

**DEPARTMENT OF NATIONAL DEFENCE  
9 WING CFB GANDER  
GANDER, NL**

**SPECIFICATION  
STANDING OFFER AGREEMENT**

**MUPTIPLEX SURVEILLANCE SYSTEMS  
VARIOUS BUILDINGS & ARMOURIES  
9 WING CFB GANDER**

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1. General Department of National Defence Security Regulations and the Department of Public Works and Government Services Documents are part of this specification and shall govern the work of all trades herein.
  
2. WCEO Representatives
  - 1 The Electrical/Mechanical Designer is a representative of the Wing Construction Engineering Officer (WCEO).
  - 2 In the event of the absence of the E/M Designer, the Engineering Officer will be the point of liaison.
  - 3 The address of the Electrical / Mechanical Designer is:  

Wing Construction Engineering Section  
9 Wing, CFB Gander  
P. O. Box 6000  
Gander, NL A1V 1X1  
Attn: E/M Design
  - 4 All work requests, inquiries and invoicing should come through the above address.
  
3. Manufacturer Training Provide manufacturers written proof personnel have received training and are certified to provide maintenance, receive supplier's materials to maintain equipment operations.
  
4. Site Access
  - 1 Access to the site is under the direction of the Engineer. "IAW Queens Regulations and Orders" **All Visitors entering areas issuing a daily pass will be required to sign an acknowledgement that they are aware of the requirement for search as a condition of issue.**
  - 2 The Contractor and Contractor's employees must comply with Para .1 above, while working within the Wing and Armouries confines.
  - 3 The contractor shall be responsible for the actions of its employees, agents or subcontractors.
  
5. Sites of Work Work to be performed in various buildings throughout CFB Gander and at satellite locations including the 3 Armouries at Stephenville, Corner Brook, and Grand Falls as well as at any further 9 Wing expansions.
  
6. Description of Work
  1. Work under this agreement comprises of the furnishing of all labour, materials and equipment required to service by trouble-shooting for defects and repair or replace if necessary any defective part(s) of equipment on a "as and when required basis" to:  
The Multiplex: Security Alarms, Closed Circuit Television, Camera, Monitors, Recorders and Access Control Systems within various buildings at 9 Wing / CFB Gander and the 3 armouries: Stephenville, Corner Brook, Grand Falls and to include:

- a. Central Monitor Facility (CMF) and Local Control Units (LCU's)
  - b. Control devices: door contacts, tamper switches, detection devices active ultrasonic or passive infrared (PIR) and power supplies (UPS).
  - c. Intelligent Network Controller (INC) and Multiplexers.
  - d. Access Controllers including Key pad and Enroller.
  - e. Multiplexers including Fibre transceivers.
2. Work further includes:
- a. Emergency call-out for operational repairs on all equipment on an "**as and when required basis**".
  - b. Provide service personnel for service calls when requested by site authority.
  - c. On-site repairs and shop repairs. The intent being to provide the necessary services to repair the system with the least interruptions to services.

7. Limitation

The Contractor must be able to work on all equipment "Systems" from the equipment side of Communication line carriers and Electrical power supplies from the output panel boards. The Contractor will be responsible to down load and install new software and program the system for the users to the satisfaction of the Engineer.

8. Permits and Regulations

- 1. The WCEO's representative will monitor to ensure that, permits and safety requirements are met and will remove from the site any persons not complying with safety regulations.
- 2. The Contractor is responsible for obtaining all local or provincial permits required for carrying out his work.
- 3. The Contractor shall observe and comply with applicable local, provincial, and federal regulations. In case of conflict between codes the most stringent will apply.
- 4. The Contractor is responsible for ventilation of the work area and fire extinguishing apparatus.
- 5. The Contractor is responsible to obtain the following permits:
  - a. – Digging
  - b. – Hot Work
  - c. – Confined Space Entry
- 6. The Contractor will include all safety requirements of this Contract in any agreement with sub-contractors and hold all Sub-contractors equally responsible for safety work performance.

9. Safety Requirements
1. The Contractor shall observe and enforce all construction safety measures required by the Canada Labour Code, National Building Code of Canada, National Plumbing Code of Canada, Electrical Code and Provincial and Municipal statutes and authorities as per Section Safety Requirements Section 01545.
  2. DND reserves the right to approve the use of sub-contractors on a work site.
  3. Government-owned equipment, devices, tools, and machinery, including Personal Protective Equipment (PPE) shall not be provided to contractors.
  4. In the event of an incident or an accident while on DND property, the Contractor shall immediately contact the Safety Representative for the site, who will in turn contact the Wing General Safety Officer at (709) 256-1703 Ext 1265. An investigation shall commence and a DND 663 General Safety Hazardous Occurrence Investigation Report shall be completed and forwarded to the Wing General Safety Office.
10. Fire Safety Requirements Comply with requirements of 9 Wing Contractors Fire Orders as issued by the Wing Fire Chief and detailed in Section 01546.
11. Contractor's Use of Site Use of site limited to areas of work and storage.
12. Codes and Standards Perform work in accordance with standard practices, Canadian Standards Association (CSA), National Building Code (NBC), Institute of Electrical and Electronics Engineers (IEEE), National Security Standards (CSIS) and Security Performance Standard for Electronic Intrusion Detection (EID)
13. Protection The Contractor shall take all necessary precautions to protect and prevent damage to all surrounding properties and installations. All and any damage caused by the Contractor shall be made good by him without undue delay and at no cost to the Crown.
14. Notification of Requirements Notification of services **"on an as and when required basis"**
1. A requisition on an Agreement (DPW 2829) shall be used to notify the Contractor of requirements against this Standing Agreement. Whenever possible, 24 hours notice will be given for any work request. In the case of a total system failure. Request for service in this case "will be via telephone or fax, from the Engineer or his on Duty Tech, with a follow up DPW2829.
15. Service Calls
1. Request for service on equipment shall be from the Engineer or his representative. The Engineer shall not be responsible for payment for unauthorized service calls.
  2. The Contractor shall provide services during regular working hours 08:00 to 16:30 hours Monday to Friday.
  3. The Contractor shall provide emergency service calls when requested by the Engineer or his Duty Tech on a 24 hour, 7 day per week basis. The Contractor will have a technician on site, at 9 Wing, within 4 hours of receiving a call-up.
  4. The Contractor shall not refuse any call for service requested by the Engineer, and shall carry out the service with minimum delay as stated for regular or emergency call request.

5. The Contractor shall notify the Engineer of the Emergency telephone numbers at which he/she or his/her representative may be contacted at any time. Voice Mail will not be accepted.
16. Workmanship
1. Perform work in accordance with standard trade practices and all regulation in place at this time.
  2. Decisions as to the quality or fitness of workmanship rest solely with the Engineer whose decision is final.
  3. All work shall be performed by fully qualified factory trained Technicians. A copy of the Technicians certificate and all Provincial Journeymen Qualification Certificates shall be provided to the Engineer.
  4. The Engineer reserves the right to have workers removed from the site who do not possess the necessary certification required by Department of Labour.
17. Irregularities
- The Contractor shall notify the Engineer of irregularities in the work area, such as structural defects, mechanical and electrical problems, that may cause a problem to/with the Contract he/she is maintaining.
18. Guarantee Warranty
1. All labour, materials, and equipment supplied under this Contract shall be warranted for a period of one (1) year after completion of installation.
  2. When the Contractor supplies materials and equipment purchased from a supplier or manufacturer, the Contractor shall obtain from such supplier or manufacturer a warranty for the term specified and such warranty shall be made out to the Department of National Defence, 9 Wing CFB Gander, NL
19. Supplementary Regulations
1. The following sections form part of this agreement. The Contractor shall obtain same from the Engineer before commencing to work.
    - a. Security, Safety and Fire Regulations.
    - b. Access to Canadian Coastal Radar Tower 1, Hangar 1, HMCS Coverdale B-101, Security Control Center B-116 and Armouries.
  2. The Contractor shall ensure all their employees understand and comply with the regulations when working within the confines.
20. WHMIS
1. Comply with requirements of Workplace Hazardous Material Information System (WHMIS) regarding use handling, storage, and disposal of hazardous materials and regarding labelling of materials safety data sheets acceptable to Labour Canada and Health and Welfare Canada.
  2. Deliver copies of WHMIS data sheets to Engineer on delivery of materials.
21. Clean up
- The Contractor shall keep the site and equipment clear of dust and debris accumulation at all times and upon completion of work all dirt, debris, and surplus materials shall be

removed from DND property. The site and equipment left clean and tidy to the satisfaction of the Engineer.

22. Multiplex  
Surveillance  
System

1. The existing multiplex system is a proprietary intrusion, monitoring and closed circuit system specifically designed for the Department of National Defence, 9 Wing CFB Gander. Multiplex system components and operating software requires that the Contractor meet the manufacturer's requirements as detailed herein in order to service, program or adjust in any way.
2. No information regarding the design, manufacture or programming of the security system can be released.
3. The Department of National Defence security and the proprietary nature of the Multiplex Security Systems, the components off and software requires that the servicing Contractor be factory trained and manufacturer authorized to provide the necessary support required in an emergency repair situation. The manufacturer of the systems will only provide additional technical support and replacement parts to an authorized service contractor that has the necessary factory training.
4. Proof that Contractor is trained on specified equipment and/or manufacturer authorized to provide required support of system shall be presented to Technical Authority with the Department of National Defence prior to contract award. Manufacturers proof required for;
  - a. Electronics Surveillance Equipment.
  - b. Hirsh Controllers Equipment.
  - c. Pelco Closed Circuit Equipment.

23. Term of  
Contract

This Standing Offer Agreement shall be for a period of two (2) years from date awarded.

1. Safety Requirements

1. Acknowledge and accept responsibility for compliance with all appropriate provincial and federal health and safety regulatory instruments. Including, but not limited to; Province of Newfoundland and Labrador Occupational Health and Safety Act and Regulations, Canada Labour Code Part II and Canadian Occupational Health and Safety Regulations,
2. As a minimum personnel and agents shall wear CSA approved and certified hard hats, safety footwear, safety glasses, non conductive clothing and reflective safety vest. Depending on work involved personnel shall use other protective equipment such as certified insulated electrical gloves, hearing protection and fall protection equipment.
3. Contractors (and their sub-contractors) shall provide proof of Workman's Compensation Board Coverage.
4. The Contractor shall appoint a safety officer, who has demonstrated the requisite degree of training and competency and act in that capacity in the particular circumstances of the Contract, and to be responsible for the identification and control of potential safety hazards on site.
5. The Contractor shall implement and carry out a site specific health and safety hazard assessment as part of the work. The hazard assessment is to be **made in writing** and submitted to the Engineer for review. The Contractor shall inform all persons granted access to the work area of all know or foreseeable hazards that may be encounter in the work area.
6. The Contractor shall be responsible for ensuring that every person engaged in the Work is properly trained in safety procedures. All personnel working to any prescribed hazard must be trained to the regulations of that hazard. The contractor shall follow lock out and tag out procedures as necessary to safety perform the work.
7. Government owned equipment, devices, tools and machinery, including Personal Protective Equipment (PPE) shall not be provided.
8. DND has the authority to stop work on the contract if it is their opinion that the work performance is in an unsafe manner that is contrary to the applicable safety legislation.
9. In the event of an incident or accident while on DND property, the Contractor/Agency shall immediately contact the Engineer. The Engineer will take all necessary steps to notify investigation parties.
10. The Contractor or Agency will provide the Engineer with Material Safety Data Sheets (MSDS) for all controlled products under Workplace Hazardous Materials Information Systems (WHMIS) regulations brought on site.
11. In the event that differences or conflicts arise between legislation, regulations, or standards that apply to the work being completed, the most stringent legislation, regulation, or Standard will apply and be enforced.

Safety  
Requirements  
(Cont'd)

12. The Contractor shall maintain appropriate first aid kits on site and personnel shall be trained in first aid procedures.
13. Fall arrest equipment shall be utilized by trained personnel while working from aerial buckets, man lifts, and scissor lifts, and like elevating work platforms.
14. The Contractor shall conduct daily "house keeping" to ensure a safe and hazard-free work site.

1. Fire Safety Requirements

1. Comply with requirements of 9 Wing Contractor Fire Orders for Civilian Contractors as issued by 9 Wing Fire Chief. Copy of Contractors Fire Orders can be obtained by contacting the Engineer.
2. Smoking is not permitted in DND buildings. Smoking is permitted in designated smoking areas only while on DND property.
3. Contractors shall conduct daily “housekeeping” to ensure a safe and hazard-free work site. The highest standard of housekeeping is mandatory in all buildings particularly workshops where combustible dust and cuttings accumulate during the day’s activities. Such areas shall be thoroughly cleaned at close up and waste matter disposed of properly.
4. All personnel in the employment of a contractor shall have training in all types of portable fire equipment used on site.
5. The Contractor is responsible for ventilation of the work area and provision of fire extinguishers. Fully charged and operable fire extinguisher(s), appropriate for the type of possible fire, shall be available at the work site.
6. Unauthorized personnel shall not tamper with controls and components of sprinkler and other suppression systems in any manner. Sprinkler piping and heads shall not be obstructed in any manner nor used for supports.
7. Contractors are responsible for providing a FIRE WATCH during all hot work operations. Where hot work operations are carried out on material which transverses more than one area, FIRE WATCH shall be provided for each area. The FIRE WATCH shall stand by with an extinguisher and take the necessary action to suppress a fire.
8. Fire exits, fire escapes, platforms, and doors leading to fire escapes shall not be obstructed in any manner. Fire doors are to be closed except when used for access or egress but maybe left open if equipped with automatic closing devices; fire doors shall not be obstructed in any way.
9. Privately owned electrical appliances shall be approved by the Canadian Standard Association of Canada (CSA), or Underwriters Laboratories of Canada (ULC). Electrical appliances shall be kept in good electrical and mechanical repair.
10. Temporary electrical installations and wiring or modifications to existing installations shall not be made by personnel other than authorized electricians or licensed electrical contractors within the mandate of work prescribed.
11. In the event of a fire while on DND property, the Contractor shall immediately contact the Safety Representative for the site, who will in turn contact the Wing Fire Chief at 709 256-1703 Ext. 1242, cellular 709-235-0505.

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

1. General
  1. Use new CSA approved materials and equipment unless otherwise specified.
  2. Within 7 days of written request by the Engineer, submit the following information for materials and equipment proposed for supply.
    - a. Name and address of manufacturer.
    - b. Trade name, model and catalogue number.
    - c. Performance, descriptive and test data.
    - d. Manufacturer's installation or application instructions.
    - e. Evidence of arrangements to procure.
  3. Provide materials and equipment of specified design and quality, performing to publish ratings and for which replacement parts are readily available.
  4. Use products of one manufacturer for material and equipment of same type or classification unless otherwise specified.
2. Manufacturers Instruction
  1. Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installations methods.
  2. Notify the Engineer or the authorized representative of any conflict between the specifications and manufacturers instructions. The Engineer or the representative will designate which document is to be followed.
3. Delivery and Storage
  1. Deliver, store and maintain packaged material and equipment with manufacturer's seal and labels intact.
  2. Prevent damage, alterations and soiling of material and equipment during delivery, handling and storage. Immediately remove rejected material and equipment from site.
  3. Store equipment and material in accordance with supplier's instructions.
  4. Touch-up damaged factory finish surfaces to Engineer's satisfaction. Use primer or enamel to match original. Do not paint over name Plates.

**PART 1 – General**

1. **Reference** Canadian Electrical Code (CEC) latest edition.
2. **Materials and Equipment** Provide materials and equipment in accordance with Section 01600.

**PART 2 – PRODUCTS**

1. **Conduits**
  1. Steel rigid for hazardous and outdoor / underground locations.
  2. Steel Electrical Metallic (EMT) for inside non hazardous locations.
  3. Steel Flexible for areas of movement.
2. **Coupling / Connectors** Steel pressure tight for flexible and electrical metallic. Threaded steel fittings for rigid.
3. **Boxes** Steel flush and surface mount. Knockout where required.

**PART 3 - EXECUTION**

1. **Installation**
  2. Install conduits, boxes, and fittings in accordance to Canadian Electrical Code and National Security Code.
  3. Identify Conduits and Boxes to National Security Code colour code.

1. Description of Work
  1. The work under this section comprises of the furnishing of all labour, materials and equipment required for maintenance and repairs to the Multiplex Security Alarm Systems at 9 Wing and three (3) Armouries; Stephenville, Corner Brook and Grand Falls, NL.
  2. The work further includes minor new installation and relocation of Alarms, Local Control Units, and Electric Locks and Sensor devices on “an as and when required basis.
  
2. General
  1. Materials and parts used shall be as specified by the Manufacturer of the equipment or as directed by the Engineer.
  2. All replacement parts and materials, serviceable or unserviceable shall be returned to the Engineer upon completion of work.
  3. All Equipment and parts are to be CSA approved.
  4. The Contractor shall not remove any hardware, software or codes from the site without permission from the Engineer in consultation with the Security staff (WSAMP O).
  
3. Alterations / Substitution

The Contractor shall not make any changes in the design and installation of equipment and fixtures without prior written approval by the Engineer.
  
4. Manufacturer Directions

All manufactured articles, material and equipment shall be applied, installed, connected, erected, used, cleaned and conditioned as specified by the manufacturer unless herein specified by the Engineer.
  
5. Maintenance Repairs
  1. The Contractor shall submit a detailed written estimate of specified repairs when requested by the Engineer. Estimates to include labour, materials and any other associated charges and detailed list of parts or components requiring replacement or refurbishing.
  2. On completion of repairs, the Contractor shall present a written report to the Engineer and include:
    - a. A detailed report of the operational condition of all components in the system including a list of parts.
    - b. Recommendation of further repairs or replacement, minor or major necessary for continued efficiency.
  
6. Qualification and Workman of Contractor
  1. The Contractor shall directly employ qualified Personnel as follows:
    - a. Technician with proven experience in the maintenance of Electronic equipment and Manufacturer's training.
    - b. Technician that possess the required security classifications.

c. Availability to respond to an emergency call-out on a twenty-four (24) hours a day, seven (7) days per week.

2. The Contractor shall possess the basic engineering data pertinent to the operation of the system and a complete operational procedure from the manufacturer of the equipment.

7. Standing Offer,  
Period of

This Standing Offer Agreement shall be for a period of two (2) years from date awarded.

1. Description of Work
  1. The work under this section comprises of the furnishing of all labour, materials and equipment required for maintenance and repairs to the Closed Circuit Television Systems at 9 Wing Gander, Gander, NL
  2. The work further includes minor new installation and relocation of Cameras and monitors on "an as and when required basis."
2. General
  1. Materials and parts used shall be as specified by the Manufacturer of the equipment or as directed by the Engineer.
  2. All replacement parts and materials, serviceable or unserviceable shall be returned to the Engineer upon completion of work.
  3. All Equipment and parts are to be CSA approved.
  4. The Contractor shall not remove any hardware, software or disc from the site without permission from the Engineer in consultation with the Security staff (WSAMP O).
3. Alterations / Substitution

The Contractor shall not make any changes in the design and installation of equipment and fixtures without prior written approval by the Engineer.
4. Manufacturer Directions

All manufactured articles, material, and equipment shall be applied, installed, connected, erected, used, cleaned and conditioned as specified by the manufacturer unless herein specified by the Engineer.
5. Maintenance Repairs
  1. The Contractor shall submit a detailed written estimate of specified repairs when requested by the Engineer. Estimates to include labour, materials and any other associated charges and detailed list of parts or components requiring replacement or refurbishing.
  2. On completion of repairs, the Contractor shall present a written report to the Engineer and include:
    - a. A detailed report of the operational condition of all components in the system including a list of parts.
    - b. Recommendation of further repairs or replacement, minor or major necessary for continued efficiency.

6. Qualification and Workmanship of Contractor

1. The Contractor shall directly employ qualified Personnel as follows:
  - a. Technician with proven experience in the maintenance of Electronic equipment and Manufacturer's training.
  - b. Technician will require Pelco servicing certification.
2. Within (1) hour of the receipt of an emergency call up, the contractor will contact the Engineer with a conformation of the technician being dispatched to the job site.
3. The Contractor shall possess the basic engineering data pertinent to the operation of the system and a complete operational procedure from the manufacturer of the equipment.