satisfaction of a claim shall be borne by the Offeror.

**GC 9.2 Proof of Insurance**

- 1) Before commencement of the Work, and within thirty (30) days after acceptance of its bid, the Offeror shall deposit with Canada a Certificate of Insurance (form PWGSC-TPSGC 357) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/357.pdf>), available on Public Works and Government Services Canada Web site.
- 2) Upon request by Canada, the Offeror shall provide originals or certified true copies of all contracts of insurance maintained by the Offeror pursuant to the provisions contained herein.
- 3) The insurance policies shall be endorsed to provide Canada with not less than thirty (30) days notice in writing in advance of a cancellation of insurance or any reduction in coverage.

**GC9.3 Commercial General Liability**

- 1) The insurance coverage provided shall not be less than that provided by IBC Form 2100, as amended from time to time, and shall have an Each Occurrence Limit of not less than \$5,000,000.
- 2) The policy shall either include or be endorsed to include coverage for the following exposures or hazards if the Work is subject thereto:
  - (a) Blasting.
  - (b) Pile driving and caisson work.
  - (c) Underpinning.
  - (d) Removal or weakening of support of any building or land whether such support be natural or otherwise if the work is performed by the insured contractor.
- 3) The policy shall insure the Contractor and shall include Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services Canada as an additional Insured, with respect to liability arising out of the operations of the contractor with regard to the work.
- 4) Unless otherwise directed in writing by Canada, or, otherwise stipulated elsewhere herein, the policy required herein shall be in force and be maintained from the date of contract award until the day of issue of the Certificate of Completion.

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

The Bidder must provide pricing for all items. The format of the Pricing must not be altered except for the addition of the costs in all of the blank spaces. Pricing must not be indexed to any currency exchange rates or commercial index. All prices are to be net prices in Canadian funds including Canadian customs duties, excise taxes, and are to be FOB destination(s) indicated, including all delivery charges. GST or HST as applicable, must not be included in pricing and must be shown as a separate item on invoices.

**(a) Service Call pricing** is an all inclusive price for each person responding to a request for service and includes the first hour of on-site labour.

Service Call pricing will not be applicable if the service representative is already at the site when another call-up is received by Contractor.

**(b) Labour pricing** is an all-inclusive price for each person responding to a request for service over and above the first hour of labour included in the service call pricing.

All-inclusive means it includes but is not limited to: profit, overhead, direct labour, tools and equipment.

**(c) Regular Hours** are between 7:30 a.m. to 4:00 p.m., Monday to Friday, excluding Statutory Holidays.

**(d) Quantities:** The quantities (estimated usage) in Pricing Basis B, Scheduled and Unscheduled Servicing, are an estimate of the requirement made in good faith. The Contract invoicing and payment will be limited to the actual services required and performed.

**(e) Inspections:** Are all inclusive lot prices for each inspection.

**Pricing Periods** for this requirement are:

Year 1: Date of award to 31 October 2013

Year 2: (option) 01 September 2013 to 31 October 2014

Year 3 (option): 01 September 2014 to 31 October 2015



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**Pricing Basis A Inspections for all locations in Statement of Work**


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	<u>Description</u>	<u>U/I</u>	<u>Qty</u>	<u>Year 1</u> :	<u>Year 2 (option)</u>	<u>Year 3 (option)</u>
1	Annual Inspection, Wet Sprinkler System - Sept	lot	1	\$ _____/lot	\$ _____/lot	\$ _____/lot
2	Annual Inspection, Dry Sprinkler System - Sept	lot	1	\$ _____/lot	\$ _____/lot	\$ _____/lot
3	Annual Inspection, Pre-Action Sprinkler System - Sept	lot	1	\$ _____/lot	\$ _____/lot	\$ _____/lot
4	Quartely Inspection, Wet Sprinkler System - March, June, September and December	lot	1	\$ _____/lot	\$ _____/lot	\$ _____/lot
5	Quartely Inspection, March, June, September and December	lot	1	\$ _____/lot	\$ _____/lot	\$ _____/lot
6	Quartely Inspection, March, June, September and December	lot	1	\$ _____/lot	\$ _____/lot	\$ _____/lot
7	Semi-annual Inspections, Kitchen Fire Extinguishing Systems, Wet Chemical - March and Sept	lot	1	\$ _____/lot	\$ _____/lot	\$ _____/lot
8	Annual and Semi-annual Inspections, Inergen Fire Suppression System,- March and Sept	lot	1	\$ _____/lot	\$ _____/lot	\$ _____/lot

**PRICING BASIS B, Work on an "as and When Requested" Basis****Scheduled and Unscheduled Servicing other than the Inspections - Certified Tradespersons****i) Service Call (Certified Tradespersons)**

	Description	U/I	Annual Est. Usage	Year 1	Year 2 (option)	Year 3 (option)
1	Non-urgent service call Journeyman during Regular Hours, Monday to Friday	call	30	\$_____/call	\$_____/call	\$_____/call
2	Urgent service call Journeyman during Regular Hours, Monday to Friday	call	10	\$_____/call	\$_____/call	\$_____/call
3	Urgent service call Journeyman outside of Regular Hours, Monday to Friday	call	2	\$_____/call	\$_____/call	\$_____/call
4	Urgent service call Journeyman On weekend and statutory holidays	call	2	\$_____/call	\$_____/call	\$_____/call
5	Non-urgent service call Apprentice during Regular Hours, Monday to Friday	call	30	\$_____/call	\$_____/call	\$_____/call
6	Urgent service call Apprentice during Regular Hours, Monday to Friday	call	10	\$_____/call	\$_____/call	\$_____/call
7	Urgent service call Apprentice outside of Regular Hours, Monday to Friday	call	2	\$_____/call	\$_____/call	\$_____/call
8	Urgent service call Apprentice On weekend and statutory holidays	call	2	\$_____/call	\$_____/call	\$_____/call

**ii) Labour Rates (after the first hour of labour included in the Service Call):**

	Description	U/I	Est. Usage	Year 1	Year 2 (option)	Year 3 (option)
1	Journeyman during Regular Hours, Monday to Friday	hour	25	\$_____/hr	\$_____/hr	\$_____/hr
2	Journeyman during Outside Regular Hours, Monday to Friday	hour	12	\$_____/hr	\$_____/hr	\$_____/hr
3	Journeyman during Weekends and Statutory Holidays	hour	10	\$_____/hr	\$_____/hr	\$_____/hr
4	Apprentice during Regular Hours, Monday to Friday	hour	25	\$_____/hr	\$_____/hr	\$_____/hr
5	Apprentice during Outside Regular Hours, Monday to Friday	hour	12	\$_____/hr	\$_____/hr	\$_____/hr
6	Apprentice during Weekends and Statutory Holidays	hour	10	\$_____/hr	\$_____/hr	\$_____/hr
7	Design Technician at contractors office during Regular Hours, Monday to Friday	hour	25	\$_____/hr	\$_____/hr	\$_____/hr
8	Design Engineer at contractors office during Regular Hours, Monday to Friday	hour	25	\$_____/hr	\$_____/hr	\$_____/hr

**iii) Materials and Replacement Parts:**

**Materials and Replacement Parts, except free issue, must be at laid down cost plus a percentage markup, excluding GST/HST. Estimated Usage \$140,000/year**

**Year 1: \_\_\_\_% markup    Year 2 (option) : \_\_\_\_% markup    Year 3 (option): \_\_\_\_% markup**

**All materials and quantities used will be checked and verified on site by the Technical Authority. Claims for payment of materials supplied under the standing offer must be supported by a copy of the purchase invoice identifying the material and actual cost to the Contractor.**

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## **ANNEX "C"**

### **HEALTH AND SAFETY REQUIREMENTS**

Company's Safety plan is to include:

1. Safety Policy Statement including:
  - a. What a safety plan is
  - b. Why is it necessary
  - c. Who is it for
  - d. When does it apply
  - e. Where does it apply
2. General Policy to include:
  - a. How will this policy be achieved including:
    1. Training
    2. Discipline
    3. Refreshers
  - b. A process on how the company will keep their personal up to date on the job site (Tailgate briefings) with a deliverable of the minutes given to the Project or Technical Authority on a monthly basis utilizing appendix A.
4. A process on dealing with and reporting of injury's on the job site.
5. A process on dealing with subcontractors, suppliers and visitors in reference to Safety and access control.
6. Company standards on Personal Protective Equipment:
  - a. How they are maintained
  - b. Who is responsible
  - c. What they are responsible for
7. Note if your company has a safety committee and who they are.
8. An organizational chart on who is responsible for what (on the job site).

**ANNEX "C"****APPENDIX "A" , CONTRACTOR SITE SAFETY BRIEFING**

Ensuring Safety on the work site for all who are at Government of Canada Sites

Purpose: Contractors have a legal responsibility to provide a safe work environment for their employees. Therefore, the purpose of this checklist is to identify the essential equipment and /or procedures necessary to also promote such an environment for Federal Government personnel, while working on site.

**PART 1 - GENERAL DATA**

Project Title #: \_\_\_\_\_ Date: \_\_\_\_\_  
 Project OPI: \_\_\_\_\_ Work Order #: \_\_\_\_\_  
 Civic Address: \_\_\_\_\_ Requisition #: \_\_\_\_\_  
 Certification required for project \_\_\_\_\_

**PART 2 - SAFETY EQUIPMENT**

Safety equipment is considered the responsibility of the Contractor. The following equipment will be held on all job sites:

☐ Fire Extinguisher (Type) & Location \_\_\_\_\_ ☐ Hazard Warning Signs (location) \_\_\_\_\_  
☐ First Aid Kit (location) \_\_\_\_\_ ☐ Physical Barriers/Visual Warnings (location) \_\_\_\_\_

Comments: \_\_\_\_\_

**PART 3 - PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Check for the following approved PPE, to be provided by the Contractor as required, for specific worksite:

☐ Head Protection \_\_\_\_\_ ☐ Skin Protection \_\_\_\_\_  
☐ Respiratory protection \_\_\_\_\_ ☐ Hazard specific gloves/clothing \_\_\_\_\_  
☐ Hearing Protection \_\_\_\_\_ ☐ Trenching/shoring equipment \_\_\_\_\_  
☐ Foot/leg protection \_\_\_\_\_ ☐ Fall arrest equipment \_\_\_\_\_  
☐ Eye protection equipment. (location) \_\_\_\_\_ ☐ Emergency rescue/extraction \_\_\_\_\_

Comments: \_\_\_\_\_

#### PART 4 - SAFETY PROCEDURES AND TRAINING

As required to on specific work sites, the contractor must have:

- |   |   |
|---|---|
| <input type="checkbox"/> Confined Space Entry Permit<br>_____               | <input type="checkbox"/> Hazard Containment procedures<br>_____         |
| <input type="checkbox"/> Confined Space Entry Training<br>_____             | <input type="checkbox"/> Working alone communication protocols<br>_____ |
| <input type="checkbox"/> De-energizing/Blanking procedures<br>_____         | <input type="checkbox"/> WHMIS compliance training<br>_____             |
| <input type="checkbox"/> Lock out/Tag out procedures<br>_____               | <input type="checkbox"/> Documented Safety plan/program<br>_____        |
| <input type="checkbox"/> On site Standard First Aid Qualification.<br>_____ | <input type="checkbox"/> Other _____                                    |

Comments: \_\_\_\_\_

#### PART 5- SIGNATORY BLOCK

I, \_\_\_\_\_, employed by \_\_\_\_\_, have  
(Contractor's name Printed) (Contractor's Company)

discussed the safety considerations noted on the above date.

\_\_\_\_\_  
Contractor's signature

\_\_\_\_\_  
date

\_\_\_\_\_  
signature for Canada

\_\_\_\_\_  
date

Names of workers briefed:

_____	_____
_____	_____
_____	_____
_____	_____

Any other paper work required for this safety document can be made as an attachment to this document.

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

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**ANNEX "C", APPENDIX "B", HEALTH AND SAFETY RISK ASSESSMENT FORM**

Call-up #	Standing Offer #
<b>Does this contract include high risk work or installations? Check boxes that apply</b>	
a) exposure to unexploded ordnance	<b>Yes</b>
b) excavation	<b>Yes</b>
c) exposure to high voltage/ arc flash	<b>Yes</b>
d) working at heights	<b>Yes</b>
e) working in confined space Confined space entry permit must be completed and put on file prior to entry	<b>Yes</b>
f) hot work	<b>Yes</b>
g) working with chemicals	<b>Yes</b>
h) traffic control	<b>Yes</b>
i) exposure to pressure vessels	<b>Yes</b>
j) Requirement to lock out potential energy sources, electrical, pressurized gas, liquid or steam	<b>Yes</b>
k) Exposure to Asbestos, Lead Paint, Biological substances or other designated substances	<b>Yes</b>
l) Other: [Describe risk]	<b>Yes</b>
<p>If yes is answered to any of the above, a copy of the project specific safety plan from the contractor must be provided with this call-up request and this form must be signed by the Project Authority's Supervisor. This form must remain on the project file.</p> <p><b>For Contracts Section Use Only</b></p> <p>Signing the section below signifies that the Project Authority has examined the risks and the Call-up complies with: all terms and conditions of applicable PWGSC documents; the Financial Administrative Act; applicable Construction Safety Regulations and; the Occupational Health and Safety Act as it applies to Project Owners.</p> <p>Signature of Project Authority:_____ Dated:_____</p> <p>Signature of Supervisor:_____ Dated:_____</p>	

Solicitation No. - N° de l'invitation

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

kin519

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

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**ANNEX" D"****PERIODIC USAGE REPORT FORM**

As a requirement of this Request for Standing Offer, a report shall be submitted as follows:

Return to:

Public Works and Government Services Canada	(613) 545-8067	Kingston.Procurement@pwgsc-tpsgc.gc.ca
<i>Name</i>	<i>Fax</i>	

at:

Public Works and Government Services Canada  
Acquisitions Branch Ontario Region  
86 Clarence St. 2nd floor  
Kingston, Ontario  
K7L 1X3

**REPORT ON THE VOLUME OF BUSINESS**

SUPPLIER: \_\_\_\_\_

REPORT FOR THE PERIOD ENDING: \_\_\_\_\_

Description of Work	Call up #	Total Billing

Or **NIL REPORT:** We have not done any business with the federal government for this period  
**PREPARED BY:**

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_



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Buyer ID - Id de l'acheteur

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

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CCC No./N° CCC - FMS No/ N° VME

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**ANNEX "E"**

**PROJECT MANAGEMENT FORMS**

**DEFICIENCY REPORT**

**ORIGINATOR:**

Fill in blocks 1 through 7

Forward electronically to: Contractor

**CONTRACTOR:**

Fill in blocks 8 - 10

Reply electronically to originator within 48 hours

1. Reported by:	2. Date: (yy/mm/dd)	3. Phone Number:
4. Location:		
5. Contract # (and call up # if req'd)		
6. Contract / Code Ref (s):		
7. Description of Deficiency / Occurrence :		
<b>CONTRACTOR RESPONSE BELOW THIS LINE</b>		
8. Name:		
9. Date: (yy/mm/dd)		
10. Action taken:		

**Final Inspection Sign-Off Sheet (Service)**

Project #:

Standing Offer #:

Call-up #:

Originated By:

No.	Description	Accepted: Print name	Date inspection completed	Comments
1	Complies with contract and specifications			
1.a	Complies with National Building Code (NBC)			
1.b	Complies with Canadian Electrical Code (CEC)			
1.c	Complies with National Plumbing Code (NPC)			
1.d	Complies with National Fire Code (NFC)			
1.e	Complies with National Fire Prevention Code (NFPA)			
1.f	Complies with Other applicable standard:			
1.g	Complies with Other applicable standard:			
2	100% of systems, equipment and ancillary devices installed, operate as intended and as per manufacturer's instructions			
3	All administrative deliverables met, approved and are on file (shop drawings, commissioning manuals as built, inspection reports etc...)			
4	Job site and associated mechanical rooms are clean and all waste removed			

## **ANNEX "A"**

### **STATEMENT OF WORK**

The contractor must provide all labour, materials and equipment required to carry out regularly scheduled inspections and maintenance, and to perform repairs and new installations on an "as and when requested" basis on suppression systems for the Department of National Defence, CFB Kingston at various locations, in accordance with the Statement of Work.

The suppression systems include the following:

- .1 Wet Sprinkler Systems;
- .2 Dry Sprinkler Systems;
- .3 Pre-action Sprinkler Systems;
- .4 Wet Chemical Extinguishing Systems;
- .5 Inergen Suppression Systems.
- .6. Standpipe systems

Regular Inspections will be in March, June, September and December of each year, in accordance with the timetable in Annex A - Bases of Payment, Pricing Basis A. Dates and times will be coordinated with the Technical Authority for being completed during Regular Working Hours which are 7:30 a.m. and 4:00 p.m., Monday to Friday, except Statutory Holidays.

Non-urgent Call-ups: Other maintenance and repairs must be responded to within two (2) hours of receiving the call-up, and the contractor must be on site within two (2) working days.

Urgent Requirements: The contractor must be available 24 hours per day, 7 days per week, year round, and must respond to an urgent call for service within half (1/2) an hour of being called and must be on site within two (2) hours of the call-up.

Pre-commencement Meeting: The contractor will be required to attend a pre-commencement meeting with the Technical Authority, 6 Moro Street, within seven (7) days of award of the Contract. The Technical Authority will arrange project meetings and assume the responsibility for setting times and recording and distributing the minutes.

## PART 1 - GENERAL

### 1.1 Description of Work

- .1 Work requirements are to provide all labour, materials, equipment and transportation required to carry out inspection, maintenance, repair of existing system, design and installation of new equipment for sprinkler systems, extinguishing systems, standpipe systems and suppression systems for various areas at CFB Kingston

Systems consist of:

- .1 Wet Sprinkler Systems;
  - .2 Dry Sprinkler Systems;
  - .3 Pre-action Sprinkler Systems;
  - .4 Wet Chemical Extinguishing Systems;
  - .5 Inergen Suppression Systems.
  - .6 Standpipe system
- .1 Wet Sprinkler Systems:
  - .1 Fort Frontenac:
    - .1 317 Ontario Street (FF3), LaSalle Block;
    - .2 317 Ontario Street (FF5), De Noyan Block;
    - .3 346 Ontario Street (FF10), Normandy Hall.
  - .2 Fort Henry Heights:
    - .1 29 Niagara Park (HR86), CANEX Mall;
    - .2 32 Lundy's Lane (HR26), Batoche Community Centre.
  - .3 McNaughton Barracks:
    - .1 11 Artisan Road (MA28), Base Security Facility;
    - .2 5 Somme Avenue (MC36), CMTT/Supply;
    - .3 2 Lance Street (ME30), 1 CFJSR HQ:
      - .1 System #1;
      - .2 System #2;
      - .3 System #3;
      - .4 TAT Warehouse;
    - .4 11 Moro Street (ME32), Roads and Grounds;
    - .5 9 Moro Street (ME34), Reserve Electronic Warfare Squadron;
    - .6 65 Craftsman Boulevard (ME36), 1 Wing Headquarters;
    - .7 20 Red Patch Avenue (ME37), CF JSR:
      - .1 Riser #1;
      - .2 Riser #2;
      - .3 Riser #3;
      - .4 Riser #4;
    - .8 26 Somme Avenue (ME40), Medical Centre;
    - .9 95 Craftsman Boulevard (MH67), C & E Museum;

.10 12 Moro Street (MH69), Range Control.  
.11 22 Festubert Street (MD-41) Golf Club  
Maintenance Garage

.4 Royal Military College:

.1 2 Rideout Square (R9), Canada Defence  
Academy;  
.2 15 Valour Drive (R15), Currie Building;  
.3 17 Valour Drive (R16), MacKenzie  
Building;  
.4 9 Point Frederick Drive (R23), Stone  
Frigate;  
.5 7 Point Frederick Drive (R25), Old Gym  
(Basement);  
.6 24 Amiens Avenue (R31), Fort Haldimand;  
.7 20 Amiens Avenue (R33), Fort LaSalle;  
.8 2 Point Frederick Drive (R34), Fort  
Champlain;  
.9 11 Navy Way (R65), Athletic - S.A.M.  
Centre:  
.1 System #1;  
.2 System #2;  
.3 System #3;  
.4 System #4;  
.10 6 Navy Way (R68) Supply storage  
.11 24 Navy Way (R67), HMCS Cataraqui;  
.12 19 General Crerar Crescent, (R69),  
Sawyer Building - Module 1;  
.13 17 General Crerar Crescent, (R69),  
Sawyer Building - Module 2;  
.14 15 General Crerar Crescent, (R69),  
Sawyer Building - Module 3;  
.15 13 General Crerar Crescent, (R69),  
Sawyer Building - Module 4;  
.16 11 General Crerar Crescent, (R69),  
Sawyer Building - Module 5;  
.17 1 Point Frederick Drive (R81), Fort  
Sauve;  
.18 5 Valour Drive (R86), Fort Brant:  
.1 System #1;  
.2 System #2 (in window);  
.19 3 Billy Bishop Road (R89), Birchall.  
.20 8 Precision Drive (R92), Swing space

.5 Vimy Barracks:

.1 4 Princess Mary Avenue (VA31), Army  
Simulation Centre;  
.2 8 Princess Mary Avenue (VA32), Clothing  
Stores;  
.3 9 Parade Road (VB31), Rutledge Dining  
Hall:  
.1 System #1;  
.2 System #2;  
.3 System #3;  
.4 1 Cable Lane (VC21), Base Storage

- Warehouse.
- .5 13 Signal Avenue (VC52) Dawne Accommodation Barrack
- .6 12 Satellite Road (VC55) Line Training
- .2 Dry Sprinkler Systems:
  - .1 Fort Frontenac:
    - .1 317 Ontario Street (FF3), LaSalle Block;
    - .2 317 Ontario Street (FF5), De Noyan Block.
  - .2 McNaughton Barracks:
    - .1 5 Somme Avenue (MC36), CMTT/Supply;
    - .2 22 Festubert Street, (MD41), Golf Maintenance Garage
    - .3 2 Lance Street (ME30), CF JSR HQ;
    - .4 11 Moro Street (ME32), Roads and Grounds - Bay #1;
    - .5 13A Moro Street (ME43), Heavy Equipment Section;
    - .6 13B Moro Street (ME44), HMCS Ontario;
    - .7 14 Red Patch Avenue (ME45), CF JSR Storage;
    - .8 12 Moro Street (MH69), Range Control;
    - .9 78 Craftsman Boulevard (MH71), Troop Shelter.
  - .3 Royal Military College:
    - .1 19 Point Frederick Drive (R23), Stone Frigate;
    - .2 22 Amiens Avenue (R31), Fort Haldimand;
    - .3 20 Amiens Avenue (R33), Fort LaSalle;
    - .4 2 Point Frederick Drive (R34), Fort Champlain;
    - .5 1 Point Frederick Drive (R81), Fort Sauve;
    - .6 5 Valour Drive (R86), Fort Brant;
    - .7 3 Billy Bishop Road (R89), Birchall.
  - .4 Vimy Barracks:
    - .1 9 Parade Road (VB31), Rutledge Dining Hall;
    - .2 13 Signal Avenue (VC52), Dawe Quarters.
- .3 Pre-action Sprinkler System:
  - .1 Royal Military College:
    - .1 24 Amiens Avenue (R31), Fort Haldimand.
  - .2 Vimy Barracks:
    - .1 2 Radar Street (VC31A), L.P. Reading Building - TCCCS Training Annex:
      - .1 System #1;
      - .2 System #2;
      - .3 System #3.
- .4 Wet Chemical Extinguishing Systems:
  - .1 Fort Frontenac:

- .1 317 Ontario Street (FF3), LaSalle Block:
  - .1 Main Kitchen;
  - .2 Servery;
  - .3 Dining Room Servery.
- .2 McNaughton Barracks:
  - .1 18 Craftsman Boulevard (MB52), WO's & Sgt's Mess;
  - .2 2 Sadie Avenue (MB53), Junior Ranks Mess;
  - .3 11 Redpatch Avenue (MD31), Garrison Golf & Curling Club.
- .3 Royal Military College:
  - .1 9 Point Frederick Drive (R29), Senior Staff Mess;
  - .2 22 Amiens Avenue (R32), Yeo Hall:
    - .1 Servery;
    - .2 Kitchen;
    - .3 Grill;
  - .3 24 Navy Way (R67), HMCS Cataraqui.
- .4 Vimy Barracks:
  - .1 9 Parade Road (VB31), Rutledge Dining Hall:
    - .1 System #1;
    - .2 System #2;
    - .3 System #3;
    - .4 System #4;
  - .2 1 Princess Royal Avenue (VC1), Officer's Mess:
    - .1 Main Kitchen;
    - .2 Servery;
    - .3 Basement Lounge.
- .5 Inergen Suppression Systems:
  - .1 McNaughton Barracks:
    - .1 4 Somme Avenue (MC43), Base Network Building;
    - .2 65 Craftsman Boulevard (ME36), 1 Wing HQ;
    - .3 20 Redpatch Avenue (ME37), CF JSR - SR2 Room.
- .6 Standpipe systems
  - 1. McNaughton Barrack:
    - .1 5 Artisan Road (MA26), Donlop Training center
    - .2 7 Artisan Road (MA27), Thompson drill hall
    - .3 11 Artisan Road (MA28), Base Security center
    - .4 1 Givenchy Street (MA33), Base Transport
    - .5 20 Craftsman Boulevard (MB37), Sherman Hall
    - .6 2 Atlantic Avenue (MB38), Grant Training center
    - .7 7 Apprentice Street (MB39) Lewis Hall

- .8 2 Sadie Avenue (MB53), JR Mess
- .9 4 Sadie Avenue (MB54), Quarters
- .10 6 Sadie Avenue (MB55), Quarters
- .11 3 Craftsman Boulevard (MB58), Quarters
- .12 1 Craftsman Boulevard (MB58), Quarters
- .13 1 Entrtien Avenue (MB62), Hospital
- .14 1 Atlantic Avenue (MB69), Gloucester
- .15 3 Sadie Avenue (MB76), Quarters
- .16 1 Sadie Avenue (MB77), Quarters
- .17 5 Somme Avenue (MC36), CMTT/Supply
- .18 6 Sadie Avenue (MB55), Quarters
- .19 3 Craftsman Boulevard (MB58), Quarters
- .20 1 Craftsman Boulevard (MB58), Quarters
- .21 1 Atlantic Avenue (MB69), Gloucester
- .22 3 Sadie Avenue (MB76), Quarters
- .23 1 Sadie Avenue (MB77), Quarters
- .24 11 Moro Street (ME32), Road and Ground
- .25 11 Mercury Crescent (MC36) Base Headquarter

2. Vimy Barracks

- .1 4 Princess Mary Avenue (VA31), Army Simulation Centre;
- .2 8 Princess Mary Avenue (VA32), Clothing
- .3 17 Princess Mary Avenue (VB01), Quarters
- .4 2 Satellite Avenue (VB06), Quarters
- .5 1 Estafette Street (VB07), Quarters
- .6 9 Byng Avenue (VB16), Forde Building
- .7 11 Byng Avenue (VB17), Drill Hall
- .8 23 Princess Mary Avenue (VB24), EME
- .9 1 Princess Royal Avenue (VC01), Officer Mess
- .10 1 Cable Lane (VC21), Base Storage
- .11 5 Satellite Avenue (VC30), CFSCE Training
- .12 11 Satellite Avenue (VC31), CFSCE Training

3. Royal Military College

- .1 7 Valour Drive (R13), Massey Library
- .2 15 Valour Drive (R15), Currie Building;
- .3 17 Valour Drive (R16), MacKenzie Building;
- .4 19 Point Frederick Drive (R23), Stone Frigate;
- .5 9 Point Frederick Drive (R29), Snr Mess
- .6 24 Amiens Avenue (R31), Fort Haldimand;
- .7 22 Amiens Avenue (R32), Yeo Hall;
- .8 20 Amiens Avenue (R33), Fort LaSalle;
- .9 2 Point Frederick Drive (R34), Fort Champlain;
- .10 8 Verite Avenue (R36), Environment
- .11 19 Valour Drive (R55), Old Hospital
- .12 12 Navy Way (R60), LFTSC Training
- .13 7 Navy Way (R61), Constantine Arena
- .14 12 Verite Avenue (R62), Office and Labs
- .15 11 Navy Way (R65), Athletic - S.A.M. Centre;
- .16 19 General Crerar Crescent, (R69), Sawyer Building - Module 1;
- .17 17 General Crerar Crescent, (R69), Sawyer Building - Module 2;



- .18 15 General Crerar Crescent, (R69),  
Sawyer Building - Module 3;
- .19 13 General Crerar Crescent, (R69),  
Sawyer Building - Module 4;
- .20 11 General Crerar Crescent, (R69),  
Sawyer Building - Module 5;
- .21 3 General Crerar Crescent, (R71),  
Girouard
- .22 1 Point Frederick Drive (R81), Fort  
Sauve;
- .23 5 Valour Drive (R86), Fort Brant:
- 4. Fort Henry Height;
  - .1 57 Lundy's Lane (HR15), Lundy's Lane  
School;
  - .2 35 Lundy's Lane (HR21), RC Chapel;
  - .3 31 Lundy's Lane (HR22), Multi faith  
Chapel;
  - .4 2 Montcalm Avenue (HR23), Niagara
  - .5 32 Lundy's Lane (HR26), Batoche  
Community Centre.
  - .6 29 Niagara Park (HR86), CANEX Mall;
- 5. Fort Frontnac;
  - .1 317 Ontario Street (FF4), Mess/Quarter
  - .2 346 Ontario Street (FF10), Normandy Hall

- .8 Any new sprinkler systems, extinguishing systems  
and suppression systems that will be commission  
before the end of the standing offer. (Amendment  
of the standing offer will be provided when the  
systems are put in service.)

## **1.2 Description of Systems**

- .1 The description of the Wet, dry and pre action  
Sprinkler system is accordance with NFPA 13  
latest edition
- .2 The description of the Wet Chemical extinguishing  
Systems is accordance with NFPA 17A latest  
edition
- .3 The description of the Standpipe Systems is  
accordance with NFPA 14 latest edition
- .4 The description of the Inergen Suppression Systems  
is accordance with NFPA 2001 latest edition
- .5 The description of the systems and information  
provided is based on the latest information  
available. It is the Contractor's responsibility  
to ensure that the Technical Authority is  
notified of any discrepancies and/or new systems  
encountered.

## **1.3 Codes**

- .1 Perform work in accordance with the latest editions  
of the National Building Code of Canada (NBC),  
National Fire Code of Canada (NFCC), National  
Fire Protection Association (NFPA), Canadian

Plumbing Code, Canadian Electrical Code (CEC) and any other code of provincial or local application provided that in any case of conflict or discrepancy, the more stringent requirements will apply.

- .2 Meet or exceed requirements of:
  - .1 standing offer documents;
  - .2 specified standards, codes and referenced documents.

#### **1.4 Workmanship**

- .1 Contractor must be a current member of the Canadian Automatic Sprinkler Association (C.A.S.A.) and all journeymen and apprentices must be certified with C.A.S.A..
- .2 All work must be performed by journeymen and apprentices holding certificates of qualification for the applicable trade in the Province of Ontario.
- .3 Contractor must submit copies of the membership and qualifications to the Technical Authority prior to start of standing offer or upon request at any time.
- .4 Any person employed on this standing offer not in possession of provincial certification must work under the supervision of Provincially Certified Tradespeople.
- .5 Work must be carried out in accordance with the manufacturer's service manual and any code of Federal, Provincial or local application provided that in any case of conflict or discrepancy, more stringent requirements will apply.

### **PART 2 - PRODUCTS**

#### **2.1 Materials**

- .1 Materials and parts used must be those specified by the manufacturer of the equipment, provided that such parts/material are available. If are not available, parts/materials equal to or better than the manufacturer`s specifications may be installed.
  - .1 Substitute parts may only be installed with the approval of the Technical Authority.
- .2 Products, materials, equipment and articles incorporated in the work must be new, not damaged or defective and of the best quality compatible with specifications for the purposes intended. Products must be in accordance with the relevant NFPA standards If requested,

furnish evidence as to type, source and quality of products provided.

.3 No materials will be replaced when the estimated cost to replace is more than 60% of the full value of the part or piece of equipment without prior approval by the Technical Authority.

.4 Defective products, whenever identified, will be rejected, regardless of previous inspections. Inspection does not relieve responsibility. Remove and replace products at own expense.

.5 Unless otherwise specified, comply with manufacturers latest printed instructions for materials and installation methods.

.6 Contractors must not remove any DND material or equipment without the prior approval of the Technical Authority.

## 2.2 Parts

.1 Wet Chemical Extinguishing Systems parts may only be installed with the approval of the Technical Authority.

.2 Wet, dry and pre-action sprinkler systems parts may only be installed with the approval of the Technical Authority.

.3 Inergen suppression systems parts as required to maintain fire protection for various areas of buildings with the approval of the Technical Authority.

## **PART 3 - EXECUTION**

### **3.1 Authorization**

.1 Contractor, on receipt of a Standing Offer for this work, will be advised by the Technical Authority in writing of the name of personnel who are authorized to request service. .

2 When inspections or service is required, the Technical Authority representative will notify the Contractor by telephone, telex, facsimile or by other means.

.3 PWGSC-TPSGC 942 "Call-up Against a Standing Offer" will be made out detailing the work submitted to the Contractor. The Contractor must pick these PWGSC-TPSGC 942's up at Contract's Inspection, 6 Moro Street (H36), McNaughton Barracks, CFB Kingston.

.4 The Serviceperson or Contractor's representative(s) must report back to the Technical Authority. All work is subject to an on-site inspection for certification

### **3.2 Estimates**

.1 Written estimates for work must be submitted by the Contractor to the Technical Authority for budget costing and approval before work can commence. Estimates must be broken down showing labour,

### **3.3 Design**

.1 Contractor will provide all design calculations and assumptions of fire suppression systems to the Technical Authority for review in accordance with the relevant NFPA standard.

### **3.4 Service Calls**

.1 Contractor must provide service when requested twenty-four (24) hours a day, seven (7) days per week, including holidays. Regular hours are from 07:30 a.m. to 4:00 p.m.

.2 Contractor must advise the Technical Authority of the telephone number at which the Contractor's representative(s) may be contacted.

.3 Contractor must not refuse any call for service requested by the Technical Authority and must carry out the service as indicated:

1. On-site response to emergency work requirements within one (1) hour of receipt of call.;
2. On-site response to all other work requirements within twelve (12) hours of receipt of call.

.4 Wet chemical extinguishing systems: Contractor must carry out all work in consultation with the Technical Authority and Kitchen staff to allow for normal operation of facilities at meal times.

.5 Contractor must complete all work to the satisfaction of the Technical Authority.

### **3.5 Work Schedule**

.1 On receipt of a request for services, Contractor must submit a schedule for the work indicating the sequence and time of carrying out work within the required completion time requested by the Technical Authority.

.2 When the schedule has been approved by the Technical Authority, Contractor must take necessary measures to complete work within the scheduled time. Do not change schedule without Technical Authority approval.

### **3.6 Inspections and/or Maintenance**

.1 Prior to any inspections and/or maintenance, the Chief Fire Inspector (CFI) or CFI designated personnel must be notified (541-5010 Ext 5400).

- .2 Arrangements must be made with the Chief Fire Inspector (CFI) or CFI designated personnel for personnel to accompany the Contractor prior to any inspections and/or maintenance.
- .3 Chief Fire Inspector (CFI) or CFI designated personnel will accompany Contractor on all inspections and/or maintenance.

### **3.7 Reports**

- .1 Two (2) copies of an Inspection Report, approved by the Technical Authority, must be completed and submitted to the Technical Authority on completion of each inspection. Reports must indicate date of inspection, location of equipment, faults found, and corrective action(s) taken. The reports must be submitted within 48 hours after completion of each inspection.

### **3.8 Wet, Dry and Pre-action Sprinkler Systems Inspections**

- .1 Contractor must carry out quarterly inspections to a schedule as approved by the Technical Authority during March, June and December (NOTE: quarterly inspections for September is covered by the annual inspections).
- .2 Contractor must carry out annual inspections to a schedule as approved by the Technical Authority during September.
- .3 On completion of the inspections, the Contractor must present a written Inspection Report to the Technical Authority, indicating items inspected and including any recommendations for modifications and/or major maintenance repairs/replacements considered necessary.
- .4 Contractor must provide notification to the Chief Fire Inspector (CFI) and all building occupants a minimum of 48 hours prior to conducting wet sprinkler systems inspections.
- .2 Contractor must perform sprinkler systems inspections in accordance with National Fire Protection Association (NFPA) 25 Standard for the Inspection, Testing and Maintenance of Water-Based Fire Protection Systems for all quarterly and annual inspections of this standing offer.

**3.12 Wet Chemical  
Extinguishing  
Systems Inspections**

- .1 Contractor must provide notification to the Chief Fire Inspector (CFI) and all building occupants a minimum of 48 hours prior to conducting wet chemical extinguishing systems inspections.
- .2 Contractor must carry out semi-annual inspections to a schedule as approved by the Technical Authority during March and September.
- .3 Contractor must perform wet chemical extinguishing systems inspections in accordance with National Fire Protection Association (NFPA) 17A Standard for the Wet Chemical Extinguishing Systems for all semi-annual inspections of this standing offer.
- .4 On completion of the inspections, the Contractor must present a written Inspection Report to the Technical Authority, indicating items inspected and including any recommendations for modifications and/or major maintenance repairs/replacements considered necessary.

**3.13 Inergen  
Suppression Systems**

- .1 Contractor must provide notification to the Chief Fire Inspector (CFI) and all building occupants a minimum of 48 hours prior to conducting inergen suppression systems inspections.
- .2 Contractor must carry out semi-annual inspections to a schedule as approved by the Technical Authority during March (NOTE: semi-annual inspections for September is covered by the annual inspections).
- .3 Contractor must carry out annual inspections to a schedule as approved by the Technical Authority during September.
- .4 Contractor must perform inergen suppression systems inspections in accordance with National Fire Protection Association (NFPA) 2001 Standard on Clean Agent Fire Extinguishing Systems for all semi-annual inspections of this standing offer.
- .5 On completion of the inspections, the Contractor must present a written Inspection Report to the Technical Authority, indicating items inspected and including any recommendations for modifications and/or major maintenance repairs/replacements considered necessary.
- .6 Inergen suppression system inspection and testing as per manufacturers' written recommendations and CAN/ULC-S536 of:

- .1 Ancillary device circuit;
- .2 Control unit.

### **3.14 Standpipe Systems**

- .1 Contractor must provide notification to the Chief Fire Inspector (CFI) and all building occupants a minimum of 48 hours prior to conducting inergen suppression systems inspections.
- .2 Contractor must carry out annual inspections to a schedule as approved by the Technical Authority during July
- .3 Contractor must carry out annual inspections to a schedule as approved by the Technical Authority during September.
- .4 Contractor must perform standpipe systems inspections in accordance with National Fire Protection Association (NFPA) 14 Standard on Standpipe and hose station Systems for all annual inspections of this standing offer.
- .5 On completion of the inspections, the Contractor must present a written Inspection Report to the Technical Authority, indicating items inspected and including any recommendations for modifications and/or major maintenance repairs/replacements considered necessary.

### **3.14 Temporary Facilities**

- .1 Contractor must furnish and maintain all equipment such as temporary stairs, ramps, ladders, scaffolds, hoists, etc., as may be required for the proper execution of the work.
- .2 Use of Department of National Defence (DND) property:
  - .1 Contractor, sub-contractor(s) and all personnel performing work of this standing offer must not use any tools, equipment, materials, buildings, structures or any other property owned, rented or leased by DND unless authorized in writing by the Technical Authority.
- .3 For the purposes of this standing offer temporary electrical power and water may be provided, free of charge, subject to DND requirements and approval of the Technical Authority. Contractor must make all electrical power and water service connections to work site, to the satisfaction of the Technical Authority, and at no additional cost to the Crown.
- .4 Contractor must disconnect and remove from work

site all temporary equipment, electrical power and water service connections, restore all damaged existing/new buildings, property and/or services to the satisfaction of the Technical Authority, and at no additional cost to the Crown.

### **3.15 Use of Facilities**

- .1 Contractor must take all necessary precautions to protect and prevent damage to any structures and all surrounding property and installations. Damage caused by the Contractor must be repaired or replaced using new products to match existing without undue delay to the complete satisfaction of the Technical Authority, and at no additional cost to the Crown.
- .2 Contractor must confine apparatus and operation of workers to limits as directed by the Technical Authority.

### **3.16 Building Smoking Environment**

- .1 Comply with NO-SMOKING policy in all DND Buildings.

### **3.17 Construction Safety Measures**

- .1 Observe construction safety measures of National Building Code of Canada (NBCC) - Part 8, Canada Labour Code, Ontario Health and Safety Act & Regulations, Workplace Safety and Insurance Board (WSIB) and municipal authority provided that in any case of conflict or discrepancy more stringent requirements will apply.
- .2 Contractor must provide any required equipment, materials or safety devices in order to follow specific safe work practices:
  - .1 Contractor must ensure equipment and safety devices are properly maintained and used according to manufacturer's or designer's instructions.
- .3 Contractor is responsible for ensuring all Contractor's personnel have the necessary Canadian Standards Association (CSA) approved protective devices required to perform all work safely and that employees are trained on the Personal Protective Equipment (PPE).
- .4 Contractor and Contractor's On-site Supervisor must be able to recognize hazards on site and implement appropriate measure to eliminate or control those hazards.
- .5 Contractor and all Contractor's personnel are required to wear CSA approved protective head gear and safety footwear.
  - .1 All personnel are required to maintain PPE in good condition and free from defects.



- .6 Where particular materials, equipment, protective devices, or safe work practices are required, Contractor must ensure that affected workers comply with the requirements and use materials and equipment properly.

### **3.18 Environmental Protection**

- .1 Contractors must comply with all Federal, Provincial or Municipal regulatory requirements guidelines for environmental protection and natural resource conservation.
- .2 Work site is subject to inspection by the Base Environmental Officer (B Env O) or designated personnel without prior notice. Failure to comply with environmental requirements may result in a STOP WORK order or financial penalty commensurate with repair of the damage. Contractor must be unable to request extra funding to meet environmental requirements.
- .3 Contractor is responsible to be aware of environmental requirements and the necessary best management practices and pollution control measures necessary to meet them. Contact the B Env O, Ext 4373, if there are any questions.

### **3.19 WHMIS**

- .1 Comply with requirements of 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 acceptable to Labour Canada and Health and Welfare Canada.
- .2 Deliver copies of WHMIS data sheets to Technical Authority on delivery of materials.

### **3.20 Fire Safety Requirements**

- .1 Fire Department Briefing:
  - .1 Technical Authority will coordinate arrangements for the Contractor to be briefed on Fire Safety at their pre-work conference by the Chief Fire Inspector (CFI) or CFI designated personnel before any work is commenced.
- .2 Reporting Fires:
  - .1 Know the location of nearest fire alarm pull station and telephone, in an emergency telephone number (911).;
  - .2 Report immediately all fire incidents to the Kingston Fire Department as follows:

- .1 activate nearest fire alarm pull station; or
  - .2 telephone - 911.;
  - .3 Person activating fire alarm pull station or reporting a fire via telephone must remain near the main entrance to the building to direct Fire Department to scene of fire.;
  - .4 When reporting a fire by telephone, give location of fire, name or number of building and/or street address and be prepared to verify location.;
  - .5 Report all fire incidents to the CFI (613) 541-5010 Ext 5400.
- .3 Interior and Exterior Fire Protection and Alarm Systems:
  - .1 Fire protection and alarm systems must not be:
    - .1 obstructed;
    - .2 shut-off; and
    - .3 left inactive at the end of a working day or shift without authorization from the CFI or CFI designated personnel.;
  - .2 Fire hydrants, standpipes and hose systems must not be used for other than fire-fighting purposes unless authorized by the CFI or CFI designated personnel.
- .4 Fire Extinguishers:
  - .1 Supply serviceable fire extinguishers, as scaled by the CFI or CFI designated personnel, necessary to protect, the work in progress and the Contractor's physical plant on site.
- .5 Blockage of Roadways:
  - .1 Advise the CFI or CFI designated personnel of any work that would impede fire apparatus response. This includes violation of minimum overhead clearance, erecting of barricades and the digging of trenches.
- .6 Smoking Precautions:
  - .1 Observe at all times smoking regulations.
- .7 Rubbish and Waste Materials:
  - .1 Rubbish and waste materials are to be kept to a minimum.;
  - .2 The burning of rubbish and waste materials is prohibited.;

.3 Removal:

.1 Remove all rubbish and waste materials from the work site at the end of the work day or shift or as directed.;

.4 Storage:

.1 Store all oily waste in approved receptacles to ensure maximum cleanliness and safety.;

.2 Deposit all greasy or oily rags and materials subject to spontaneous combustion in an approved receptacles and remove as required in 3.20.8.

.8 Flammable and Combustible Liquids:

.1 The 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 must be kept for ready use in quantities not exceeding 45 litres provided that they are stored in approved safety cans bearing the Underwriter's Laboratory of Canada or Factory Mutual seal of approval.

Storage of quantities of flammable and combustible liquids exceeding 45 litres for work purposes, requires the permission of the CFI or CFI designated personnel.;

.3 Transfer of flammable and combustible liquids is prohibited within buildings.;

.4 Transfer of flammable and combustible liquids must not be carried out in the 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 must not be used as solvents or cleaning agents.;

.6 Flammable and combustible waste liquids, for disposal, must be stored in approved containers located in a safe ventilated area. Quantities are to be kept to a minimum and the Fire Department is to be notified when disposal is required.

.9 Hazardous Substances:

.1 Work entailing the use of toxic or hazardous materials, chemicals and/or explosives, otherwise creates a hazard to life, safety or health, must be in accordance with the current National Fire Code of Canada.;

.2 Obtain from the CFI or CFI designated personnel a "Permit" for work involving construction heaters, welding, cutting and soldering, the use of acetylene, oxy-acetylene, gas operated equipment (i.e. saws, etc), propane and blow torches, 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 the level of protection necessary for fire-watch is at the discretion of the CFI or CFI designated personnel. Contractors are responsible for providing fire-watch service for work on a scale established and in conjunction with the CFI or CFI designated personnel at the pre-work meeting.;

.4 Where flammable liquids, such as lacquers or urethanes are to be used, proper ventilation must be assured and all sources of ignition are to be eliminated. The CFI or CFI designated personnel is to be informed prior to and at the cessation of such work.

.10 Questions and/or Clarification:

.1 Direct any questions or clarification on Fire Safety in addition to the above requirements to the CFI or CFI designated personnel.

.11 Fire Inspection:

.1 Site inspections by the CFI or CFI designated personnel must be co-ordinated through the Technical Authority.;

.2 Allow the CFI or CFI designated personnel unrestricted access to the work site.;

.3 Co-operate with the CFI or CFI designated personnel during routine fire safety inspections of the work site.;

.4 Immediately remedy all unsafe fire situations observed by the CFI or CFI designated personnel.

### **3.21 Cleaning and Completion**

.1 Conduct cleaning and disposal operations in accordance with all Federal, Provincial or Municipal regulatory requirements and guidelines for environmental protection.

.2 The Contractor must keep the site of the work tidy at all times, debris must not be allowed to accumulate.

.3 Remove excess materials, debris and spoils, plant and equipment and leave all areas of work clean to the satisfaction of the Technical Authority.

# Annex G Frequency Of Inspections for W0114-11-P047

## KITCHEN AND INERGEN LOCATION ROYAL MILITARY COLLEGE

	TYPE	BLDGS	# System	TYPE OF INSPECTION
RMC 29	Kitchen	Senior staff mess	1	Semi annual and annual
RMC 32	Kitchen	Yeo hall	3	Semi annual and annual
RMC 67	Kitchen	HMCS CATARAQUI	1	Semi annual and annual

## FORT FRONTNAC

FF 03	Kitchen	Lasalle	5	Semi annual and annual
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## MCNAUGHTON

A 31	Kitchen	Curling club	1	Semi annual and annual
B 52	Kitchen	Wo & Sgts Mess	1	Semi annual and annual
B 53	Kitchen	JR Mess	1	Semi annual and annual
C 43	Inergen	Bitsu	1	Semi annual and annual
E 36	Inergen	1 Wing	1	Semi annual and annual
E 37	Inergen	CFJSR	1	Semi annual and annual

## VIMY

VB 31	Kitchen	ARDH	4	Semi annual and annual
VC 1	Kitchen	Officers mess	3	Semi annual and annual

## WET SPRINKLER SYSTEMS LOCATION

### ROYAL MILITARY COLLEGE

	TYPE	BLDGS	# System	Type of inspection
RMC 09	Wet	RIDEOUT ROW	1	Quarterly and Annual
RMC 15	Wet	CURRIE	1	Quarterly and Annual
RMC 16	Wet	MACKENZIE	1	Quarterly and Annual
RMC 23	Wet	STONE FRIGATE RISER # 1-1st floor	3	Quarterly and Annual
RMC 25	Wet	Basement	1	Quarterly and Annual
RMC 31	Wet	Haldimand	1	Quarterly and Annual
RMC 34	Wet	Will be commision in 2012	1	Quarterly and Annual
RMC 33	Wet	FORT LASALLE	1	Quarterly and Annual
RMC 65	Wet	GYM SYS	4	Quarterly and Annual
RMC 67	Wet	HMCS CATARAQUI	1	Quarterly and Annual
RMC 68	Wet	Supply Wearhouse	1	Quarterly and Annual
RMC 69	Wet	Mod 1 & 2	2	Quarterly and Annual
RMC 69	Wet	Mod 3 in contruction 2015	1	Quarterly and Annual
RMC 69	Wet	Mod 4 in contruction 2014	1	Quarterly and Annual
RMC 69	Wet	Mod 5 in contruction 2013	1	Quarterly and Annual
RMC 71	Wet	in contruction	1	Quarterly and Annual
RMC 81	Wet	Fort Sauve	1	Quarterly and Annual
RMC 86	Wet	Fort Brant	1	Quarterly and Annual
RMC 86	Wet	Window system	1	Quarterly and Annual
RMC 89	Wet	Birchall	1	Quarterly and Annual
RMC 92	Wet	Swing Space	1	Quarterly and Annual

# WET SPRINKLER SYSTEMS

LOCATION	TYPE	BLDGS	# System	Type of inspection
FORT FRONTENAC				
FF 03	Wet	Lasalle	1	Quarterly and Annual
FF 05	Wet	De Noyan block	1	Quarterly and Annual
FF 10	Wet	Normandy hall	1	Quarterly and Annual

# FORT HENRY HEIGHT

R 26	Wet	COMMUNITY CENTRE(Batoche)	1	Quarterly and Annual
R 86	Wet	CANEX MALL	1	Quarterly and Annual

# MCNAUGHTON

A 28	Wet	MILITARY POLICE	1	Quarterly and Annual
C 36	Wet	SUPPLY & CMTT	1	Quarterly and Annual
D 41	Wet	GOLF MAINTENANCE	1	Quarterly and Annual
E 30	Wet	REGIMENT SYS	4	Quarterly and Annual
E 32	Wet	PAVEMENT & GROUND	1	Quarterly and Annual
E 34	Wet	E W SQN	1	Quarterly and Annual
E 36	Wet	1 WING	1	Quarterly and Annual
E 37	Wet	CFJSR	4	Quarterly and Annual
E 40	Wet	Medical Center	1	Quarterly and Annual
H 67	Wet	MUSEUM	1	Quarterly and Annual
H 69	Wet	Range Control	1	Quarterly and Annual

# VIMY

VA 31	Wet	Army Simulation Centre	1	Quarterly and Annual
VA 32	Wet	CLOTHING STORE	1	Quarterly and Annual
VB 31	Wet	ARDH	3	Quarterly and Annual
VC 21	Wet	WAREHOUSE	1	Quarterly and Annual
VC 52	Wet	attic center stairs	1	Quarterly and Annual
VC 53	Wet	In contruction 2013	1	Quarterly and Annual
VC 56	Wet	LINE TROOP TRAINING	1	Quarterly and Annual

# DRY SPRINKLER SYSTEMS

LOCATION	TYPE	BLDGS	# System	Type of inspection
ROYAL MILITARY COLLEGE				
RMC 23	Dry	Fort Frederic	1	Quarterly and Annual
RMC 34	Dry	Will be commision in 2012	1	Quarterly and Annual
RMC 33	Dry	FORT LASALLE attic	1	Quarterly and Annual
RMC 81	Dry	Fort Sauve 4th floor cleaner room	1	Quarterly and Annual
RMC 89	Dry	Birchall	2	Quarterly and Annual
RMC 86	Dry	Fort Brant	1	Quarterly and Annual

# FORT FRONTENAC

FF 03	Dry 1	Lasalle	2	Quarterly and Annual
FF 05	Dry	De Noyan block	1	Quarterly and Annual

# DRY SPRINKLER SYSTEMS

LOCATION	TYPE	BLDGS	# System	Type of inspection
<b>MCNAUGHTON</b>				
C 36	Dry	SUPPLY & CMTT	1	Quarterly and Annual
D 41	Dry	GOLF MAINTENANCE	1	Quarterly and Annual
E 30	Dry	regiment sys #4 in with #3	1	Quarterly and Annual
E 32	Dry	Roads & Grnds Bay 1	1	Quarterly and Annual
E 43	Dry	K-Span CE	1	Quarterly and Annual
E 44	Dry	K-Span HMCS Ontario	1	Quarterly and Annual
E 45	Dry	Kspan CFJSR no water	1	Quarterly and Annual
H 39	Dry	CE Storage in construction	1	Quarterly and Annual
H 40	Dry	CE Storage in construction	1	Quarterly and Annual
H 41	Dry	CE Storage in construction	1	Quarterly and Annual
H 42	Dry	CE Storage in construction	1	Quarterly and Annual
H 69	Dry	Range Control	1	Quarterly and Annual
H 71	Dry	Troop Shelter RISER 1	2	Quarterly and Annual
<b>VIMY</b>				
VB 31	Dry	ARDH	1	Quarterly and Annual
VC 52	Dry	attic center stairs	1	Quarterly and Annual
VC 53	Dry	In construction	1	Quarterly and Annual

# Pre Action SPRINKLER SYSTEMS

<b>VIMY</b>				
LOCATION	TYPE	BLDGS	# System	Type of inspection
VC 31A	PRE	Tacc bldg.	3	Quarterly and Annual
<b>ROYAL MILITARY COLLEGE</b>				
RMC 31	PRE	Haldimand	1	Quarterly and Annual

# STANDPIPE SYSTEMS

<b>VIMY</b>				
LOCATION	TYPE	BLDGS	# System	Type of inspection
VA 31	Standpipe	Army Simulation Centre	6	Annually
VA 32	Standpipe	Base Supply Clothing Store	3	Annually
VB 01	Standpipe	Quarters	6	Annually
VB 06	Standpipe	Quarters	8	Annually
VB 07	Standpipe	Quarters	8	Annually
VB 16	Standpipe	CFSCE Headquarters	6	Annually
VB 17	Standpipe	Drill Hall/ A.V. Centre	2	Annually
VB 24	Standpipe	Vehicle Service Centre	2	Annually
VC 01	Standpipe	Officer Mess	7	Annually
VC 21	Standpipe	Base Storage Warehouse	2	Annually
VC 30	Standpipe	CFSCE Training	2	Annually
VC 31	Standpipe	CFSCE Training	18	Annually

# STANDPIPE SYSTEMS

<b>ROYAL MILITARY COLLEGE</b>				
RMC 13	Standpipe	Library & Offices	12	Annually
RMC 15	Standpipe	Admin & Offices	4	Annually
RMC 16	Standpipe	Administration	10	Annually
RMC 23	Standpipe	Quarters	11	Annually
RMC 29	Standpipe	Senior Staff Mess	3	Annually
RMC 31	Standpipe	Quarters	12	Annually
RMC 32	Standpipe	Dining & Mess	17	Annually
RMC 33	Standpipe	Quarters	12	Annually
RMC 34	Standpipe	Quarters	12	Annually
RMC 36	Standpipe	Storage / Environment	1	Annually
RMC 55	Standpipe	Adm. Offices	2	Annually
RMC 60	Standpipe	LFTSC Training Bldg	4	Annually
RMC 61	Standpipe	Constantine Arena	2	Annually
RMC 62	Standpipe	Offices & Labs	2	Annually
RMC 65	Standpipe	Kingston Military Community Sport Centre	11	Annually
RMC 69	Standpipe	Sawyer BLDG	16	Annually
RMC 71	Standpipe	Girouard BLDG	23	Annually

# STANDPIPE SYSTEMS

## LOCATION

### MCNAUGHTON

	TYPE	BLDGS	# System	Type of inspection
A 26	Standpipe	Training Centre	2	Annually
A 27	Standpipe	Thompson Drill Hall	2	Annually
A 28	Standpipe	Base Security Facility	3	Annually
A 33	Standpipe	Base Transport Terminal	2	Annually
B 37	Standpipe	Quarters	8	Annually
B 38	Standpipe	Grant BLDG. Training	12	Annually
B 39	Standpipe	Quarters	9	Annually
B 53	Standpipe	Jr. Mess	4	Annually
B 54	Standpipe	Quarters	4	Annually
B 55	Standpipe	Quarters	4	Annually
B 58	Standpipe	Quarters	2	Annually
B 59	Standpipe	Quarters	2	Annually
B 69	Standpipe	Glocester Bldg.	6	Annually
B 76	Standpipe	Quarters	5	Annually
B 77	Standpipe	Quarters	8	Annually
B 62	Standpipe	Base Hospital	18	Annually
C 36	Standpipe	CMTT / Supply	2	Annually
E 32	Standpipe	Pavements & Grounds	2	Annually
H 55	Standpipe	Base Headquarters	8	Annually

# STANDPIPE SYSTEMS

## LOCATION

### FORT FRONTENAC

	TYPE	BLDGS	# System	Type of inspection
FF 04	Standpipe	Mess / Quarters	1	Annually
FF 10	Standpipe	Normandy Hall	4	Annually

### FORT HENRY HEIGHTS

R 15	Standpipe	Lundy Lane School	9	Annually
R 21	Standpipe	RC Chapel	1	Annually
R 22	Standpipe	Prot. Chapel	1	Annually
R 23	Standpipe	Niagara Park School	7	Annually
R 26	Standpipe	Batoche Community Centre	5	Annually
R 86	Standpipe	Canex Mall	1	Annually

### OFF BASE

KA	Standpipe	Kingston Armoury	4	Annually
BA	Standpipe	Brockvill Armoury	2	Annually