

DEPARTMENT OF NATIONAL DEFENCE

SPECIFICATION

STANDING OFFER SPECIFICATION

**INSPECTION AND MAINTENANCE
PILLER UNIBLOCK UPS B-101**

9 WING CFB GANDER

GANDER, NEWFOUNDLAND & LABRADOR

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Section 01005

General Instructions

1. General The General Conditions, Labour Conditions and Rates, and all documents listed in the Tender, shall apply to and govern all phases of work herein after specified.
2. Approvals
 1. The Wing Construction Engineering Officer (WCEO) or their representative will have the final approval of all job tasking.
 2. The Contracts Officer will issue all work assignments.

9 Wing Construction Engineering
Canadian Forces Base Gander
P.O. Box 6000
Gander, NL A1V 1X1 Attention: Contracts Officer
3. Work Included
 1. The work under this Agreement covers the furnishing of all labour, materials and equipment for the inspection, repairs and maintenance of the Piller Uniblock UPS system at CFS Leitrim Detachment, 9 Wing CFB Gander, NL.
 2. Work included:
 - a. Provide trained service personnel for services.
 - b. Where replacement parts are necessary, this shall commence after approval is received from the Department representative. Minor parts total valued less then \$100.00 are considered a part of this contract. Major components require an estimate cost and will be dealt as a separate contract.
 - c. Provide services during regular hours when requested by Department representative, from 07:30 to 16:30 hours, Monday through Friday.
 - d. Provide an emergency service when requested by the Department representative at all hours including nights, weekends, and Statutory Holidays.
 - e. The Contractor shall not refuse any call from the Department representative and shall carry out his work with minimum of delay. Immediate reply shall follow the call, detailing the best action taken for responds and estimate time of arrival on-site.
 - f. The Contractor shall advise the Department representative of a telephone number at which he or his representative can be contacted at any time.
4. Site Access
 1. Access to the site is under the direction of the Department of National Defence. All Contractors' employees will enter areas on a daily pass and will require a signed acknowledgement that they are aware of the requirement for a Personnel search as a condition of issue.
 2. Contractor's Employees shall comply with all Standing Orders as promulgated by the Wing Authorities while they are employed within the confines. The WCEO or the WCEO's representative will provide copies of all relevant Standing Orders.

5. **Requirements** A requisition on a Call-up against a standing offer, shall notify the contractor of requirements against this agreement. The Department representative shall issue a work call-up.
6. **Material Storage** No storage facilities are available at the site. The Contractor shall provide and maintain suitable facilities for storing and protecting materials, tools and equipment, required to carry out the work of this contract.
7. **Temporary Services** DND can provide free of charge, temporary electrical power and water for construction purposes subject to the following:
- a. The points of delivery and limits on quantities available shall be determined on site by the Department representative, whose written permission must be obtained before any connection.
 - b. The Contractor shall provide all equipment and temporary line from point of service connections to site of work.
 - c. The supply of services is subject to DND requirements and may be discontinued by DND at any time without notice to the Contractor. The Crown will not accept any liability for damage or delay caused by such withdrawal of services.
 - d. The Contractor shall remove all temporary services and equipment; restore the sites to their original condition after the temporary services are not required.
8. **Permits & Fees** The Contractor will obtain all local or provincial, construction, renovation or disposal permits required to carry out his work.
9. **Regulations**
- 1. The Contractor is required to obtain approvals from the Department representative before the commencement of any Hot Work (torch or disc cutting) or Excavation work.
 - 2. The Contractor is responsible for ventilation of all work area and fire extinguishing apparatus.
10. **Codes**
- 1. Perform work in accordance with the National Building Standards Code (NBC) and any other code of provincial or local application. In the case of conflict or discrepancy, the most stringent requirement shall apply.
 - 2. Standards to meet or exceed contract requirements.
11. **Protection of Services** The Contractor shall take all necessary precautions to protect and prevent damage to surrounding properties and other services. Any damage caused by the Contractor shall be repaired or replace by the Contractor to the complete satisfaction of the Department representative.
12. **Site Visit** Before submitting a Tender, DND highly recommends that the Contractor shall visit the project site to ascertain any conditions which may affect their work.

13. Workmanship

1. Personnel must meet or exceed the certified qualifications as stipulated by the manufacturer of the equipment. The Contractor is responsible for servicing as pertaining to this Agreement. The Department representative may request proof of qualification.
2. Workmanship must be of a quality in strict accordance with the standard practice of industry.
3. Mediocre or inferior workmanship will be replaced by work of first quality, without cost to DND, when so ordered by the Department representative.

14. Cost

NOTE: METHOD OF PAYMENT

Payment by Canada for goods and services obtained under any contract resulting from a call-up against this Standing Offer may be made by means of a credit card or cheque.

1. When requested, pricing support shall be provided for materials.
2. All invoices shall show separate labour and material cost.
3. This Standing Offer Agreement shall be for a period of three (3) years from date awarded.

Section 16614

Maintenance Inspection

1. General The General Conditions, Labour Conditions and Rates, specified in Section "01005" and all documents listed in the tender, shall apply to and govern all phases of work hereinafter specified and / or shown in Annexes.
2. Scope of Work The work under this Agreement includes the supply of all labour, tools, equipment and travel necessary to carry out inspection and maintenance of the Piller Uniblock UPS system at Building 101 CFS Leitrim Detachment, 9 Wing Gander, Gander, NL.
3. Work Included
 1. The work under this Agreement includes but is not necessarily confined to the following:
 - a. Maintenance inspection shall be carried out twice a year in the months of April and October.
 - b. Maintenance inspections shall consist of a factory required annual service on Piller DHR 240 6/6 Uniblock UPS, 24kVA Battery Charger, DCDS disconnect switch, MBP/D distribution package, remote alarm panel and a bank of (240) Absolite IIP battery.
 - c. Semi-annual to consist of an outline of voltage, current and impedance checks of an on-line nature as well as lubrication of the unit and bearing stethoscope reading.
 - d. Annual inspection to consist of all semi-annual checks with the load transferred to Maintenance Bypass and a complete torque, cleaning, calibration and set-up as diagnostics being performed.
 - e. The supply of proper lubricants and the systematic lubrication of operating parts.
 - f. The Contractor shall report to the WCEO, Bldg. 125, 9 Wing Gander prior to inspections and shall indicate the sequence and time the inspections are to be performed.
 - g. On completion of inspections, the Contractor shall present a written report to the Department representative and include:
 1. Recommendations on major repairs.
 2. Recommendations of major parts necessary for efficient operation.
 3. A list of detailed repairs and replacement parts necessary to restore efficient operations.
 2. Maintenance Service:
 - a. On site emergency repair for equipment, "on an as required basis".

- b. Provide communication services to access technically qualified personnel for trouble shooting and diagnosis to a factory trained employee.
 - c. Provide emergency response for on-site repairs to equipment breakdown "on an as required basis.
 - d. Technical and clerical support and supplies necessary to accomplish task are to be provided by the Contractor.
- 4. Method of Work
 - 1. Work under this Agreement will be performed by qualified technicians. The Contractor must employ technicians trained by the manufactured equipment Company. Technicians must be skilled in inspections, trouble searching, testing and servicing.
 - 2. Personnel performing the work shall be equipped with a supply of spare parts and materials to ensure that the system requiring replacements will be made serviceable and back in operation as quickly as possible.
 - 3. The Contractor must provide one (1) week's notice to the Department representative, prior to carrying out the inspections.
- 5. Materials
 - 1. Materials and spare parts used shall be those specified by the Manufacturer.
 - 2. The Contractor installing other then specified parts in an emergency will replace the parts at no extra cost, when the specified parts become available.
 - 3. Return all defective parts serviceable or unserviceable to the Department representative on completion of work.
- 6. Temporary Structures

The Contractor shall furnish and maintain all equipment such as stairs, ramps, ladders, hoist and chutes for the execution of the work required.
- 7. Clean-Up
 - 1. The Contractor will conduct a daily clean up of debris and dispose debris to an approved site.
 - 2. On completion, the site will be left clean and safe to the satisfaction of the Department representative.
- 8. Payments
 - 1. The Contractor is to submit one firm quote including labour, supervision, material and equipment necessary to conduct annual and Semi-annual inspection of all indicated systems located a 9 Wing Gander.
 - 2. All invoicing shall indicate a breakdown of labour and material cost. HST to be shown separately.

Section 01545

Safety Requirements

Safety Requirements

1. The Contractor shall acknowledge and accept responsibility for compliance with all appropriate provincial and federal health and safety regulatory instruments. Including, but not limited to; Canada Labour Code Part II and Canadian Occupational Health and Safety (COHS) Regulations, Province of Newfoundland and Labrador Occupational Health and Safety Act and Regulations, DND General Safety Policy and Program, and DND General Safety Precautions. In the event that differences or conflicts arise between legislation, regulations or safety standards that apply to the work being completed, the more stringent will be applied and enforced.
2. As a minimum, the Contractor's personnel and agents shall wear approved and certified hard hats, safety boots, safety glasses and a reflective safety vest. Depending on the work involved, the contractor's personnel and agents shall supply and use other protective equipment/clothes such as gloves, hearing protection, respirators, and fall protection equipment. The Contractor's on-site Representative and employees shall be trained in the use of personal protective equipment.
3. Contractors (and their sub-contractors) shall provide proof of Worker's Compensation Board Coverage for all their personnel to the Departmental Representative.
4. The Contractor shall appoint a safety officer, who has demonstrated the requisite degree of training and competency and act in that capacity in the particular circumstances of the Contract, and to be responsible for the identification and control of potential safety hazards on the site.
5. The Contractor shall implement and carry out a site specific health and safety hazard assessment as part of the Work. The hazard assessment is to be made in writing and submitted to the project manager for review. The Contractor shall inform all persons granted access to the work area of all know or foreseeable hazards that may be encountered in the work area.
6. The Contractor shall be responsible for ensuring that every person engaged in the work is properly trained in safety procedures. All personnel working to any prescribed hazard must be trained to the regulations of that hazard.
7. DND reserves the right to approve the use of sub-contractors on the work site.
8. Government-owned equipment, devices, tools and machinery, including Personal Protective Equipment (PPE) shall not be provided to contractors.
9. DND has the authority to stop work on the contract if it is their opinion that the contractor is not performing the work safely, or the work is being performed in a manner that is contrary to the requirements of the applicable safety legislation.
10. The Contractor shall provide the project manager with Material Safety Data Sheets (MSDS) for all controlled products under Workplace Hazardous materials Information System (WHMIS) regulations brought on the site. Contractor shall

comply with WHMIS regulations.

11. In the event of an incident or an accident while on DND property, the Contractor shall immediately contact the Safety Representative for the site, who will in turn contact the Wing General Safety Officer at (709) 256-1703 Ext 1265. An investigation shall commence and a DND 663 General Safety Hazardous Occurrence Investigation Report shall be completed and forwarded to the Wing General Safety Office as soon as possible.

Section 01546

Fire Safety Requirements

Safety Requirements

1. Comply with requirements of 9 Wing Contractor Fire Orders for Civilian Contractors as issued by 9 Wing Fire Chief. Copy of Contractors Fire Orders can be obtained by contacting the Engineer.
2. Smoking is not permitted in DND buildings. Smoking is permitted in designated smoking areas only while on DND property.
3. Contractors shall conduct daily "housekeeping" to ensure a safe and hazard-free work site. The highest standard of housekeeping is mandatory in all buildings particularly workshops where combustible dust and cuttings accumulate during the day's activities. Such areas shall be thoroughly cleaned at close up and waste matter disposed of properly.
4. All personnel in the employment of a contractor shall have training in all types of portable fire equipment used on site.
5. The Contractor is responsible for ventilation of the work area and provision of fire extinguishers. Fully charged and operable fire extinguisher(s), appropriate for the type of possible fire, shall be available at the work site.
6. Unauthorized personnel shall not tamper with controls and components of sprinkler and other suppression systems in any manner. Sprinkler piping and heads shall not be obstructed in any manner nor used for supports.
7. Contractors are responsible for providing a FIRE WATCH during all hot work operations. Where hot work operations are carried out on material which transverses more than one area, FIRE WATCH shall be provided for each area. The FIRE WATCH shall stand by with an extinguisher and take the necessary action to suppress a fire.
8. Fire exits, fire escapes, platforms, and doors leading to fire escapes shall not be obstructed in any manner. Fire doors are to be closed except when used for access or egress but maybe left open if equipped with automatic closing devices; fire doors shall not be obstructed in any way.
9. Privately owned electrical appliances shall be approved by the Canadian Standard Association of Canada (CSA), or Underwriters Laboratories of Canada (ULC). Electrical appliances shall be kept in good electrical and mechanical repair.
10. Temporary electrical installations and wiring or modifications to existing installations shall not be made by personnel other than authorized electricians or licensed electrical contractors within the mandate of work prescribed.
11. In the event of a fire while on DND property, the Contractor shall immediately contact the Safety Representative for the site, who will in turn contact the Wing Fire Chief at 709 256-1703 Ext. 1242, cellular 709-235-1095 and Engineer 709 256-1703 Ext 1431.

Environmental
Protection

1. While on DND owned or leased property, each contractor shall ensure compliance with all applicable Federal, Provincial, Municipal legislation and associated regulations. This includes, but is not limited to, the latest editions of the Canadian Environmental Protection Act, 1999 (CEPA, 1999), Fisheries Act, Federal Halocarbon Regulations (2003), Ozone Depleting Substances Regulations (1998), Canadian Environmental Assessment Act (CEAA), Transportation of Dangerous Goods Act, 1992 (TDGA, 1992), National Fire Code of Canada, National Building and Plumbing Codes, Canadian Electrical Code and be in compliance with WHMIS Regulations. Additionally the contractor shall comply with all 9 Wing Gander, 1 Canadian Air Division and/or National Defence Headquarters policies, guidelines and directives. If there is a confusion, overlap, or duplication the most stringent regulation, policy or guideline shall apply.
2. ALL SPILLS (petroleum products, hazmat, and/or halocarbons) regardless of their quantity or source shall be immediately reported to the Commissionaires at (709)256-1703 extension 1725.
3. In the event of a spill or leak of any Hazardous material, the contractor shall immediately respond with adequate resources as deemed appropriate by Wing specialists such as Environment Officer, Hazmat Officer, or Safety Officer (or designated alternates). All clean-up, restoration and rehabilitation shall be conducted in accordance with paragraph 1.
4. In the event of a delayed or inadequate response to an hazardous materials incident, then 9 Wing authorities shall take the necessary measures (actions) to abate, control and clean-up the spill. All costs associated with the incident will be recovered from the contractor.
5. Hazardous materials are present in Wing facilities, including but not limited to asbestos, mercury, chlorinated biphenyls and lead. Prior to any construction, installation, or removal the exact location of such must be checked with the Departmental Representative to determine if a hazardous material is present. Only certified and approved contractors are permitted to handle hazardous materials.
6. Do not dispose of any hazardous waste, products or materials at 9 Wing owned or operated facilities. Contractor is responsible for the disposal of all hazardous waste materials generated on site. All hazardous waste shall be collected, properly stored and disposed of at a provincially approved facility. A copy of the waste manifest must be immediately supplied to the Departmental Representative upon pick up of any hazardous waste. Contractor shall contact the Wing Hazardous Materials Coordinator for advise on hazardous material matters.

Section 01547

Hazardous Material

1. General

1. Contractors and their Personnel to read and be familiar with this section and its requirements.
2. Contractor to post, in a noticeable location on the job site, the following names and emergency telephone numbers: 9 Wing Gander:
 - a. Wing Fire Chief: 709 256 1703 Ext.1242. Local 1242
 - b. Electrical Engineer: 709 256 1703 Ext 1431 Local 1431
 - c. Wing Hazmat: 709 256 1703 Ext.1265. Local 1265
3. Work with hazardous materials to be done by workers who are thoroughly educated to the risks and handling procedures involved with the materials and are trained in safe work practices.
4. Encounters with material suspected of being hazardous and not previously identified are to be reported to Department representative immediately, and work in this area of project halted until direction is received from Department representative.
5. Contractors are to comply with regulations and procedures or Federal, Provincial, Municipality and 9 Wing Gander Environmental protection agency when dealing with hazardous materials.
6. Enquiries regarding Hazardous Materials to be directed to Department representative.

2. Reference Standards

1. NFC – National Fire Code of Canada latest Edition.
2. CLC- Part 2 - Canada Labour Code.
3. WHMIS – Workplace Hazardous Material Information Systems.
4. Hazardous Products Act.
5. Occupational Health and Safety Regulations.
6. Regulations and standards currently in force for products not covered under WHMIS legislation, designed for the regulation of specific categories of products such as but not limited to:
 - a. Explosives Act.
 - b. Atomic Energy Control Act.

3. Documentation

1. Where Contractor supplied materials or chemicals are of hazardous nature, provide Department representative with two (2) copies of Material Safety Data Sheets (MSDS) for each hazardous product.

- a. Hazardous products that do not have a MSDS sheet are not permitted on DND property.
- b. Information (MSDS) on known or suspected hazardous materials on site can be obtained through Department representative from Hazardous Material Coordinator.

4. Signs and Notices

- 1. Contractor to make available a copy of the MSDS for each product on site, for the information of site workers and visitors to the site.
 - a. Site workers to familiarize themselves with the MSDS for each product.
 - b. Signs and / or notice for safety and instruction to be in both official languages, commonly WHMIS symbols.

5. Safety:

Workers involved with hazardous materials on jobsites to be equipped with all necessary personal protective equipment (PPE) required by Labour Canada and / or Provincial Labour Department.

6. Indemnity

Contractor accepts liability and indemnities to the Department of National Defence and its employees in the event of an injury or damage resulting from the use of or exposure to hazardous materials.

7. Spills and Leaks

- 1. In addition to requirements of Section 01005 – General Instructions deliver and store hazardous materials to the following:
 - a. Incompatible substances and chemicals to be kept segregated at all times.
 - b. Contractor can obtain clarification and identification of subject substances and chemicals through Department representative from Wing Hazardous Coordinator.

8. Compliance

In the event of conflict between requirements, the most stringent requirement governs.

9. Clean-Up

All hazardous material waste to be stored in containers as recommended by manufacturer of the hazardous material and removed from site at the end of the work day.