

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
Pacific Region
401 - 1230 Government Street
Victoria, B.C.
V8W 3X4
Bid Fax: (250) 363-3344

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

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

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

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

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

Comments - Commentaires

Title - Sujet FIRE SUPPRESSION INSPECTION	
Solicitation No. - N° de l'invitation W0133-13N002/A	Date 2013-06-03
Client Reference No. - N° de référence du client W0133-13N002	
GETS Reference No. - N° de référence de SEAG PW-\$VIC-240-6245	
File No. - N° de dossier VIC-2-35326 (240)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-07-15	Time Zone Fuseau horaire Pacific Daylight Saving Time PDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Hogg(VIC), Mike	Buyer Id - Id de l'acheteur vic240
Telephone No. - N° de téléphone (250) 363-3916 ()	FAX No. - N° de FAX (250) 363-3344
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE BLDG 171 19 WING COMOX P.O.BOX 1000 STN MAIN LAZO British Columbia V0R2K0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

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

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Pacific
Region
401 - 1230 Government Street
Victoria, B. C.
V8W 3X4

Part 1 - General Information

1. Introduction
2. Summary
3. Debriefings

Part 2 - Bidder Instructions

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws
5. Mandatory Site Visit

Part 3 - Bid Preparation Instructions

1. Bid Preparation Instructions

Part 4 - Evaluation Procedures and Basis of Selection

1. Evaluation Procedures
2. Basis of Selection

Part 5 - Certifications

1. Code of Conduct Certifications - Consent to a Criminal Record Verification
2. Certifications Required with the Bid

Part 6 - Security, Financial and Other Requirements

1. Security Requirement
2. Insurance Requirements

Part 7 - Resulting Contract Clauses

1. Statement of Work
2. Standard Clauses and Conditions
3. Security Requirement
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications
9. Applicable Laws
10. Priority of Documents
11. Insurance Requirements

Solicitation No. - N° de l'invitation

W0133-13N002/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

vic240

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

W0133-13N002

File No. - N° du dossier

VIC-2-35326

CCC No./N° CCC - FMS No/ N° VME

List of Annexes:

Annex "A" Statement of Work
Annex "B" Basis of Payment
Annex "C" Insurance Requirements

Part 1 - General Information

1. Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided;

Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Insurance Requirements, DND 626 Task Authorization Form and any other annexes.

2. Summary

The Department of National Defence, Wing Construction & engineering, 19 Wing, CFB Comox, PO box 1000, Station Main, Lazo, BC, V0R 2K0 has a requirement for a Task Authorization Period Contract for the for the Inspection, Testing, Maintenance (ITM) and Repair of various fire protection systems located at Canadian Forces Base (CFB) Comox.at 19 Wing Comox.

The work under the contact will comprise of the furnishing of all supervision. labour, equipment, materials and transportation required for the supply, installation, calibration and testing of all systems at 19 Wing Comox, including installation of new and / or modifications to existing digital controls.

Annual and semi-annual maintenance is required and outlined in the Schedule of Systems. Both the Schedule of Systems and complete Statement of Work are provided in the Request for Proposal document

The period of the Contract will be three (3) years from date of award.

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

3. Debriefings

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

Part 2 - Bidder Instructions

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *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.

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

The 2003 (2012/11/19) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a

proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

4. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in **British Columbia**.

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

5. Mandatory Site Visit A9040T

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 **Wednesday June 19, 2013 at 09:00 am Contracts Cell, Building 31 , Wing Construction Engineering, 19 Wing Comox, National Defence, Lazo, BC, Canada V0R 2K0** . Bidders must communicate with the Contracting Authority no later than 2 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 - Bid Preparation Instructions

1. Bid Preparation Instructions

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

- Section I: Technical Bid (two (2) hard copies)
- Section II: Financial Bid (one (1) hard copies)
- Section III: Certifications (one (1) hard copies)

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

-
- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
 - (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process 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, bidders 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: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in **Annex 'B'**. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

1.2 Exchange Rate Fluctuation C3011T

The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered and will render the bid non-responsive.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

Part 4 - Evaluation Procedures and Basis of Selection

1. Evaluation Procedures

(a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the "technical", "financial" evaluation criteria.

(b) An evaluation team composed of representatives of Canada will evaluate the bids.

2. Basis of Selection

2.1 Basis of Selection - Mandatory Technical Criteria - A0031T

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

EVALUATION CRITERIA	
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1. EVALUATION PROCEDURES

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

MANDATORY EVALUATION CRITERIA

The Bid must be compliant with the requirements and specifications outlined herein including,

- MANDATORY EVALUATION CRITERIA

FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DEEMED NON-RESPONSIVE
AND NO FURTHER EVALUATION WILL OCCUR

MANDATORY EVALUATION CRITERIA	MET
PREVIOUS EXPERIENCE: Supplier possesses 5 consecutive years of experience in the inspection, testing, maintenance (ITM) and repair of various fire protection systems within the last 5 years on contracts of similar size and scope to the requirement identified in the solicitation. Similar in size and scope is defined as : <ul style="list-style-type: none"> - Various and multiple building systems and - Buildings of similar use or type (e.g. hanger, maintenance garage, kitchen) 	YES no
REFERENCES: The contractor must provide written references from the two/2 customers (including for the previous experience) that clearly state the contractor has a good track record in providing ITM and Repair services of a similar scope. For each reference, list the name of the customer and key contact information. References will be verified.	YES no
Certification: Prior to award of the contract, all personnel performing work in accordance with the scope of this contract must be in possession of current qualifications and certification issued by THE APPLIED SCIENCE TECHNOLOGISTS & TECHNICIANS OF BRITISH COLUMBIA	YES no

<p>(ASTTBC) in the trade relevant to their assigned task. Possible list of Disciplines / Competencies includes, but is not necessarily limited to:</p> <ul style="list-style-type: none"> - Verification of Fire Alarm Systems- VI - Fire Alarm Systems- AL - Generator Systems- GS - Commercial Kitchen Exhaust Cleaning- CO - Smoke Control Systems- SM - Unit Emergency Lighting- EM - Special Fire Suppression Systems- SP - Fire Extinguishers- EX - Water-Based Fire Protection Systems- WA - Fire Pumps- FP <p>Plumbers, Electricians and Fire Sprinkler Fitters must hold Red Seal qualification or British Columbia provincial equivalents.</p>	
All employees working on site, where situations warrant, must have current training in WHMIS, Fall Arrest, Asbestos Awareness and Confined Space.	YES no
Products supplied/serviced by the Contractor must be compatible with existing systems at CFB Comox.	YES no

Part 5 - Certifications

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

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

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

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

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

2. Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

2.1 Federal Contractors Program - Certification

2.1.1 Federal Contractors Program - over \$25,000 and below \$200,000 - A3031T

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their

voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

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

The Bidder or the member of the joint venture

(a) () is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;

(b) () is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;

(c) () is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC, having not bid on requirements of \$200,000 or more;

(d) () has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: _____ .

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

Part 6 - Security, Financial and other Requirements

1. Security Requirement

1. Before award of a contract, the following conditions must be met:

(a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;

(b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;

(c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders"

(<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

2. Insurance Requirements - G1007T

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

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

Part 7 - Resulting Contract Clauses

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

1. Statement of Work - B4007C

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

1.2 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

1.2.1 Task Authorization Process - B9054C

Task Authorization:

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

Task Authorization Process:

1. The Technical Authority will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients" or "DND 626, Task Authorization Form" or "Task Authorization" form 2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.

3. The Contractor must provide the Technical Authority, within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

4. The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

1.2.2 Task Authorization Limit - C9011C

The Technical Authority may authorize individual task authorizations up to a limit of \$50,000.00, Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

1.2.3 Canada's Obligation - Portion of the Work - Task Authorizations - B9031C

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

1.2.4 Periodic Usage Reports - Contracts with Task Authorizations - B9056C

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

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

The data must be submitted to the Contracting Authority no later than fifteen (15) calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process.

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, GST or HST extra;
- iv. the total amount, GST or HST extra, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and

vi. the active status of each authorized task, as applicable.

For all authorized tasks:

i. the amount (GST or HST extra) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and

ii. the total amount, GST or HST extra, expended to date against all authorized TAs.

1.2.6 Task Authorization - Department of National Defence - B9051C

The administration of the Task Authorization process will be carried out by the Department of National Defence. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

2. Standard Clauses and Conditions

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

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

2.1 General Conditions

2035 (2012/11/19), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

3. Security Requirement

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

PWGSC FILE # W0133-13-N002

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.

Until the security screening of the Contractor/Offeror personnel required by this Contract has been completed satisfactorily by the Canadian Industrial Security Directorate, Public Works and Government Services Canada, the Contractor/Offeror personnel MAY NOT HAVE ACCESS to (CLASSIFIED/PROTECTED) information or assets, and MAY NOT ENTER sites where such information or assets are kept, without an escort.

3. The Contractor/Offerrer MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offerrer must ensure that its personnel are made aware of and comply with this restriction.

4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

5. The Contractor/Offerrer must comply with the provisions of the:

- (a) Security Requirements Check List attached;
- (b) Industrial Security Manual (Latest Edition).

4. Term of Contract

4.1 Period of the Contract - A9022C

The period of the Contract is from _____ to _____ inclusive.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Mike Hogg

Title: Supply Specialist

Department: Public Works and Government Services Canada Acquisitions Branch

Telephone: 250-363-3916

Facsimile: 250-363-3344

E-mail address: mike.hogg@pwgsc-tpsgc.gc.ca

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

5.2 Technical Authority - A1030C

The Technical Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Telephone: _____

Facsimile: _____

E-mail: _____

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

5.3 Contractor's Representative

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

6. Payment

6.1 Basis of Payment - Firm Unit Price(s) or Firm Lot Price - Task Authorizations - C0209C

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm lot price of \$ _____ (to be determined at time of Task Authorization) . Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

6.2 Limitation of Expenditure - Canada's Obligation - Portion of the Work - Task Authorizations - B9031C

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

6.3 Limitation of Expenditure - C6001C

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in

writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) four (4) months before the contract expiry date, or
- (c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.4 Multiple Payments - H1001C

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

- (a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all such documents have been verified by Canada;
- (c) the Work delivered has been accepted by Canada.

6.5 Time Verification - C0711C

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

7. Invoicing Instructions - H3020C

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the quarterly maintenance report described in article Part 6 (1.2.4) of the Contract.

Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Project Authority.

2. The Contractor must distribute the invoices and reports as follows:

- (a) The original and two (2) copies of the invoices and quarterly maintenance reports must be forwarded to the address shown on page 1 of the Contract for certification and payment.

8. Certifications

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

9. Applicable Laws

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

10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements;
- (f) the signed Task Authorizations (including all of its annexes, if any);
- (g) the Contractor's bid dated _____

11. Canadian Forces Site Regulations - A9062C

The Contractor must comply with all standing orders or other regulations, instructions and directives in force on the site where the Work is performed.

12. Electrical Equipment - B1501C

All electrical equipment supplied under the Contract must be certified or approved for use in accordance with the Canadian Electrical Code, Part 1, before delivery, by a certification organization accredited by the Standards Council of Canada.

13. Insurance Requirements - G1001C

The Contractor must comply with the insurance requirements specified in Annex _____. 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 ten (10) 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.

Annex 'A'

Statement of Work / Task Authorization Contract

STATEMENT OF WORK

FOR



**The Inspection, Testing,
Maintenance (ITM) and
Repair of Fire Suppression
Systems for the Department
of National Defence (DND)**

**Canadian Forces Base Comox
British Columbia**

February 1, 2013

TABLE OF CONTENTS

1.	Introduction.....	1
2.	SOW Objective.....	1
3.	Project Background.....	1
4.	Project Objectives.....	1
5.	Constraints and Challenges.....	2
6.	Summary of Services Required.....	11
7.	Schedule.....	15
8.	Quality	17
9.	Administration.....	17
10.	Deliverables.....	22
11.	General Requirements	24
12.	ITM Requirements.....	25

1. INTRODUCTION

A. This SOW describes the contractor services and deliverables required for the Inspection, Testing, Maintenance (ITM) and Repair of various fire protection systems located at Canadian Forces Base (CFB) Comox.

2. SOW OBJECTIVE

A. The objective of this SOW, which will form part of the contract, is to provide experienced and qualified Contractors with sufficient information to assess the work, services and deliverables required, so that they are able to formulate the technical and cost elements of their proposal and complete the required work.

3. PROJECT BACKGROUND

A. CFB Comox has a large inventory of real property requiring fire protection. As a result, there are a significant number of suppression systems, fire booster pumps and fire pumps that need to be inspected, tested and maintained on an ongoing basis to ensure the safety of personnel and the protection of real property in support of the Bases' mandate and mission.

B. This contract looks to capitalize on industry's capacity to offer such services at CFB Comox with a view to ensuring the integrity and uninterrupted performance of these fire protection systems.

4. PROJECT OBJECTIVES

A. The objectives of the work to be carried out under this contract are:

(1) To ensure that ITM requirements of the Department's fitted fire suppression systems, fire booster pumps and fire pumps in Departmental real property at CFB Comox are carried out as specified in this SOW;

(2) To prepare reports for the Department detailing the ITM activities carried out by qualified personnel;

(3) To provide a signed PDF copy of all completed ITM reports;

(4) To suggest repairs/upgrades to fire suppression systems and carry out those repairs/upgrades on an as and when required basis;

(5) To prepare detailed cost estimates for suggested repairs to the systems that do not meet the ITM requirements outlined in the National Fire Code and referenced standards; and,

(6) To verify and update the inventory of the Department's fire suppression systems, fire booster pumps and fire pumps.

5. CONSTRAINTS AND CHALLENGES

A. Definitions

(1) Authority Having Jurisdiction (AHJ): The Canadian Forces Fire Marshal.

(2) The Canadian Forces Fire Marshal (CFFM): an organization within the DND, led by a senior officer, whose mission is to provide strategic fire protection functional direction, leadership and expertise in support of domestic and expeditionary operations. The CFFM is dedicated to providing the Department of National Defence and the Canadian Forces with a strategic centre of expertise and functional leadership for all fire protection matters.

(3) Care: means the complete care of equipment, pertinent to the continued operation of the complex.

(4) Check: means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed.

(5) Contractor: means the person/persons or organization that provides services under any resulting contract.

(6) Contract Authority: means the individual or individuals who represent Canada and are responsible for the administration of the contract in its entirety.

(7) DND Representative: means the DND person who represents Canada and is responsible for monitoring the progress and activities of the contractor.

(8) Control: means the safe operation of equipment designated as part of this contract. Control of said equipment does not signify the requirement for responsibility of maintenance, but does require the direct intervention in cases of abnormal operation.

(9) Deficiencies means: Problems with the software/hardware components or design of a system that prevent it from operating as the designer intended.

(10) Employee: means a person with whom the Contractor has an employer/employee relationship.

(11) Fire Protection: the application of necessary measures to prevent fires or minimize the loss of life or property resulting from a fire by proper design and construction of buildings, by the use

of detection and suppression systems, by the establishment of adequate firefighting services, and by training building occupants in fire safety and evacuation procedures.

(12) Fire pump: means a pump that normally draws from a reservoir. A fire pump will generally be the sole source of supply.

(13) Fire booster pump: means a pump that will take its supply from an incoming pipe under pressure from a water supply system. A booster pump will add additional pressure to an existing water supply.

(14) Functional: means capable of serving the purpose for which it was designed.

(15) Inspect: means physical examination to determine that the device or system will apparently perform in accordance with its intended function.

(16) Major repair: means all repairs which are of a retrofit nature; additions or modifications to the systems; or any mid to high costs related to overhaul or the replacement of major components

(17) Minor repair: means all repairs which are defined as repairs costing less than \$1,000.00 per building that ensure functionality in the manner which the system was designed.

(18) PDF: means Portable Document Format.

(19) Property and Facility Management: means the Public and/or Private Sector Building Management organization responsible for the management of any building described within this scope of work, which provides management and operational facilitation in the buildings that form part of the life safety systems inherent to the building or facility maintained by this scope of work.

(20) Qualified Person: means someone who, by possession of a recognized degree, certificate or professional standing, or who has extensive knowledge, training and experience, as defined within the "Contractor Roles and Responsibilities" section.

(21) Service: means to make fit for use, adjust, repair, or maintain.

(22) SOP: means Standard Operating Procedures.

(23) Standing Orders: means general orders, which are in force on a Base, defining procedures, operating parameters and authorities with which everyone that works on the Base or visits the Base must comply.

(24) Superintendent: means the employee of the Contractor who is designated by the Contractor as being in full charge of the site operations of the Contractor for the purpose of the Contract. The Superintendent is to be a qualified person as defined within this scope of work.

(25) Local DND Technical Authority: Means the individual or individuals who represent Canada and are responsible for accepting that the services provided by the Contractor have been carried out in accordance with the requirements defined within this scope of work.

(26) Test: Means the operation of a device or system to ensure that it will perform in accordance with its intended operation or function.

B. Mandatory References

(1) The Contractor shall ensure all deliverables are based on the requirements of the National Fire Code of Canada, 2010 edition, this SOW and that all work is in compliance with the most recent available edition of regulations, policies, codes and standards at the time of tender, as follows:

- (a) Canada Labour Code Part II
- (b) Canadian Occupational Health and Safety Regulations
- (c) CEPA 1999- Canadian Environmental Protection Act 1999
- (d) Ozone depleting Substances Regulations, 1998
- (e) Federal Halocarbon Regulations, 2003
- (f) Department of National Defence/Canadian Forces Asbestos Management Directive dated March 2007
- (g) Department of National Defence / Environmental Directive 4003 - 05
- (h) Department of National Defence Realty Asset Manual (RAMM) Ch 10 - Fire Protection and Emergency Services and all referenced standards
- (i) Treasury Board Policies and Standards - As they pertain to the installation and maintenance of Fire Protection Systems. (<http://www.tbs-sct.gc.ca/tbs-sct/index-eng;.asp>)
- (j) National Fire Code of Canada 2010, errata, revisions and supplements
- (k) National Building Code of Canada 2010, errata, revisions and supplements
- (l) National Plumbing Code of Canada 2010, errata, revisions and supplements
- (m) CFFM Fire Marshal Directive (FMD) 4000 Electromagnetic Door Locks

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- (n) CFFM Fire Marshal Directive (FMD) 4003 Fire Protection and Life Safety Engineering Design Guide
 - (o) CFFM Fire Marshal Directive (FMD) 4005 Partial Occupancy
 - (p) CFFM Fire Marshal Directive (FMD) 4006 Fire Protection System Impairments
 - (q) CFFM Fire Marshal Directive (FMD) 4007 Fire Alarm Policy
 - (r) CSA C22.1 - Canadian Electrical Code
 - (s) CAN/ULC-S524 - Standard for the Installation of Fire Alarm Systems
 - (t) CAN/ULC-S536 - Inspection and Testing of Fire Alarm Systems
 - (u) CAN/ULC-S537 - Verification of Fire Alarm Systems
 - (v) CAN/ULC-S552 - Maintenance and Testing of Smoke Alarms
 - (w) ULC/ORD-C1058.5-1993, entitled Halon Recovery and Reconditioning Equipment
 - (x) ULC/ORD C1058.18-1993, entitled The Servicing of Halon Extinguishing Systems
 - (y) CSA Z460 - Control of hazardous energy - Lockout and other methods
 - (z) CSA Z462 - Workplace Electrical Safety (Arc Flash Protection)
 - (aa) CSA C282 - Emergency Power Supply for Buildings
 - (bb) NFPA 11 - Standard for Low-, Medium, and High-Expansion Foam
 - (cc) NFPA 12 - Standard for Carbon Dioxide Extinguishing Systems
 - (dd) NFPA 12A - Standard for Halon 1301 Fire Extinguishing Systems
 - (ee) NFPA 13 - Standard for the Installation of Sprinkler Systems
 - (ff) NFPA 13D - Standard for the Installation of Sprinkler Systems in One- and Two-Family Dwellings and Manufactured Homes
 - (gg) NFPA 13R - Standard for the Installation of Sprinkler Systems in Residential Occupancies up to and Including Four Stories in Height

- (hh) NFPA 14 - Standard for the Installation of Standpipes and Hose Systems
 - (ii) NFPA 15 - Standard for Water Spray Fixed Systems for Fire Protection
 - (jj) NFPA 16 - Standard for the Installation of Foam-Water Sprinkler and Foam-Water Spray Systems
 - (kk) NFPA 17 - Standard for Dry Chemical Extinguishing Systems
 - (ll) NFPA 17A - Standard for Wet Chemical Extinguishing Systems
 - (mm) NFPA 20 - Standard for the installation of Stationary Pumps for Fire Protection
 - (nn) NFPA 25 - Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems
 - (oo) NFPA 96 - Ventilation Control and Fire Protection of Commercial Cooking Appliances
 - (pp) NFPA 409 - Standard on Aircraft Hangars
 - (qq) NFPA 2001 - Standard on Clean Agent Fire Extinguishing Systems
 - (rr) Applicable municipal, provincial and territorial acts, regulations, codes and standards for waste management and disposal
 - (ss) Applicable Base Standing Orders for each specific site/area
 - (tt) DND General Safety Program - Policy and Program, Volume 1, A-GG-040-001/AG-001
 - (uu) DND General Safety Standards, Volume 2, C-02-040-009/AG-001
- (2) When NFPA 72 is referenced in any standard, it shall be replaced by the applicable ULC standards namely: CAN-ULC-S536 Inspection and Testing of Fire Alarm Systems and CAN/ULC-S552 Maintenance and Testing of Smoke Alarms.
- (3) Where NFPA, ULC, NFC, TBS, CLC and COHS documents refer to other standards within their text, those other standards shall also be deemed to be referenced by this SOW.
- (4) In the event that concurrent or conflicting regulations exist, the most stringent set of regulations shall apply. The contractor and all service personnel shall keep within their possession

a copy of the most current edition of the applicable Codes/Standards at the time of entering into the Contract for the duration of the contract.

C. Access / Use of Site and Facilities

- (1) Access to a site is under the control and direction of DND. All employees or representatives of the Contractor accessing DND property shall acquire appropriate clearances and authorization.
- (2) Procedures governing access to the Base will be prescribed by DND. Any of the Contractor's personnel on the Base shall have an enhanced security clearance.
- (3) Access to each site will require coordination with the DND at the location to be accessed. All visitors entering DND property are to be aware that they are subject to DND's right of search and seizure.
- (4) While within the confines of each DND installation the employees or representatives of the Contractor carrying out the work shall comply with Standing Orders applicable to the location. The copies of Standing Orders can be obtained from the local DND Representative.
- (5) To complete the ITM of fire suppression systems, fire booster pumps and fire pumps it may be necessary to shut down various electrical circuits that could affect power supply and communications systems. As such, the Contractor shall plan all activities in advance and will notify the DND Representative of potential shutdowns and interruptions. The shutdown notices shall be provided to DND Representative 10 working days prior to the work commencing.
- (6) Where possible, the work performed at a DND facility shall be carried out during normal working hours and shall be carried out with the least possible interference or disturbance to building occupants, public and Base activities/operations. The Contractor will be responsible for posting clear signage indicating when ITM activities are underway. The nature of the activities which take place in some buildings will require that the Contractor carry out the ITM of the fire suppression systems, fire booster pumps and fire pumps in these buildings after normal working hours so as not to affect DND operations and training.
- (7) Regular working hours are from 0700h until 1530h and silent hours from 1530h until 0700h, weekdays. All weekend work shall be defined as from 0000h Saturday to Monday 0700h.
- (8) Smoking is prohibited except in designated smoking areas.

D. Waste Management

- (1) The Contractor will be responsible for disposal of any waste generated in the course of their work on a site. The waste shall be disposed of in accordance with applicable municipal,

provincial and federal regulations. The types of hazardous materials which the contractor may encounter during the course of work carried out in accordance with the requirements of this SOW include, but may not be limited to: Lead, Asbestos, Mercury, Halons, Perfluorooctane Sulfonate (PFOS) in fire-fighting foam, and other hazardous materials. The contractor must be aware of and comply with all federal, provincial and municipal regulations and by-laws related to handling and disposal of these materials.

(2) The proper disposal of any type of firefighting foam concentrate or solution is the contractor's responsibility. Disposal of firefighting foam concentrate or solution into waterways, storm or sanitary sewers is strictly prohibited.

(3) Unless otherwise specified, materials for removal become the Contractor's responsibility.

(4) The work of waste removal and disposal shall be coordinated with other activities at the site to ensure timely and orderly progress of work.

(5) Records of all materials removed from the site, shall be submitted to the DND Representative and shall include:

(a) Time and date of removal;

(b) Name of Base, Wing or Station, Building Number and Room Number the material was removed from;

(c) Description of materials and quantities by either weight in kilograms or volume in litres; and

(d) Proof the materials have been received at an approved waste processing site or certified waste disposal site as required.

E. Safety Requirements

(1) General. The Contractor will be responsible to take all necessary steps to protect personnel (workers, visitors, general public) and property from any harm during the course of the contract.

(2) Safety Plan. The Contractor shall provide a documented General Safety Plan as part of the tender package and shall submit a detailed Safety Plan, outlining all risks and steps taken to mitigate the identified risks, prior to commencement of all projects and tasks.

(3) Construction Safety Measures. Observe and enforce construction safety measures required by the most recent edition of the Canada Labour Code, DND Safety Policy, National

Building Code of Canada, provincial government, Workers Compensation Board, and municipal statutes and authorities. This includes Confined Space Entry Procedures.

- (a) In event of conflict between any provisions of above authorities, the most stringent provision shall apply.
- (4) Work Procedures and Equipment.
 - (a) All work procedures and equipment shall be in accordance with legislated standards.
 - (b) Position cranes, hoists or scaffolding and operate them in a manner that will not result in damage to nearby aircraft, equipment or personnel even if slung loads or smaller objects fall or the equipment collapses.
- (5) Barricades. Barricade dangerous work sites, trenches and excavations.
- (6) Unguarded Work Sites. When work sites are left unguarded, especially overnight, powered equipment must be left at zero energy potential, material must be safely positioned and stacked, and portable ladders leading to elevated work platforms removed and secured.
- (7) Lockout Procedure. When persons would be placed at risk should the facility, machine or equipment become energized or move during inspection, maintenance, or repair, lockout procedures are required. Lockouts must be initiated by qualified Department of National Defence (DND) trades people although each tradesperson or worker responsible for the job or the equipment/facility will separately lockout.
- (8) Safety Personnel and Responsibility:
 - (a) The Contractor shall supply competent personnel, implement their safety program and ensure that DND and provincial safety and health standards are being complied with.
 - (b) DND shall monitor daily to ensure safety requirements are met and safety records are properly kept and maintained. Initial disregard for safety standards will cause the contract to be reviewed and a written record of the review will become part of the contract document.
 - (c) The Contractor will report to the contract supervisor and jurisdictional authorities any accident or incident involving contractor, DND or public personnel and/or property arising from the Contractor's execution of work.
- (9) Delays Due to Health and Safety Regulations Infractions:
 - (a) The Contractor will include all provisions of the contract in any agreement with sub-contractors and hold all sub-contractors equally responsible for safe work performance.

(b) If the Contractor is responsible for a delay in the progress of work due to an infraction of legislated health and safety requirements, the Contractor will, without additional cost to DND, work such overtime, acquire and use equipment or material for the execution as deemed necessary in the opinion of the contract supervisor, to avoid delay in the final completion of the work or any operation thereof.

(10) Fire Safety Requirements. Comply with requirements of Fire Orders and Precautions for Civilian Contractors as issued by the Wing Fire Chief.

(11) Overloading. No part of the work shall be loaded to the point, which will endanger its safety.

(12) False work. False work shall conform to CSA S269.1-1975, national, provincial and/or local codes and by-laws governing this type of work.

(13) Solvent and Adhesives. Take suitable fire precautions. Smoking is not permitted within the buildings or shops. Provide adequate ventilation during use of volatile or noxious substances. Do not dispose of volatile wastes, paint thinners, etc. in storm or sanitary sewers.

F. F1005D Security Requirements.

Protected Information. - No Document Safeguarding Capability.

(1) The Incumbent must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS) issued by the Canadian and International Industrial Security Directorate (CIISD), Public Works and Government Services Canada (PWGSC).

(2) The Incumbent requiring access to PROTECTED information, assets, or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CIISD/PWGSC.

(3) The Incumbent MUST NOT remove any PROTECTED information, or asset from the identified work site(s), and the Incumbent must ensure that its personnel are made aware of and comply with this restriction.

(4) Subcontractors which contain security requirements are not to be awarded without the prior written permission of CIISD/PWGSC.

(5) The Incumbent must comply with the provisions of the:

(a) Security Requirements Check List, attached.

(b) Industrial Security Manual (Latest edition).

6. SUMMARY OF SERVICES REQUIRED

A. Expertise

(1) The Contractor is responsible to ensure that their staffs are current and have the necessary licenses and certifications to carry out the work. The Contractor shall assume responsibility for any accident or damage caused to DND property or personnel by its employees or equipment, or personnel who carry out work on behalf of the Contractor.

(2) The Contractor is responsible to ensure that any person who undertakes the installation, modification, inspection testing and maintenance of water based or foam based suppression systems shall be a certified Sprinkler System Installer (Red Seal Interprovincial recognized).

(3) The Contractor is responsible to ensure that any person who undertakes the installation, modification, ITM of clean agent, chemical, carbon dioxide suppression systems are qualified to manufacturer's requirements for the specific systems and have certification from the manufacturers for each type of system.

(4) The Contractor is responsible to ensure that any person who undertakes the installation, modification, inspection testing and maintenance of suppression systems containing halocarbons shall be current and qualified to manufacturer's requirements and shall be certified by the Underwriters' Laboratory of Canada (ULC) to the appropriate service category for this type of suppression agent.

(5) The Contractor is responsible to ensure that any person performing inspections, tests or maintenance work on fire alarm or voice communication systems must be qualified as follows:

(a) Currently registered by the Canadian Fire Alarm Association (CFAA) as having successfully completed the "Fire Alarm Technology" program and 1 year experience; OR

(b) Certified and registered electrician having completed a recognized post-secondary program or course for fire alarm systems maintenance approved by the provincial or territorial Authority Having Jurisdiction (AHJ); OR

(c) Work for a fire alarm company listed under the Fire Alarm Certificate Service of Underwriters Laboratories of Canada

(6) The contractor is responsible to provide proof of all personnel's qualifications for review by the AHJ after contract award.

B. Included

(1) The successful bidder (hereafter referred to as 'the Contractor') hereby agrees to supply all materials, labour, tools, implements, lifts, scaffolding and equipment in order to perform inspection, testing and maintenance activities on the Department's suppression systems, fire booster pumps and fire pumps as per requirements outlined by: the National Fire Code (NFC), this SOW, and DND and Government of Canada policy.

(2) The Contractor will be required to submit an individual ITM report for each ITM procedure carried out and to use the report to advise the Department of changes required to the fire protection system. The report format shall be Portable Document Format File (.PDF), and shall be submitted within 10 business days following the inspection. The Contractor further agrees to provide supervision and any other services required to satisfactorily complete all work described in this document, including written instructions which may be submitted to him during the course of the work. The systems are located within buildings at CFB Comox, Quadra, and Holberg, on Vancouver Island, BC, Canada therefore, the Contractor must account for the costs associated with travel and personnel security clearances to gain access to restricted areas.

(3) For the suppression systems, fire booster pumps and fire pumps within DND, there are prescribed ITM activities consisting of monthly, quarterly, semi-annual, annual and other ITM routine that must be carried out to verify that they are functional and operating as designed. The systems requiring the ITM routines to be carried out by the Contractor in accordance with the requirements of this SOW are listed in Annex A. Annex A describes the location of DND infrastructure where the work is to be performed, along with the inventory of each type of fire protection system found therein as well as the expected ITM requirements for every system.

(4) For every ITM activity carried out on the systems described in Annexes B and C of this SOW, the Contractor is to prepare a report, using the templates provided at Annex C as a guide. The Contractor will be responsible for ensuring that the report conforms to current requirements. This report is also to be used by the Contractor to advise DND of any system deficiencies along with a quotation of the estimated cost to implement any repairs.

C. Excluded

(1) The Contractor must coordinate with DND Fire Alarm Technicians to provide support for issues encountered when conducting ITM activities. It is the Contractor's responsibility to call in support for any interference issues encountered while conducting an inspection on any manufacturer's alarm, suppression system, fire booster pumps, fire pumps.

(2) Government-owned (DND) equipment, devices, tools, and machinery, including personal protective equipment (PPE) shall not be provided to or accepted by the Contractor unless specified in advance and in writing by the DND Representative.

(3) The contractor shall not respond to any other service calls outside DND premises once an inspection, test or maintenance has begun on a system.

(4) Hydrostatic testing of fire hoses is not part of this SOW.

(5) Hanger 14 is excluded from the ITM portion of this contract, but repairs/upgrades may be included on an as and when required basis.

D. System Inventory and Maintenance

(1) Annex A consists of the inventory of the fire protection systems and components, which the contractor will be required to inspect, test and maintain. Each bidder shall verify and confirm the accuracy of the inventory during the Mandatory Site Visit, prior to bidding, and no allowance shall be made for any omissions. The Contractor will be required to prepare an ITM Schedule and submit it to the DND Representative within 10 business days of contract award. During the preparation of the ITM Schedule, the Contractor is to liaise with the DND Representative to ascertain if there are any special requirements associated with the ITM (I.E. can the ITM be carried out during regular hours or does the work need to be carried out after hours). The ITM Schedule is to describe the system, location, type of ITM routine (I.E. Annual, Quarterly, Monthly maintenance routine), planned ITM date, amount of time required to carry out the ITM, number of people that will carry out the ITM, point of contact for the ITM (including phone number), and any special requirements such as power outages. DND and DND will review and amend the ITM Schedule and return it to the Contractor within 5 business days and the Contractor shall amend the schedule in accordance with DND recommended changes. Further changes to the schedule may be required over the period of contract. The DND Representative shall advise the Contractor of required changes to the ITM Schedule within 10 business days of the scheduled ITM procedure and the Contractor will make the necessary changes to the ITM Schedule at no cost to the Crown.

(2) The Contractor shall be required to verify and update the inventory, as ITM routines are carried out and shall keep the DND Representative apprised of any changes.

(3) The Contractor is responsible for providing the labour and resources to fulfill the terms of the SOW for the satisfactory performance and completion of all work as specified. This includes the necessary labour, qualified personnel, management, supervision, materials, small parts such as lamps, fuses and pilot lights, fusible links, tools, equipment, office and storage space, reference documents, and data-processing supplies, computers, specific software, cleaning materials, overhead, disbursements and other incidentals.

(4) System components used to repair or replace existing components shall be system compatible and ULC, CSA listed and comply with the applicable provisions of the codes and standards identified in Section 5.2 - Mandatory References.

(5) Transportation charges, mileage, parking, contractor administration costs and environmental disposal fees are costs to be absorbed by the contractor as they are considered to have been included in the contractor's bid.

(6) Repairs/upgrades will be handled as follows:

(a) First right of refusal for all repair/upgrade work rests with DND,

(b) Repairs will be authorized on an as and when required basis, utilizing the DND 626 Task Authorization form and will require a quote with a breakdown for materials and labour, and

(c) Repair estimates will be negotiated between the DND Representative and the Contractor. If a negotiated agreement cannot be reached, DND may have the repairs completed by either a competitive tender or other mechanism.

(7) Repairs performed by the Contractor shall not impact schedule. If repairs are deemed to be major repairs and cannot consequently be completed while on-site for the ITM, a written quote must be supplied for further approval.

(8) If the Contractor discovers conditions that pose an immediate significant threat to human health or safety, the Contractor shall immediately notify the DND Representative.

(9) The Contractor shall supply all material, parts, software, hardware or firmware required to test, inspect or maintain the system or systems identified in Annex A.

7. SCHEDULE

A. Project Milestones

(1) The following tentative milestones have been established for the implementation of this project.

MILESTONE	TIMEFRAME
Contract Award	Day 0
Draft ITM Schedule	To be submitted by the Contractor to the DND Representative within 10 business days of contract award
Draft Cost Estimate Breakdown for each building	To be submitted by the Contractor to the DND Representative within 10 business days of contract award.
Kick-off meeting and presentation	Within 10 business days of contract

of draft ITM schedule	award
Changes to the Draft ITM Schedule as required by DND	To be forwarded by the DND Representative to the Contractor within 5 business days after receipt and presentation of the Draft ITM Schedule
Changes to the Draft Cost Estimate Breakdown per building as required by DND	To be forwarded by the DND Representative to the Contractor within 5 business days after receipt of the Draft ITM Schedule.
Final ITM Schedule	To be forwarded by the Contractor to the DND Representative within 5 business days of receipt of the Changes to the Draft ITM Schedule as required by DND
Monthly progress meetings	On the 2 nd Thursday of each month following contract award
Monthly progress reports	To be submitted by the Contractor to the DND Representative the 1 st Thursday of each month following commencement of ITM activities
Changes to the System Inventory	To be submitted by the Contractor to the DND Representative as discrepancies are noted within 5 days
ITM Reports provided to local DND Representative	To be forwarded by the Contractor to the DND Representative within 10 business days of work performed
Primary ITM routine for all systems included in the SOW	To be accomplished by the Contractor within 7 months of contract award.

B. Annex B depicts the primary and secondary ITM routine (annual (A), semi-annual (S), quarterly (Q), monthly (M), etc) required per system per building. The column entitled "ITM Primary" depicts the first type of ITM routine that must be performed on each system prior to beginning the sequence in the column entitled "ITM Secondary". For example, in table c.i below, the primary ITM routine for Tower 1 would need to be completed first and would consist of an Annual Inspection & Testing routine as defined and explained in the NFPA. Only once the primary routine is complete for the Tower sprinkler system, a quarterly routine (three months

after the primary routine), semi-annual routine (6 months after the primary routine) and a normal annual routine would follow. See table c.ii for an example.

C. Example Tables

(1) Table 1 ITM Routine (Example Only)

Building Name	Bldg #	Location	Water Based Automatic Sprinkler Systems	Clean Agent System	ITM Contract Primary	ITM Contract Secondary
Tower	239	Comox	(1) Wet valve		A	Q, S, A
Mess	105	Comox		(1) System	S	M, S

(2) Table 2 Sequence for Wet Valve Sprinkler System in Building Tower (Example Only)

Months	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Wet Valve	Primary Routine Annual			Q			S			Q			A
Clean Agent	Primary Routine Semi-annual	M	M	M	M	M	S	M	M	M	M	M	S

D. All fire protection systems (sprinkler, standpipe, etc) located in a single building must be inspected, tested and maintained at the same time. If the ITM routine for a single building is expected to be longer than one day, DND Representative shall be informed.

E. The intent of the primary ITM routine is to bring all systems to a known baseline. For the purposes of performing ITM, it is to be assumed that no previous required periodic ITM has been done. For example, a dry pipe sprinkler valve is required to be full flow trip tested once every 3 years. The primary routine would require the full flow trip test; even if documentation indicates the test had been done within the last 2 years.

F. Where a 3 year or 5 year test, etc, ITM is required as part of an annual inspection, subsequent annual ITM shall not require this work until the requirement is due again.

G. When service or repairs are required, the DND Representative shall be notified and the Fire Alarm System shall be shut off temporarily to prevent a possible false alarm or shall be placed

in by-pass temporarily to prevent a possible false alarm. System Impairment procedures is the responsibility of the Contractor as per NFC and FMD 4006.

8. QUALITY

A. The Contractor is expected to demonstrate that adequate measures have been taken to ensure good quality assurance and quality control procedures for all aspects of the work carried out in accordance with the requirements of this SOW.

B. The DND Representative will carry out spot checks of the contractor's work to ensure services are being provided in accordance with the requirements of the SOW.

9. ADMINISTRATION

A. Roles and Responsibilities

(1) Contractor Roles and Responsibilities

(a) Protect mechanical and electrical equipment, sub-systems and systems from damage and blockage.

(b) Remove tools and waste materials on completion of work, and leave work areas in clean and orderly condition.

(c) The Contractor shall keep the premises free of surplus materials or rubbish created by his or her employees. Following completion of work, Contractor shall remove any rubbish, tools, scaffolding and surplus materials from the premises and surrounding areas. Further, he will leave the work site clean and tidy. In the event of a dispute, DND may remove the rubbish and invoice the Contractor for expenses incurred.

(d) The contractor shall meet the objectives laid out in the SOW by taking a logical, structured and cost-effective approach.

(e) The Contractor shall perform the specific ITM listed below on the systems listed in Annex A.

(f) The Contractor shall perform the referenced ITM in compliance with the most current version of the Codes and Standards, as reference in Part 1, available at the time of entering into the Contract.

(g) The Contractor is legally and professionally responsible and accountable for the proper execution of all work identified in this SOW. DND's review and acceptance of the Contractor's

work shall not relieve the Contractor of responsibility for the completeness and accuracy of their work.

(h) The Contractor must ensure that an appropriate safe work procedure is put in place and followed for all work. Work that involves isolation and/or lock out of electrical circuits shall be planned and executed by suitably qualified and trained individuals using appropriate tools, notices and equipment.

(i) The Contractor shall be responsible for making the necessary arrangements to notify the DND Representative where the work is to be carried out with sufficient advance warning (minimum 72 hours) to allow the facility to prepare for the inspection, test, maintenance or repair.

(j) The Contractor shall be responsible for making the necessary arrangements for notifications/permits as required prior to site activities to fulfill the terms of this SOW.

(k) The Contractor must consider the size and type of building, training facilities, secure areas and general access, which will have an impact on completion times for inspections, testing and maintenance.

(l) If the Contractor discovers conditions that pose an immediate significant threat to human health or safety, the Contractor shall notify the local DND Representative.

(m) The Contractor must take into consideration that there are numerous buildings equipped with elevators. In the event that the fire alarms are activated and elevators are recalled, the Contractor or approved representative is responsible to reset the elevator, and if unable to do so, then the elevator company will be brought in to reset the elevator at the Contractor's expense. The Contractor must take into consideration that when conducting ITM in buildings serviced by an elevator, the Contractor is responsible for arranging access to the elevator shaft devices. All costs incurred for a service call by an elevator company to gain access or to reset shall be the responsibility of the Contractor.

(n) The Contractor must take into consideration, when conducting inspection, testing, maintenance and repairs that many buildings are old and may contain asbestos materials and metal-impacted paint and may contain other hazardous materials as well. The Contractor must assume that buildings constructed prior to 1985 contain asbestos-containing materials in ceiling tiles, drywall, transite-type panels, thermal insulation, mechanical/pipe insulation, pipe parging, caulking, floor tiles, adhesives and mastics. Inspection, testing, maintenance and repairs must, at a minimum, be done in accordance with the Department of National Defence/Canadian Forces Asbestos Management Directive dated March 2007. It is the contractor's responsibility to ensure the safety and training of their personnel in accordance with the Canada Labour Code.

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- (o) The Contractor shall provide required minor repairs as per contractual requirements and indicated frequency, to code, including but not limited to the items listed within this scope of work, to ensure the equipment and systems are maintained in a proper functional state of operation.
- (p) The Contractor shall maintain written records and soft copy electronic files produced in the course of their service delivery for five years.
- (q) The Contractor is responsible for the health and safety of his personnel while carrying out the requirements of this SOW. The Contractor must also comply with Canada Labour Code Part II, DND health and safety policy, as well as any other applicable regulations, requirements, acts, etc.
- (r) The Contractor shall furnish all necessary Personal Protective Equipment (PPE), tools, services, materials and labour to execute the work required for the maintenance, checking, inspection and testing of the fire suppression systems, fire booster pumps and fire pumps under the terms and conditions contained herein. Contractor shall execute such work in a careful and workmanlike manner.
- (s) Responsibility for the Security of the Contractor's Equipment: The Contractor shall assume responsibility for the security of its equipment and materials during and after working hours. DND shall not be liable for any vandalism, theft or loss. DND assumes no responsibility whatsoever for any occurrence that takes place outside the confines of the project area.
- (t) The Contractor shall possess the basic engineering data pertinent to the detailed operation of the entire fire suppression systems, fire booster pumps and fire pumps.
- (u) Where components must be removed and taken off-site for testing, spare components must be supplied in advance to maintain fire protection systems in service.
- (v) Fire alarm and detection systems for suppression systems only, including, but not limited to, clean agent, carbon dioxide and Halon systems, shall be subject to the following conditions under this contract:
- (w) All work shall be performed in conformance with the NFC, CAN-ULC-S536 Inspection and Testing of Fire Alarm Systems and CAN-ULC-S552 Maintenance and Testing of Smoke Alarms.
- (x) Fire Alarm Systems for suppression systems only shall be subject to an annual test and inspection.
- (y) A minimum of two (2) qualified fire alarm technicians shall be present for all fire alarm inspections. While a fire alarm system is undergoing test and inspection, one fire alarm technician

shall be present at the fire alarm panel at all times. Auto-test functions of fire alarm panels shall not be used for test and inspection.

(z) The Contractor or any employee or representative of the Contractor must not discuss, give interviews, correspond in any manner or release to the media any information related to the contract or the work being undertaken in accordance with the requirements of the SOW without the express written consent of the DND Representative.

(aa) The Contractor shall document repairs as identified within this scope of work, which shall be demonstrated as being correct and complete to the satisfaction of the Local DND Technical Authority.

(bb) The Contractor shall evaluate the work site within their responsibility, select and advise the DND Representative in reference to the recommended stock of supplies, materials, replacements and spare parts and equipment for the continued care and control of the facility.

(cc) The Contractor bears direct responsibility for the cleanup costs and any legal ramifications from the accidental discharge of any fire protection system caused by the Contractor. The Contractor is also responsible for the costs to recharge any system that is accidentally discharged by the Contractor.

(2) PWGSC Roles and Responsibilities

(a) PWGSC is responsible for contracting the services on behalf of the Crown. All changes to the contract including but not limited to scope, cost and timelines are to be approved by the Contracting Authority.

(b) PWGSC is responsible for departmental and government approvals required to obtain the contracted services.

(c) PWGSC will review the Contractor's proposal from a general perspective to ensure the governmental and departmental policies and overall objectives and requirements have been met.

(3) DND Roles and Responsibilities

(a) DND is the owner and technical authority for the project and is responsible for providing funding.

(b) DND is responsible for the management of the project within the boundaries of the contract.

(c)

(d) DND is also responsible to obtain the various approvals, as may be required and coordinates review of the contracted work.

- (e) All invoices are to be submitted to the DND Representative for payment.

B. Communication

- (1) Direct communication between the DND Representative on-site and members of the Contractor's team, on routine matters is encouraged to enable the discussion and prompt resolution of routine technical issues. Decisions made during these discussions, which impact on scope, function, budget or schedule, are not final until confirmed in writing by the DND Representative and the Local DND Technical Authority. The Contractor shall provide the DND Representative and the Local DND Technical Authority with info copies of records of discussions

C. Reporting Requirements

- (1) For every system inspected, tested and maintained by the Contractor in accordance with the requirements of this SOW, an ITM report shall be created and data entered into an internet database managed by DND. A hard copy of the report shall be provided to the on-site DND Representative by the Contractor within ten (10) business days. This report shall be in the same format for all locations, regardless of individual, contractor or subcontractor performing the work. All ITM activities required by the applicable codes and standards for each fire protection systems shall be included in the report. The reports shall be formatted using the report templates shown at Annex C as a guide. Contractor generated electronic checklists shall be submitted to the on-site DND Representative for pre-approval by the AHJ prior to using.
- (2) The ITM report shall be signed by the individual that carried out the work as well as by a senior manager on the Contractor's staff to verify that the work has been carried out in accordance with the requirements of this SOW.
- (3) Where applicable, signature of personnel performing any of the identified ITM as outlined in this SOW shall be entered into the "Building Life Safety Compliance Testing Manual" located on site.
- (4) The checklists shall be used to record the work performed at each inspection and shall identify the specific tasks undertaken.

10. DELIVERABLES

- A. The Contractor is responsible for providing the deliverables listed below within the target dates set in this document. These deliverables pertain to the work outlined herein.

Submittal	Description	No of Copies	Purpose	Target Date
Meeting Minutes	Provide a summary of key items discussed and decisions made during monthly and other meetings	1 soft copy	Review/ Acceptance	Within 5 business days of the meeting
Monthly progress report	Provide a summary of current project status as described in section 10.5, below.	1 soft copy	Review/ Acceptance	First Thursday of each month
Draft ITM Schedule	Provide a detailed, one year schedule of work to be completed.	1 PDF soft copy 2 hard copies	Review / Acceptance	Within 10 business days of contract award
Regular ITM maintenance service reports	Provide a detailed description of ITM carried out along with any minor repair works undertaken as well as a description of any discrepancies encountered with system inventories.	1 PDF soft copy 2 hard copies	Acceptance	Within 10 business days of completion of the scheduled ITM

B. Deliverables shall be produced in the working language of English.

C. Hard copy deliverables shall be printed on standard-sized 8.5" x 11" recycled paper, single-spaced, double-sided and bound.

D. The Contractor is required to inform the on-site DND Contract Coordinator of the submission of all deliverables by email transmittals and forward hard copies to the on-site DND Representative for filing.

E. All photographs submitted with reports shall be colour copied reproductions of photographs, to be included at appropriate locations within the descriptive text. All photographs are to be properly annotated to indicate where and when the photo was taken and by whom (I.E Company name and Technicians Name).

F. Once the ITM work has begun, the Contractor shall be responsible for submitting monthly progress reports on the first Thursday of each month. The progress report shall be brief, and include a description of the following items:

- (1) Project Overview;
- (2) Work completed to date since the last progress report including a summary of general communication between DND and the Contractor and detailing direction from DND to the Contractor;
- (3) Summary of planned upcoming Work;
- (4) Potential/Actual Schedule changes;
- (5) Potential/Actual Budget change request;
- (6) General Project issues/Comments/Concerns/Problems;
- (7) Health and Safety incidents/Issues/Concerns/Inspections;
- (8) Quality Managements Issues; and
- (9) Other Issues.

G. Copies of regular maintenance service reports and check lists shall be forwarded to the DND Representative.

H. Upon request, and where available, DND will supply the Contractor with a summary of the relevant inspection and maintenance history of the suppression systems, fire booster pumps and fire pumps being inspected. In cases where there are discrepancies between the Contractor's observations and any reported activities, the Contractor shall provide a detailed summary of such findings in the report.

I. All deficiencies must be provided in a written format with reference to the standard for that specific standard.

11. GENERAL REQUIREMENTS

A. Interpretation of Documents: It is understood that the Contractor recognizes that the information contained in the present SOW represents the most complete information available on the date the contract is signed. Changes and/or modifications may occur during the present contract. Minute attention has been given to the preparation of the SOW to identify as precisely as possible the scope and quality of required services. It is the Contractor's responsibility to ensure that equipment manufacturer's information is properly followed and that the applicable code is adhered to while carrying out the ITM of DND's fire suppression systems, fire booster pumps and fire pumps.

B. Ownership of documents: All reports and supplements (drawings, plans, records, maps, reports, aerial photographs and summaries) shall remain the sole property of DND. The Contractor shall ensure that its employees do not divulge the information contained therein. DND reserves the right to duplicate or release the Contractor's reports without the permission of the Contractor (DND retains full copyright privileges). Any equipment, supplies or material (other than project consumables) purchased by the Contractor to fulfill the requirements of the SOW and subsequently invoiced to DND, shall become the property of DND and turned over to DND at the end of the project.

C. DND documents may not be removed from the confines of DND without authorization of DND. Any classified DND documents must be approved by DND for viewing by the Consultant.

D. Photos: Photographs shall not be taken unless approved in writing by the DND Representative. The Contractor is to obtain approval prior to bringing cameras (including wireless cameras) onto DND property. The Contractor shall have on-site a signed "Request for Contractor use of Cameras" provided by DND for specific tasks on designated sites.

E. Rights Reserved - Property of DND: All information compiled for this contract will be strictly the property of DND and any reproduction, even in part, of these works is forbidden without the written authorization of a representative from the DND.

F. Interviews: The Contractor shall ensure that no member of their own team, including all sub-consultants and specialists, grants interviews with any member of the public or the media regarding this project. Both formal and informal interviews are to be authorized and coordinated by DND.

G. In order to conduct work on a Secure Airfield Area, it is mandatory that the Contractor receive a briefing from the Airfield staff before driving on the aerodrome. The Contractor is to

advise the DND Representative 10 business days prior to any scheduled work on a Secure Airfield Areas and participate in any briefing organized by the DND CC.

H. Comply with the Environmental Protection Act and applicable provincial and territorial acts, regulations, codes and standards for waste management and disposal programs.

12. ITM REQUIREMENTS

A. Inspection, Testing, Maintenance Requirements are listed in the following sub-paragraphs. As part of the ITM of each fire protection system, the Contractor is to verify and update the inventory of individual fire protection systems. The information/details required for each system is depicted at Annex A and B.

(1) Water Based Fire Suppression Systems include the following components and/or systems:

(a) Sprinkler systems; and

(b) Standpipe/hose cabinets.

(2) Water Based Fire Suppression Systems Standard:

(a) All work shall be performed in conformance with the NFPA 25.

(3) Water Based Fire Suppression Systems Testing Frequency:

(a) Sprinkler systems shall be subject to monthly, quarterly, semi-annual, annual, 3 years and 5 years testing and inspection.

(b) A complete operation verification of each component within the total sprinkler system shall be carried out once during each contract year.

(c) Standpipe / hose cabinet systems shall be subject to quarterly, annual and five-year testing, inspection and maintenance.

(4) Water Based Fire Suppression Systems Personnel:

(a) A minimum of two (2) Certified Sprinkler Fitter / Installer shall be present for all Base building Sprinkler testing and shall comply with the client in house protocol.

(5) Water Based Fire Suppression Systems Test Coverage:

(a) The quarterly ITM shall include the weekly and monthly, ITM requirements.

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- (b) The semi-annual inspection test and maintenance (for sprinkler systems only) shall include the weekly, monthly and quarterly ITM.
- (c) The annual ITM shall include the weekly, monthly, quarterly, semi-annual (for sprinkler systems only), three-year (for sprinkler systems only) and five year ITM.
- (6) Foam Fire Suppression Systems include the following components and/or systems:
- (a) Low expansion foam systems, including foam standpipes; and
- (b) High expansion foam, CAF Systems, foam monitors.
- (7) Foam Fire Suppression Systems Standard:
- (a) All work shall be performed in accordance with NFPA 25 for low expansion foam networks.
- (b) All work shall be performed in accordance with NFPA 25, NFPA 11 (CAF, High expansion and foam monitors) and NFPA 209 for high expansion foam networks.
- (8) Foam Fire Suppression Systems Frequency:
- (a) Low expansion foam fire suppression systems shall be subject to daily, weekly, monthly, quarterly, semi-annual, annual and five-year testing.
- (b) High expansion foam sprinkler systems shall be subject to weekly, monthly, quarterly, semi-annual, annual and five-year test verification.
- (c) The frequency of ITM of fire protection systems located in aircraft hangars shall be performed in accordance with NFPA 409, Table 11.11.1.
- (d) A complete operational verification of each component within the total Sprinkler System shall be carried out once during each contract year.
- (9) Foam Fire Suppression Systems Test Coverage:
- (a) To achieve the required water / foam flow, a test header combination shall be used instead of discharge through open sprinklers. A typical test header is shown in NFPA 25 Figure A.11.3.2 Foam System / Test Header Combination. This type of testing does not verify system pipe conditions or discharge device performance but only the water supply, foam concentrate supply, and proportioning accuracy. Systems that are not equipped with a test header shall be identified by the contractor and shall be tested after modification to permit testing. Modification may be done under a separate contract.

- (b) The quarterly inspection test and maintenance shall include the weekly and monthly inspection, test, and maintenance requirements.
- (c) The semi-annual inspection test and maintenance shall include the weekly, monthly, and quarterly ITM requirements.
- (d) The annual inspection test and maintenance shall include the weekly, monthly, quarterly, semi-annual and 5 year tests, inspections and maintenance requirements.
- (e) The annual inspection test and maintenance for systems located other than in aircraft hangar shall include the weekly, monthly, quarterly, and semi-annual ITM requirements.
- (10) Chemical Fire Extinguishing Systems include both Wet Chemical and Dry Chemical systems.
- (11) Chemical Fire Extinguishing Systems Standard:
- (a) All work for wet chemical fire extinguishing systems protecting cooking equipment shall be performed in conformance with NFPA 17A and NFPA 96.
- (b) All work for wet chemical fire extinguishing systems protecting non-cooking equipment shall be performed in conformance with NFPA 17.
- (c) All work for dry chemical fire extinguishing systems shall be performed in conformance with NFPA 17.
- (12) Chemical Fire Extinguishing Systems Frequency:
- (a) The wet chemical fire extinguishing systems protecting cooking and non-cooking equipment shall be subject to monthly and semi-annual inspection.
- (b) The dry chemical fire extinguishing systems shall be subject to monthly and semi-annual ITM.
- (13) Chemical Fire Extinguishing Systems Test Coverage:
- (a) The semi-annual ITM for all systems shall include the monthly ITM requirements.
- (14) Clean Agent Fire Extinguishing Systems include the systems described in the table, below:

Agent Designation	Chemical Name	Chemistry
FK-5-1-12	Dodecafluoro-2-methylpen	$\text{CF}_3\text{CF}_2\text{C}(\text{O})\text{CF}(\text{CF}_3)_2$

	tan-3-one	
HCFC Blend A	Dichlorotrifluoroethane HCFC-123 (4.75%) Chlorodifluoromethane HCFC-22 (82%) Chlorotetrafluoroethane HCFC-124 (9.5%) Isopropenyl-1-methylcyclohexene (3.75%)	CHCl ₂ CF ₃ CHClF ₂ CHClFCF ₃
HCFC-124	Chlorotetrafluoroethane	CHClFCF ₃
HFC-125	Pentafluoroethane	CHF ₂ CF ₃
HFC-227ea	Heptafluoropropane	CF ₃ CHFCF ₃
HFC-23	Trifluoromethane	CHF ₃
HFC-236fa	Hexafluoropropane	CF ₃ CH ₂ CF ₃
FIC-1311	Trifluoroiodide	CF ₃ I
IG-01	Argon	Ar
IG-100	NITMogen	N ₂
IG-541	NITMogen (52%) Argon (40%) Carbon dioxide (8%)	N ₂ Ar CO ₂
IG-55	NITMogen (50%) Argon (50%)	N ₂ Ar
HFC Blend B	Tetrafluoroethane (86%) Pentafluoroethane (9%) Carbon dioxide (5%)	CH ₂ FCF ₃ CHF ₂ CF ₃ CO ₂

(15) Clean Agent Fire Extinguishing Systems Standards:

(a) All work shall be performed in conformance with NFPA 2001, Federal Halocarbon Regulations and DND Environmental Directive 4003-05.

(16) Clean Agent Fire Extinguishing Systems Frequency:

(a) The systems shall be subject to the semi-annual and annual inspection.

(17) Clean Agent Fire Extinguishing Systems Test Coverage:

(a) The annual inspection test and maintenance shall include the semi-annual ITM requirements.

(b) Fire alarm and detection systems for suppression systems, including, but not limited to, clean agent, carbon dioxide and Halon systems, shall be subject to the same requirements as Para 9.11.2.2 under this contract. Where an NFPA standard requires inspection to the requirements of NFPA 72, ULC S536 shall be used instead.

(18) Halon Fire Extinguishing Systems

(19) Halon Fire Extinguishing Systems Standards

(a) All work shall be in conformance with NFPA 12A, Federal Halocarbon Regulations and DND Environmental Directive 400-05.

(20) Halon Fire Extinguishing Systems Frequency

(a) The Halon fire extinguishing systems shall be subject to the semi-annual and annual Inspection.

(21) Halon Fire Extinguishing Systems Test Coverage

(a) The annual inspection test and maintenance shall include the semi-annual ITM requirements.

(b) Fire alarm and detection systems for suppression systems, including, but not limited to, clean agent, carbon dioxide and Halon systems, shall be subject to the same requirements as Para 9.11.2.2 under this contract. Where an NFPA standard requires inspection to the requirements of NFPA 72, ULC S536 shall be used instead.

(22) Carbon Dioxide Fire Extinguishing Systems include high pressure systems. Hose reels are not included in the SOW.

(23) Carbon Dioxide Fire Extinguishing Systems Standards:

(a) All work shall be in conformance with NFPA 12.

(24) Carbon Dioxide Fire Extinguishing Systems Frequency:

(a) Systems shall be subject to monthly, semi-annual, annual and five-year ITM.

(25) Carbon Dioxide Fire Extinguishing Systems Test Coverage:

(a) The semi-annual ITM shall include the monthly ITM requirements.

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- (b) The annual ITM shall include the monthly, semi-annual, and the 5 years ITM requirements. Hose reel are not included in this SOW.
- (c) Fire alarm and detection systems for suppression systems, including, but not limited to, clean agent, carbon dioxide and Halon systems, shall be subject to the same requirements as Para 9.11.2.2 under this contract. Where an NFPA standard requires inspection to the requirements of NFPA 72, ULC S536 shall be used instead.
- (26) Fire Pumps and Fire Booster Pumps include Electric Fire Pumps, Electric Fire Booster Pumps, Diesel Fire Pumps and Diesel Fire Booster Pumps.
- (27) Fire Pumps and Fire Booster Pumps Standards:
- (a) All work shall be performed in conformance with NFPA 25 and NFPA 20.
- (28) Fire Pumps and Fire Booster Pumps Frequency:
- (a) Systems shall be subject to annual ITM.
- (29) Fire Pumps and Fire Booster Pumps Test Coverage:
- (a) The annual inspection test and maintenance shall be performed. The annual inspection for electric fire pumps and fire booster pumps shall include weekly and monthly. The annual inspection for diesel fire pumps and fire booster pumps shall include weekly.
- (b) The annual pump discharge test shall be performed using the pump discharge header. The pump discharge test can be done using an inline flow meter to drain or suction reservoir only if a pump test header is not present. The pump discharge test shall not be performed using an inline flow meter to pump suction. If the discharge test cannot be performed using the a pump test header or by inline flow meter via drain or suction reservoir, the report must be annotated as such and a cost estimate to rectify the situation must be attached to report. Testing shall be performed after modifications are made to permit testing.
- (c) If the pump discharge test is performed using an inline flow meter to drain or suction reservoir, the flow meter must be calibrated prior to testing by the Contractor at their expense.

ANNEX B BASIS OF PAYMENT

a. ITM shall be carried out as per the SOW for all buildings/equipment specified in the RFP and shall be based on the cost of one complete year and invoiced on a monthly basis. Progress payments shall be paid upon receipt of the monthly invoice as per TB Regulations and Policies. Lot price shall include, but is not necessary limited to, all equipment or vehicle rentals, inspections, certifications, verifications, commissioning, sub-contracting, shipping or delivery cost and any materials necessary for the completion of the ITM. Additions or deletions to the list must be negotiated and any increases or decreases to the monthly price agreed upon by both parties.

Lot price inclusive	\$	/year - year one
	\$	/year - year two
	\$	/year - year three

b. The following rates shall apply for all Task Authorizations including Emergencies and immediate response to Operational requirements, on an as and when requested basis during the contract period. Price per call, which includes Mobilization and Demobilization, travel time, accommodations, mileage, meals and fuel. Price per hour once the technician has arrived on site shall include, but is not necessarily limited to, rates for all trades stated in the SOW.

1.	During regular working hours - Mon - Fri 0700-1530	\$	/call - year one
		\$	/call - year two
		\$	/call - year three

2.	Outside regular working hours, Mon - Fri	\$	/call - year one
		\$	/call - year two
		\$	/call - year three

3.	Outside regular working hrs, Sat Sun & Stats	\$	/call - year one
		\$	/call - year two
		\$	/call - year three

4. During regular working hours - Mon - Fri 0700-1530

- Verification of Fire Alarm Systems- VI	\$	/hr - year one
	\$	/hr - year two
	\$	/hr - year three
- Fire Alarm Systems- AL	\$	/hr - year one
	\$	/hr - year two
	\$	/hr - year three
- Generator Systems- GS	\$	/hr - year one
	\$	/hr - year two
	\$	/hr - year three
- Commercial Kitchen Exhaust Cleaning- CO\$	/hr - year one	
	\$	/hr - year two
	\$	/hr - year three
- Smoke Control Systems- SM	\$	/hr - year one
	\$	/hr - year two
	\$	/hr - year three
- Unit Emergency Lighting- EM	\$	/hr - year one
	\$	/hr - year two
	\$	/hr - year three
- Special Fire Suppression Systems- SP	\$	/hr - year one
	\$	/hr - year two
	\$	/hr - year three
- Fire Extinguishers- EX	\$	/hr - year one
	\$	/hr - year two
	\$	/hr - year three
- Water-Based Fire Protection Systems- WA	\$	/hr - year one
	\$	/hr - year two
	\$	/hr - year three
- Fire Pumps- FP	\$	/hr - year one
	\$	/hr - year two
	\$	/hr - year three
- Plumber	\$	/hr - year one

	\$	/hr - year two
	\$	/hr - year three
- Electrician	\$	/hr - year one
	\$	/hr - year two
	\$	/hr - year three
- Fire Sprinkler Fitter	\$	/hr - year one
	\$	/hr - year two
	\$	/hr - year three
- Apprentice/Labourer	\$	/hr - year one
	\$	/hr - year two
	\$	/hr - year three

5 Outside regular working hours, Mon - Fri

- Verification of Fire Alarm Systems- VI	\$	/hr - year one
	\$	/hr - year two
	\$	/hr - year three
- Fire Alarm Systems- AL	\$	/hr - year one
	\$	/hr - year two
	\$	/hr - year three
- Generator Systems- GS	\$	/hr - year one
	\$	/hr - year two
	\$	/hr - year three
- Commercial Kitchen Exhaust Cleaning- CO\$	/hr - year one	
	\$	/hr - year two
	\$	/hr - year three
- Smoke Control Systems- SM	\$	/hr - year one
	\$	/hr - year two
	\$	/hr - year three
- Unit Emergency Lighting- EM	\$	/hr - year one
	\$	/hr - year two
	\$	/hr - year three
- Special Fire Suppression Systems- SP	\$	/hr - year one
	\$	/hr - year two

	\$	/hr - year three
- Fire Extinguishers- EX	\$	/hr - year one
	\$	/hr - year two
	\$	/hr - year three
- Water-Based Fire Protection Systems- WA	\$	/hr - year one
	\$	/hr - year two
	\$	/hr - year three
- Fire Pumps- FP	\$	/hr - year one
	\$	/hr - year two
	\$	/hr - year three
- Plumber	\$	/hr - year one
	\$	/hr - year two
	\$	/hr - year three
- Electrician	\$	/hr - year one
	\$	/hr - year two
	\$	/hr - year three
- Fire Sprinkler Fitter	\$	/hr - year one
	\$	/hr - year two
	\$	/hr - year three
- Apprentice/Labourer	\$	/hr - year one
	\$	/hr - year two
	\$	/hr - year three

6. Outside regular working hrs, Sat - Sun - & - Stats

- Verification of Fire Alarm Systems- VI	\$	/hr - year one
	\$	/hr - year two
	\$	/hr - year three
- Fire Alarm Systems- AL	\$	/hr - year one
	\$	/hr - year two
	\$	/hr - year three
- Generator Systems- GS	\$	/hr - year one
	\$	/hr - year two

	\$	/hr - year three
- Commercial Kitchen Exhaust Cleaning- CO\$	/hr - year one	
	\$	/hr - year two
	\$	/hr - year three
- Smoke Control Systems- SM	\$	/hr - year one
	\$	/hr - year two
	\$	/hr - year three
- Unit Emergency Lighting- EM	\$	/hr - year one
	\$	/hr - year two
	\$	/hr - year three
- Special Fire Suppression Systems- SP	\$	/hr - year one
	\$	/hr - year two
	\$	/hr - year three
- Fire Extinguishers- EX	\$	/hr - year one
	\$	/hr - year two
	\$	/hr - year three
- Water-Based Fire Protection Systems- WA	\$	/hr - year one
	\$	/hr - year two
	\$	/hr - year three
- Fire Pumps- FP	\$	/hr - year one
	\$	/hr - year two
	\$	/hr - year three
- Plumber	\$	/hr - year one
	\$	/hr - year two
	\$	/hr - year three
- Electrician	\$	/hr - year one
	\$	/hr - year two
	\$	/hr - year three
- Fire Sprinkler Fitter	\$	/hr - year one
	\$	/hr - year two
	\$	/hr - year three
- Apprentice/Labourer	\$	/hr - year one

\$ /hr - year two
\$ /hr - year three

c. The following rates shall apply for all related expenses incurred during the course of Task Authorizations and shall be invoiced at the Contractors actual cost plus mark-up % as indicated below:

- | | | |
|----|--|---|
| 1. | Materials | % ____ year one
% ____ year two
% ____ year three |
| 2. | Equipment/Vehicle Rentals | % ____ year one
% ____ year two
% ____ year three |
| 3. | Sub-contracting | % ____ year one
% ____ year two
% ____ year three |
| 4. | Shipping/Delivery | % ____ year one
% ____ year two
% ____ year three |
| 5. | Inspections, certifications, verifications and commissioning | % ____ year one
% ____ year two
% ____ year three |

ANNEX C**INSURANCE REQUIREMENTS****Commercial General Liability Insurance - G2001C**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
 - (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

(k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

l.Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

m.Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

n.Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

o.All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.

p.Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.

q.Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

r.Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:
 Director Business Law Directorate,
 Quebec Regional Office (Ottawa),
 Department of Justice,
 284 Wellington Street, Room SAT-6042,
 Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
 Civil Litigation Section,
 Department of Justice
 234 Wellington Street, East Tower

Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.