

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Public Works Government Services Canada-**  
**Bid Receiving / Réception des soumissions**  
**189 Prince William Street**  
**Room 421**  
**Saint John**  
**New Brunswick**  
**E2L 2B9**

## **INVITATION TO TENDER**

## **APPEL D'OFFRES**

**Tender 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.

### **Soumission 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 et sur toute feuille ci-annexée, au(x) prix indiqué(s).

### **Comments - Commentaires**

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

### **Issuing Office - Bureau de distribution**

Public Works Government Services Canada- Bid  
Receiving / Réception des soumissions  
189 Prince William Street  
Room 421  
Saint John  
New Bruns  
E2L 2B9

<b>Title - Sujet</b> Building Mechanical Systems	
<b>Solicitation No. - N° de l'invitation</b> W0105-13E064/A	<b>Date</b> 2013-08-21
<b>Client Reference No. - N° de référence du client</b>	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PWB-020-3295
<b>File No. - N° de dossier</b> PWB-3-36040 (020)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-09-12</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Daylight Saving Time ADT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Donovan, Janine PWB	<b>Buyer Id - Id de l'acheteur</b> pwb020
<b>Telephone No. - N° de téléphone</b> (506) 636-5347 ( )	<b>FAX No. - N° de FAX</b> (506) 636-4376
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Building Mechanical Systems Moncton Armoury and Sussex Armoury New Brunswick Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

**BUILDING MECHANICAL SYSTEMS  
MONCTON & SUSSEX ARMOURIES, NEW BRUNSWICK**

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Buyer ID - Id de l'acheteur

pwb020

CCC No./N° CCC - FMS No/ N° VME

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## **PART 1 - GENERAL INFORMATION**

### **1. Requirement**

The Department of National Defence (DND) has a requirement for the furnishing of all labour, materials, tools, equipment and transportation required to provide inspection and repair to building mechanical systems at various locations in Moncton & Sussex, New Brunswick. The Service Contract is required for the period from Date of Award to June 30, 2014 with an option to extend for two additional one year periods. The services must be provided in accordance with the Specification attached at Annex "E".

This agreement is subject to the provisions of the Agreement on Internal Trade.

### **2. 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*

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>)  
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 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

#### 1.1 SACC Manual Clauses (by reference)

##### A0220T - Evaluation of Price (2013-04-25)

### 2. Submission of Bids

Tenders shall be received at the office designated for the receipt of tenders, on or before the date and time set for tender closing. Late tenders will be returned unopened.

- (a) Bids must be complete and submitted on prescribed tender form;
- (b) Include the tender call number/project number and description of proposed work;
- (c) Include the closing date and time;
- (d) Must be received prior to bid closing time and at the designated place and facsimile number - FACSIMILE NUMBER IS ( 506-636-4376 ).

#### NOTE: FACSIMILE BIDS

Only incorrect handling by the Department of Public Works and Government Services will excuse the delay of responses transmitted by facsimile. Misrouting, traffic volume, weather disturbances, or any cause for the late receipt of such responses are not acceptable.

**Bid Receiving**  
**Public Works and Government Services Canada**  
**Room 421**  
**189 Prince William Street**  
**Saint John, New Brunswick**  
**E2L 2B9**

**NOTE: THIS IS NOT A PUBLIC OPENING**

### **3. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 5 (five) 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 New Brunswick.

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. Insurance Requirements**

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.

### **6. Workers Compensation Certification - Letter of Good Standing**

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Bidder must provide, within seven (7) days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **1. Bid Preparation Instructions**

Price must not appear in any other area of the bid except in the **Financial Bid**.

It is required that the bids follow the response format/instructions as detailed below:

#### **Section I: Technical Bid**

No Technical Bid required as part of this requirement.

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with Annex "B" Basis of Payment. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable

#### **Section III: Certifications**

Bidders must submit the certification required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures and Basis of Selection

Bids will be evaluated in accordance with the **Evaluation Criteria and Basis of Selection** specified in **Annex "A"** and **Basis of Payment** specified in **Annex "B"**. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.



## 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. Mandatory Certifications Required Precedent to Contract Award

#### 1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies, for himself and his affiliates, to be in compliance with the Code of

Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting a bid, the Bidder certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Bidder, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any bid in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Bidder and any of the Bidder's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the period of any contract arising from this bid solicitation.

Bidders who are incorporated, including those bidding as a joint venture, must provide with their bid or promptly thereafter a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, including those bidding as a joint venture, must provide the name of the owner with their bid or promptly thereafter. Bidders bidding as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply will render the bid non-responsive. Providing the required names is a mandatory requirement for contract award.

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form- PWGSC-TPSGC 229)

(<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the bid being declared non-responsive.

### 2. Additional Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, 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.

## **2.1 Memco, VCI and Honeywell Control Systems Certification**

Required for all technicians that will perform the work.

## **PART 6 - RESULTING CONTRACT CLAUSES**

### **1. Requirement**

The Department of National Defence (DND) has a requirement for the furnishing of all labour, materials, tools, equipment and transportation required to provide inspection and repair to building mechanical systems at various locations in Moncton & Sussex, New Brunswick. The Service Contract is required for the period from Date of Award to June 30, 2014 with an option to extend for two additional one year periods. The services must be provided in accordance with the Specification attached at Annex "E".

### **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*

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>)

Manual issued by Public Works and Government Services Canada.

#### **2.1 General Conditions**

2010C (2013-06-27), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

### **3. Term of Contract**

#### **3.1 Period of the Contract**

The work is to be performed from Date of Award to June 30, 2014.

#### **3.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

#### **4. Authorities**

##### **4.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Janine Donovan  
Title: Supply Specialist  
Organization: Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Real Property Contracting  
Address: 189 Prince William Street  
Saint John, New Brunswick  
E2L 2B9  
Telephone: (506) 636-5347  
Facsimile: (506) 636-4376  
E-mail address: janine.donovan@pwgsc.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.

##### **4.2 Project Authority - Will be made available at time of award**

The Project Authority for the Contract is:

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

The Project Authority 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 Project Authority, however the Project 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.

##### **4.3 Contractor's Representative**

Name:  
Title:  
Organization:  
Address:  
Telephone:  
Fax:  
E-mail:

## 5. Payment

Basis of payment is in accordance with Annex "B" and section 12, Payment Period, of the 2010C (2013-06-27), General Conditions - Services (Medium Complexity).

### 5.1 Monthly Payment

SACC Manual clause H1008C (2008-05-12) Monthly Payment

## 6. Invoicing Instructions

The Contractor must submit invoices in accordance with the information required in section 10, Invoice Submission, of the 2010C (2013-06-27), General Conditions - Services (Medium Complexity).

## 7. Certifications

- 7.1** 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.

## 8. Applicable Laws

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

## 9. 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) 2010C (2013-06-27);
- (c) Specification (Annex "E") and annexes;
- (d) Any Amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
- (e) the Contractor's bid dated \_\_\_\_\_

## 10. SACC Manual Clauses

SACC Manual Clause A0285C (2007-05-25) Worker's Compensation  
 SACC Manual Clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)  
 SACC Manual Clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)

## 11. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex "C". 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 seven (7) days after request from the Contracting Authority and prior to award of Service 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.

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## **ANNEX "A"**

### **EVALUATION CRITERIA AND BASIS OF SELECTION**

## **ANNEX "A"**

### **EVALUATION CRITERIA AND BASIS OF SELECTION**

Bids received will be assessed in accordance with the entire requirement of the bid solicitation.

#### **1. Mandatory Criteria**

1. Submission of firm prices/rates for one (1) year including two (2) option years in accordance with Invitation to Tender.
2. A duly completed and signed Invitation to Tender including all Addenda.
3. Within seven (7) days of request from contracting authority and prior to award of Service Contract, provide proof that Bidder has an account in good standing with the Provincial Workers Compensation Board/Commission.
4. Within seven (7) days of request from contracting authority and prior to award of Service Contract, the bidder shall be required to provide proof of Liability Insurance in the amount of \$2,000,000.00.
5. Bidder must provide, upon request from the Contracting Authority, a list of equipment. Equipment is subject to inspection and approval by the Department of National Defence (DND) prior to award of Service Contract.
6. Within seven (7) days of request from contracting authority and prior to award of Service Contract, bidder must provide proof of qualification in the inspection and repairs of Memco, VCI 9100 and Honeywell Control Systems. All work must be performed by authorized persons employed or approved by system manufacturers.

#### **2. 2007/05/07 A0069T Basis of Selection - Mandatory Requirements Only**

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



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## **ANNEX "B"**

### **BASIS OF PAYMENT**

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

The following requirement must be strictly adhered to: **Failure to do so shall render the bidder's proposal as non-responsive.**

It is mandatory that the bidders submit firm rates for the Period of the Service Contract for all items listed hereafter. Unit Price Tables, will be considered as the bidder's Financial Proposal.

Each item specified in the Unit Price Tables, includes wages, traveling time and costs, allowances, supervision, liabilities as employer, insurance, and the use of all tools, tackle, etc., overhead, profit, and all other liabilities whatsoever.

The prices inserted in the Unit Price Tables, includes all applicable federal, provincial and municipal taxes. However, they do not include any amount for the Goods and Services Tax (GST)/Harmonized Sales Tax (HST). The appropriate GST/HST amounts will be paid by Her Majesty to the Offeror in addition to the amount paid against the amount of the contract.

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**W0105-13E064**

The estimated quantity entered in column four for each item is an estimate only for service as and when required and does not infer all the quantities for that item will be utilized or that the quantities may not be exceeded.

NOTE: TENDERS WILL BE EVALUATED ON THE TOTAL BID FOR THE FIRST TERM OF THE CONTRACT PLUS THE OPTION YEARS. HOWEVER, ANY CONTRACT AWARD WILL BE FOR THE TERM OF DATE OF AWARD TO JUNE 30, 2014.

Item	Class of Service	A			B			C		
		Unit of Measure	Estimated Quantity	Term		Price per Unit	Total	Option Year		Total
				Date of Award-June 30, 2014				July 1, 2014 - June 30, 2015	July 1, 2015 - June 30, 2016	
1.	Rate per hour for building operational and mechanical system inspections, maintenance or repair on an as and when requested basis	hours	400							
2.	Rate for emergency calls after normal working hours, nights, Saturdays, Sundays and holidays on an as and when requested basis	hours	150							

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Item	Class of Service	Unit of Measure	Estimated Quantity	A			B			C		
				Term	Date of Award-June 30, 2014	Price per Unit	Total	Option Year	Price per Unit	Total	Option Year	Price per Unit
3.	Rate for minor operational inspection for buildings and building systems detailed in specification section 00 21 13, paragraphs 1.1.2 & 1.1.4 only	inspection	1					July 1, 2014 - June 30, 2015			July 1, 2015 - June 30, 2016	
4.	Rate for major operational inspection for buildings and building systems detailed in specification section 00 21 13, paragraph 1.1.2 & 1.1.4 only	inspection	1									

Item	Class of Service	Unit of Measure	Estimated Quantity	A			B			C		
				Term			Option Year			Option Year		
				Date of Award-June 30, 2014			July 1, 2014 - June 30, 2015			July 1, 2015 - June 30, 2016		
				Price per Unit	Total		Price per Unit	Total		Price per Unit	Total	
5.	All products and materials will be invoiced at the Contractor's wholesale cost plus a percentage for mark-up. The Contractor is to submit a percent of mark-up for tendering purposes: _____ %	Allowance	\$25,000	Mark-up in \$	_____	Mark-up in \$	_____	Mark-up in \$	_____	Mark-up in \$	_____	
				Allowance+ Mark-Up=Total								
TOTAL FOR FIRST TERM AND OPTION YEARS					\$	_____ A		\$	_____ B		\$	_____ C
GRAND TOTAL FOR FIRST TERM AND OPTION YEARS											\$	_____ A, B and C

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## **ANNEX "C"**

# **INSURANCE REQUIREMENTS**

## ANNEX "C"

### INSURANCE REQUIREMENTS

#### Commercial General Liability Insurance

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)

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



Solicitation No. - N° de l'invitation

W0105-13E064/A

Amd. No. - N° de la modif.

File No. - N° du dossier

PWB-3-36040

Buyer ID - Id de l'acheteur

pwb020

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

W0105-13E064

CCC No./N° CCC - FMS No/ N° VME

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## **ANNEX "D" Complete List of Each Individual Who is Currently on the Board of Directors**

### ***NOTE TO BIDDERS***

***WRITE DIRECTORS SURNAMES AND GIVEN NAMES IN BLOCK LETTERS***

Solicitation No. - N° de l'invitation

W0105-13E064/A

Amd. No. - N° de la modif.

File No. - N° du dossier

PWB-3-36040

Buyer ID - Id de l'acheteur

pwb020

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

W0105-13E064

CCC No./N° CCC - FMS No/ N° VME

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# **ANNEX "E"**

## **SPECIFICATION**



**DEPARTMENT OF NATIONAL DEFENCE  
5ENGINEER SUPPORT SQUADRON  
5ENGINEER SUPPORT UNIT  
CFB GAGETOWN**

**SPECIFICATION**

**SERVICE CONTRACT  
BUILDING MECHANICAL SYSTEMS  
AT MONCTON ARMOURY, NB AND  
SUSSEX ARMOURY, NB  
DATE OF AWARD TO 30 JUNE 2014  
WITH OPTION TO RENEW  
FOR TWO - ONE YEAR PERIODS**

  
Designed by

  
Fire Inspector

  
Project O

  
Engineering O

PF No:

Job No: L-M186-9900/85

Date: 2012-07-04

<u>Section</u>	<u>Title</u>	<u>Pages</u>
Division 00 - Procurement and Contracting Requirements		
00 21 13	Instructions to Bidders	8
Division 01 - General Requirements		
01 35 30	Health and Safety Requirements	3
01 35 35	DND Fire Safety Requirements	3
01 35 43	Environmental Procedures	1

#### **Annexes**

Annex A	Equipment to be Serviced	8
Annex B	Major Operational Inspection	4
Annex C	Minor Operational Inspection	2
§END		

PART 1 - GENERAL

- 1.1 Description of Work
- .1 The work under this Service Contract comprises the furnishing of all labour, material, tools, equipment and transportation required to provide inspection and repair to Building Mechanical Systems, as directed by the Engineer, CFB Gagetown, Oromocto, New Brunswick.
  - .2 Building operational systems to be serviced on a scheduled basis as per para 1.16.1:
    - .1 Building MG47 controlled by VCI VEC controls;
    - .2 Building MG47 boilers controlled by Automated Logic, Web Control, 4.1 (Memco);
    - .3 Building MG48.
    - .4 Sussex Armoury controlled by Automated Logic, Web Control, 4.1 (Memco).
  - .3 Building operational systems to be serviced on an as and when requested basis:
    - .1 Building MG66 controlled by VCI VEC controls;
    - .2 Building MG1, MG35, MG60 and MG60A controlled by Honeywell Controls (C-soft-500 E/ES);
    - .3 Building MG2, controlled by Automated Logic, Web Control, 4.1 (Memco); and
  - .4 Mechanical equipment to be serviced on a scheduled basis as per para 1.16.1:
    - .1 Building MG47;
    - .2 Building MG48;
    - .3 Sussex Armoury.
  - .5 Mechanical equipment to be serviced on an as and when requested basis:
    - .1 Building MG1 & MG35;
    - .2 Building MG2;
    - .3 Building MG60 and 60A;
    - .4 Building MG66; and
    - .5 Building MG70.
    - .6 Refer to Annex A for a detailed equipment list to be serviced.
  - .6 The period of this Service Contract is from Date of award to 30 June 2014 with the option to renew for two (2) one (1) year periods.

1.1 Description of .6 (Cont'd)  
Work  
(Cont'd)

**Note:** Building Mechanical Systems (buildings) may be deleted at any time during this Contract.

1.2 Engineer .1 The Engineer, as defined and stated in this specification will be the Commanding Officer, 5 Engineer Support Unit or a designated representative.

.2 The address of the engineer is:

Contracts Officer  
5 Engineer Support Unit  
Building B-18 PO Box 17000 Stn Forces  
Oromocto, New Brunswick E2V 4J5

Tel. (506) 422-2000 ext 2677  
Fax (506) 422-1248

1.3 Site Visit .1 Before submitting a tender, it is suggested the Contractor visit the sites and acquaint themselves with all ascertainable conditions that may affect the work.

1.4 Liability Insurance .1 The Contractor shall provide proof of liability insurance in the amount of Two Million Dollars (\$2,000 000.00) to PWGSC before the award of this contract.

1.5 Documents Required .1 Maintain at the job site, one copy each of the following:  
.1 specifications; and  
.2 addenda.

1.6 Contractors Use of Site .1 Work site access will be directed by the Engineer.  
.2 Movement around the site is subject to restrictions laid down by the Engineer.  
.3 Do not unreasonably encumber the site with materials or equipment.

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1.6 Contractors Use .4  
of Site  
(Cont'd)

When vehicles are to be parked, they will be backed into a parking space or risk being towed, at the owner's expense.

1.7 Power and Water .1  
Supply

DND can provide, free of charge, temporary electric power and water for servicing purposes related to this service contract only.

- .2 Engineer will determine delivery points and quantitative limits. Engineer's written permission is required before any connection is made. Connect to existing power supply in accordance with Canadian Electrical Code.
- .3 Provide, at no cost to DND, all equipment and temporary lines to bring these services to the work site.
- .4 Supply of temporary services is subject to DND requirements and may be discontinued by the Engineer at any time without notice, or acceptance of any liability for damage or delay caused by such withdrawal of temporary services.

1.8 Acceptability of .1  
Material

Material and parts used will be those specified by the manufacturer of the equipment and any other material will require the approval of the Engineer.

- .2 Provide material and equipment of specified design and quality, performing to published ratings and for which replacement parts are readily available.
- .3 The Contractor will not make any change in the design and installation of equipment and materials without the prior written approval of the Engineer.
- .4 If, in an emergency, the Contractor installs parts other than those specified, they will be replaced with specified parts before claiming payment, but no claim for other than specified parts will be made.
- .5 All replaced parts and materials not under warranty, whether serviceable or unserviceable will be left on site for inspection on completion of the work.

1.8 Acceptability of.6  
Material  
(Cont'd)

All manufactured articles, materials and equipment will be applied, installed, connected and used as specified by the manufacturer.

- .7 Requests for acceptance of material other than those specified will be submitted in writing to the Engineer. The request must be supported with sufficient product information to enable the Engineer to make an assessment.

1.9 Guarantee

- .1 The Contractor will guarantee all materials and workmanship for a period of one (1) year after acceptance by the Engineer. Any defects which may develop during this period will be rectified and made good to the satisfaction of the Engineer, by the Contractor at their own expense.

1.10 Codes and  
Standards

- .1 Perform work in accordance with the National Building Code of Canada, Latest Edition, unless otherwise specified.
- .2 Perform work in accordance with the Canadian Electrical Code, Latest Edition, unless otherwise specified.
- .3 Work to meet or exceed requirements of specified standards, codes and referenced documents.
- .4 Contractor must be registered with WorkSafeNB.
- .5 Observe and enforce safety measures required by the National Building Code, Provincial Government, Canada Labour Code Part 2 (including section 8.12 to 8.14 regarding lock-out procedures), WorkSafeNB; and Municipal Statutes and Authorities.
- .6 In the event of conflict between any provisions of above authorities, the most stringent provision will apply.

1.11 Overloading

- .1 Ensure no part of work is subjected to a load which will endanger its safety or will cause permanent deformation.



- 1.12 Temporary Structures
- .1 The Contractor will furnish and maintain all equipment such as temporary stairs, ramps, ladders, scaffolds, hoists, chutes, etc, as may be required for the proper execution of the work.
  - .2 Temporary structures erected by the Contractor will be removed by them from the site on completion of the work.
- 1.13 Cutting, Fitting and Patching
- .1 Perform cutting, fitting and patching of materials when required to allow work to fit properly together.
  - .2 Where new work connects with existing and where existing work is altered, cut, patch and perform repairs to match existing work.
- 1.14 Clean Up
- .1 On completion of all work, remove all surplus materials, plant, tools, equipment, and debris, and leave the work site in a clean and tidy condition to the complete satisfaction of the Engineer. The Contractor will not remove any salvageable material or equipment from the job site without permission from the Engineer.
- 1.15 Work Requisition.
- .1 The work to be performed when ordered by the Engineer is as follows:
  - .2 The Contractor will provide service during regular working hours on an 8 hour per day, 5 days per week basis, 0730 to 1600 hrs, Monday to Friday inclusive, also Emergency Service calls at any time during or after normal working hours, weekends and holidays.
  - .3 The Contractor will advise the Engineer of the telephone number or location at which they or their representative may be contacted at all times.
  - .4 The Contractor, on receipt of an acceptance of tender will be advised by the Engineer in writing, the names of persons authorized to request service. Work undertaken at the request of others will be entirely at the Contractor's risk with regard to payment.
-

1.15 Work Requisition.5  
(Cont'd)

The Contractor will not refuse any call for service requested by the Engineer and will respond within 24 hours on normal service calls and 4 hours on emergency calls.

- .6 When service is required, the Engineer will notify the Contractor and detail the job.
- .7 The Contractor will proceed to the location of the job and carry out the work. The date and hours worked on each job will be shown as well as a notation that N/S parts have been returned.
- .8 For emergency calls, the Contractor will proceed with the necessary work.

1.16 Maintenance  
Inspections

- .1 Provide operational and annual inspections as follows:
  - .1 Provide one minor operational inspection during the month of April: and
  - .2 Provide one major operational inspection during the month of September. This inspection is to include an analysis and report on the Memco, Honeywell and VCI Systems as recommended by the manufacturers including mechanical adjustments, calibration, cleaning and reviewing system event logs.

1.17 Basis of Payment.1

Work done under this Service Contract will be on a unit price basis. The Contractor will accept the payment as full consideration for everything furnished and done by them in respect of the work.

- .2 The Contractor will submit prices for the following in accordance with the specifications. Such prices will include transportation, tools, equipment, supervision, expenses and profit for Technicians, Trades Helpers and Supervision.
  - .1 Rate per hour for building operational and mechanical systems inspections, maintenance or repair on an as and when requested basis **(estimated at 400 hours per year)**
  - .2 Rate for emergency calls after normal working hours, nights, Saturdays, Sundays, and holidays on an as and when requested basis. **(estimated at 150 hours per year)**

1.17 Basis of Payment.2  
(Cont'd)

(Cont'd)

.3 Rate for minor operational inspection for buildings and building systems detailed in paras 1.1.2 and 1.1.4. only **(estimated at 1 inspection per year)**

.4 Rate for major operational inspection for buildings and building systems detailed in paras 1.1.2 and 1.1.4. only . **(estimated at 1 inspection per year)**

.5 All materials will be invoiced Contractor's wholesale cost plus a percentage of mark up. **(estimated at \$25,000.00 per year)**  
The Contractor will submit their percentage of mark-up for tender purposes. Copies of invoices for material must accompany the invoice for the work performed.

.3 Time charged and the contract price of materials (if used) may be verified by Government Audit before and after payment.

.4 Quantities are to be used as a guide and may increase or decrease. Quantities are not guaranteed and the contractor will have no claim for loss of anticipated profits as a result of these estimated quantities.

1.18 Invoices

.1 The original and one copy of the invoices covering all changes for each job and quoting the PWGSC Contract Number, will be submitted monthly to the Engineer.

.2 Invoices will detail location and description of the work performed, list the material and labour hours used and include original material invoices.

1.19 Workmanship

.1 Perform work in accordance with standard trade practices.

.2 The Engineer reserves the right to have removed from the work site those workers who do not possess certification as required by the Provincial Department of Public Safety.

1.20 Security  
Clearances

- .1 The Contractor shall maintain an up to date roster of technicians involved in the Contract including labourers. This roster shall be made available to the Engineer upon demand.
- .2 The Contractor shall provide proof of the information contained within the roster to the Engineer upon demand. The Engineer reserves the right to have removed from the site those personnel who do not meet security requirements, as laid down by the Military Police Identification Section.

1.21 Qualifications

- .1 The Contractor must be qualified and knowledgeable in the inspection and repair of Memco, VCI 9100 and Honeywell Control Systems.
- .2 The work shall be performed by authorized persons employed or approved by system manufacturers.

PART 1 - GENERAL

- 1.1 References
- .1 Canada Labour Code, Part 2, Canada Occupational Safety and Health Regulations.
  - .2 Province of New Brunswick Occupational Health and Safety Act, S.N.B. 1983.
  - .3 National Building Code of Canada, 2010.
- 1.2 Regulatory Requirements
- .1 Do work in accordance with the safety measures of the National Building Code of Canada 2010, the Canada Labour Code Part 2, the New Brunswick Occupational Health and Safety Act and WorksafesNB provided that in any case of conflict or discrepancy the more stringent requirements shall apply.
- 1.3 Responsibility
- .1 Contractor is responsible for the health and safety of all persons on site. Contractor is also responsible for the protection of property, persons and the environment on or adjacent to the site in so far as the work may affect these.
  - .2 Contractor and all contractor's employees are to comply with all safety requirements specified in the Contract Documents as well as all applicable federal, provincial and local statutes, regulations, ordinances and with Contractor's site-specific Health and Safety Plan.
  - .3 As outlined in the Canada Labour Code Part 2, the Contractor is responsible to provide a site-specific Health and Safety Plan that includes a Confined Space Entry Procedure in the event that work is deemed by the Engineer to be in a confined space. Work is not to begin until this Health and Safety Plan is submitted and approved by the Engineer.
  - .4 CFB Gagetown Construction Engineering Branch employs a Lock Out/Tag Out program to prevent work related injuries due to electrical or mechanical systems being energized while personnel are working in or around these systems. The Contractor must respect these locks and tags when encountered. Do not

- 1.3 Responsibility (Cont'd)
- .4 (Cont'd)  
forcibly remove these locks and/or tags at any time. If the Contractor requires that these be removed to perform work, a request is to be made to the Engineer for such removal.
- .5 As per the Canada Labour Code Part 2, it is the Contractor's responsibility to employ their own Lock Out/Tag Out program to ensure that equipment is not energized by other personnel while they are working in or around equipment.
- .6 It is the Contractor's responsibility to ensure that all their employees are provided all Personal Protective Equipment (PPE) necessary to perform all work. Hard hats and safety glasses are to worn at all times along with shirts and long pants.
- .7 Personnel working in, on or around moving equipment or roadways shall wear highly visible clothing.
- 1.4 Unforeseen Hazards
- .1 Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during performance of work, the Contractor must have procedures in place to facilitate the Employee's Right to Refuse Work in accordance with Acts and Regulations of New Brunswick. The Contractor is to advise the Engineer verbally and in writing of any employee who exercises this right.
- 1.5 Correction of Non-Compliance
- .1 Immediately address health and safety non-compliance issues identified by authority having jurisdiction or by Engineer.
- .2 Provide Engineer with written report of action taken to correct non-compliance of health and safety issues identified.
- .3 Engineer may stop work if non-compliance of health and safety regulations is not corrected.
-

- 1.6 Work .1 Give precedence to safety and health of  
Stoppage public and site personnel and protection of  
environment over cost and schedule  
considerations for work.

PART 1 - GENERAL

1.1 Reporting  
Fires

- .1 Know location of nearest fire alarm box and telephone, including emergency phone number.
- .2 Report immediately all fire incidents to Fire Department as follows:
  - .1 Telephone 911.
- .3 When reporting fire by telephone, give location of fire, name or number of building and be prepared to verify the location.

1.2 Interior and  
Exterior Fire  
Protection and  
Alarm Systems

- .1 Fire protection and alarm system will not be:
  - .1 obstructed;
  - .2 shut-off; and
  - .3 left inactive at end of working day or shift without authorization from Fire Chief.
- .2 Fire hydrants, standpipes and hose systems will not be used for other than fire-fighting purposes unless authorized by Fire Chief.

1.3 Fire  
Extinguishers

- .1 Supply fire extinguishers, as scaled by Fire Chief, necessary to protect work in progress and contractor's physical plant on site.

1.4 Blockage of  
Roadways

- .1 Advise Fire Chief of any work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by Fire Chief, erecting of barricades and digging of trenches.

1.5 Smoking  
Precautions

- .1 Observe smoking regulations at all times.

1.6 Rubbish and  
Waste Materials

- .1 Rubbish and waste materials are to be kept to a minimum.
- .2 Burning of rubbish is prohibited.



- 1.6 Rubbish and Waste Materials  
(Cont'd)
- .3 Removal:  
.1 Remove all rubbish from work site at end of work day or shift or as directed.
- .4 Storage:  
.1 Store oily waste in approved receptacles to ensure maximum cleanliness and safety.  
.2 Deposit greasy or oily rags and materials subject to spontaneous combustion in approved receptacles and remove.
- 1.7 Flammable and Combustible Liquids
- .1 Handling, storage and use of flammable and combustible liquids are to be governed by the current National Fire Code of Canada.
- .2 Flammable and combustible liquids such as gasoline, kerosene and naphtha will be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing Underwriters' Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable and combustible liquids exceeding 45 litres for work purposes requires permission of Fire Chief.
- .3 Transfer of flammable and combustible liquids is prohibited within buildings or jetties.
- .4 Transfer of flammable and combustible liquids will not be carried out in vicinity of open flames or any type of heat-producing devices.
- .5 Flammable liquids having a flash point below 38° C such as naphtha or gasoline will not be used as solvents or cleaning agents.
- .6 Flammable and combustible waste liquids, for disposal, will be stored in approved containers located in a safe ventilated area. Quantities are to be kept to a minimum and Fire Department is to be notified when disposal is required.
- 1.8 Hazardous Substances
- .1 Work entailing use of toxic or hazardous materials, chemicals and/or explosives, or otherwise creating hazard to life, safety or health, will be in accordance with National Fire Code of Canada.

- |                                      |   |
|--------------------------------------|---|
| 1.8 Hazardous Substances<br>(Cont'd) | .2 Obtain from Fire Chief a "Hot Work" permit for work involving welding, burning or use of blow torches and salamanders, in buildings or facilities.   |
|                                      | .3 When Work is carried out in dangerous or hazardous areas involving use of heat, provide fire watchers equipped with sufficient fire extinguishers. Determination of dangerous or hazardous areas along with level of protection necessary for Fire Watch is at discretion of the Fire Chief. Contractors are responsible for providing fire watch service for work on a scale established and in conjunction with Fire Chief at pre-work conference. |
|                                      | .4 Where flammable liquids, such as lacquers or urethanes are to be used, proper ventilation will be assured and all sources of ignition are to be eliminated. Fire Chief is to be informed prior to and at cessation of such work.   |
| 1.9 Questions and/or Clarification   | .1 Direct any questions or clarification on Fire Safety in addition to above requirements to Fire Chief through the Engineer.   |
| 1.10 Fire Inspection                 | .1 Site inspections by Fire Chief will be coordinated through Engineer.   |
|                                      | .2 Allow Fire Chief unrestricted access to work site.   |
|                                      | .3 Co-operate with Fire Chief during routine fire safety inspection of work site.   |
|                                      | .4 Immediately remedy all unsafe fire situations observed by Fire Chief.  |

PART 1 - GENERAL

- 1.1 General .1 Contractor will take all reasonable steps to ensure that they and their employees have complied with all pertinent legislation and have protected the environment.
- 1.2 Fires .1 Fires and burning of rubbish on site not permitted.
- 1.3 Disposal of Wastes .1 Do not bury rubbish and waste materials on site unless approved by Engineer.  
.2 Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.
- 1.4 Spill Protection .1 The Contractor must have adequate clean up materials for any potential hazardous materials used in the completion of the work (ie. fuels,oils, lubricants, etc).  
.2 Contractor must have an emergency response plan in place for spills/cleanup and disposal. A copy of this plan must be provided to the Engineer.  
.3 In case of fuel or hydraulic leaks and or spills all mowers will carry adequate cleanup/absorbent material for immediate response.  
.4 In the event of a spill the Contractor will immediately take corrective action to clean up the material and inform Engineer so the area can be checked.  
.5 In the event of a spill over one litre of a hazardous material, the Contractor will immediately inform proper authorities at the Fire Hall(G3)at 442-2000 local 2106.

<b><u>Building No.</u></b>	<b><u>Equipment List</u></b>
MG1 & 35	1) CLIMATE MASTER AIR COND UNIT - WATER COOLED MODEL NO. HOT 20-1 (TELEPHONE ROOM)  2) THERMO PLUS AIR COND UNIT - WATER COOLED MODEL NO. KAC-024-H (SERVER ROOM)  3) RETURN FAN TRANE, TWE 090 A 300 C 1.5 HP,208V/3PH/60 (BASEMENT MECH ROOM)  4) SUPPLY FAN TRANE, TWE 060 A 300 C 3/4 HP,208V/3PH/60 (BASEMENT MECH ROOM)  5) SUPPLY FAN F-1 (LOCATED IN THE ATTIC SPACE OF BLDG NO.1)  6) EXHAUST FAN E-1 (LOCATED IN THE ATTIC SPACE OF BLDG NO. 1)
MG2	1) AIR COMPRESSOR KELLOGG MODEL 330TV, SER NO. B3408C  2) AIR DRYER FRUILAIR MODEL DFE8/AC, SER NO. 752/02  3) EXHAUST FAN EF-1-2  4) HOSE REEL EXHAUST EF-2-2
MG47 (1CEU)	1) AHU-1 (ROOF TOP UNIT) TRANE, MODEL NO. TCD480A50A2A7NC3HJ 575V., 3PH, 60 HZ,15HP.
MG47	2) AHU-2 (FIRST FLOOR LAB)

Annex "A"  
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CFB Gagetown, Det Moncton

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<u>Building No.</u>	<u>Equipment List</u>
CONTINUED	TRANE, MODEL NO. K95J71344 575 V., 3 PH, 60 HZ, 3.0 HP
	3) AHU-3 (TOOL CRIB) TRANE, MODEL NO. TWE060AW00BB 575V.,3 PH, 60 HZ, 3/4 HP
	4) AHU-4 (OFF CLASSROOM) TRANE, MODEL NO. TWE060AW00BB 3/4 HP, 575V.
	5) SPLIT SYSTEM COOLING CONDENSOR (ROOF TOP) TRANE/AMERICAN STANDARD MODLE TTA120AW00BB 575 V., 3 PH, 60 HZ
	6) CONDENSING UNIT (ROOF TOP) TRANE MODLE TTH060CW00AO 575 V., 3 PH, 60 HZ
	7) SPLIT TYPE OUTDOOR UNIT HEAT CONTROLLER INTERNATIONAL, COMFORT AIR TYPE AMC90, SERIAL NO. 030042, 220V., 1 PH. 60HZ.
	8) EXHAUST FAN F-1 (SOILS LAB) COOK MODEL NO. 135 SQI
	9) EXHAUST FAN F-2 (SOILS LAB) COOK MODEL NO. 120 SQI
	10) EXHAUST FAN F-3 (SOILS LAB) COOK MODEL NO. 120 SQI
	11) EXHAUST FAN F-4 (SOILS LAB) COOK MODEL NO. 120 SQI
	12) AIR COMPRESSOR – TWIM (BOILER ROOM) DEVILBISS 2 - 15 HP, 575 V, 3 PH, 60 HZ. MODEL NO. 445, SERIAL NO. SBVDB5584
MG47 CONTINUED	13) COMPRESSED AIR DRYER DEVILBISS MODEL 8035-1-80LDC, SER NO. 313FE

Annex "A"  
Job No. L-M186-9900/85  
CFB Gagetown, Det Moncton

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<u>Building No.</u>	<u>Equipment List</u>
	115V., 1PH., 60HZ
	14) EXHAUST FAN F-5 (SOILS LAB) COOK MODEL NO. 90 SQI
MG48 (8CH & 4AD)	1) AHU-1 TRANE, 7.5 HP, 575V, 3 PH, 60 HZ SER NO. K96L03246A
	2) AHU-2 TRANE, 20HP, 575V, 3 PH, 60 HZ. SER. NO. K96L03461A
	3) AHU-3 TRANE, 3/4 HP, 208 V, 3 PH, 60 HZ. SER. NO. R96K13406
	4) AHU-4 THERMAL PRO, 3 HP, 575V, 3 PH, 60 HZ. SER. NO. 12287, MODEL NO. CA300
	5) AHU-5 THERMAL PRO, 2 HP, 575V, 3 PH, 60 HZ. SER. NO. 12288, MODEL NO. CA200
	6) 50 TON AIR COOLED CHILLER TRANE CGAE-M-2 600V, 3 PH
	7) RETURN AIR FAN RF-1 TRANE Q FAN, 3 HP, 575V, 3 PH, 60 HZ.
	8) RETURN AIR FAN RF-2 TRANE Q FAN, 7.5 HP, 575 V, 3 PH, 60 HZ.
MG48 CONTINUED	9) IN LINE PUMPS - P-1 – HEATING PUMP, ITT B&G SERIES 80, UNIT CAPACITY 5.5L/S @ 261 kPa TDH, MOTOR 3.73 KW,

**Building No.**

**Equipment List**

600V, 3PH, 60HZ.

P-2 – HEATING PUMP, ITT B&G SERIES 80, UNIT  
CAPACITY 5.5L/S @ 261 kPa TDH, MOTOR 3.73 KW,  
600V, 3PH, 60HZ.

P-3 – CHILLED WATER PUMP, ITT B&G SERIES 80,  
UNIT CAPACITY 8.52 L/S @ 150 kPa TDH, MOTOR  
3.73 KW, 600V, 3PH, 60HZ.

P-4 – CHILLED WATER PUMP, ITT B&G SERIES 80,  
UNIT CAPACITY 8.52 L/S @ 150 kPa TDH, MOTOR  
3.73 KW, 600V, 3PH, 60HZ.

P-5 – HEATING PUMP, ITT B&G SERIES 80, UNIT  
CAPACITY 7.57 L/S @ 90 kPa TDH, MOTOR 1.49 KW,  
600V, 3PH, 60HZ.

P-6 – HEATING PUMP, ITT B&G SERIES 80, UNIT  
CAPACITY 7.57 L/S @ 90 kPa TDH, MOTOR 1.49 KW,  
600V, 3PH, 60HZ.

P-21 – HEATING MAIN PUMP, ITT B&G SERIES 80,  
UNIT CAPACITY 6.06 L/S @ 180 kPa TDH, MOTOR  
3.73 KW, 600V, 3PH, 60HZ.

P-22 – HEATING MAIN PUMP, ITT B&G SERIES 80,  
UNIT CAPACITY 6.06 L/S @ 180 kPa TDH, MOTOR  
3.73 KW, 600V, 3PH, 60HZ.

10) AIR COMPRESSOR

GARDNER DENVER 2 - 5 HP, 575 V, 3 PH, 60 HZ.  
MODEL 2ASDCAD-120 DUPLEX

11) WATER SOFTENER

KINETICO, MODEL 30  
SER NO. 25387

12) ROOF MOUNTED EXHAUST FANS

EF-1 ACME PNU 165 K,  
1 HP, 575 V, 3 PH.

EF-2 ACME PNU 165 J,  
3/4 HP, 575 V, 3 PH.

EF-3 ACME PNN 135 F,  
1/3 HP. 208 V, 1 PH.

EF-4 ACME PRN 118,  
120 V, 1 PH.

MG48  
CONTINUED

<u>Building No.</u>	<u>Equipment List</u>
	EF-5 ACME PRN XD100, 120 V, 1 PH.
	EF-6 ACME PRN XD100, 120 V, 1 PH.
	EF-7 ACME PRN PDU135, 208 V, 1 PH.
	EF-8 ACME PRN PDU135, 208 V, 1 PH.
MG60	1) A/C UNIT (WO & SGT'S MESS EXTERIOR MTD.) INTERCITY PRODUCTS MODLE NO. PH B04 8N1HA
	2) COMPRESSOR (2ND FLOOR) POWAIR MODEL NO. P VA80V60-3, 862 Kpa
	3) AIR DRYER (2ND FLOOR) DEVILBISS - HANKINSON MODEL NO. 8010-1-A01D6 1/6 HP, 120V, 60 HZ, 1 PH
	4) NINE (9) WINDOW MTD AIR CONDITIONERS (2ND FLOOR) VARIOUS MANUFACTURERS
	5) TWO (2) ROOF MOUNTED WASHROOM EXHAUST FANS
MG60A	1) SUPPLY AIR FAN KEEPRITE, MODEL MKHG106H, SER NO TJ230218/101 2 HP, 208 V. (MECHANICAL ROOM)
	2) RETURN AIR FAN KEEPRITE, MODEL MKHF104H, SER NO SJ230218/102 1.5 HP, 208 V. (MECHANICAL ROOM)
MG60A CONTINUED	3) WASHROOM EXHAUST MAKE UP UNIT FE-3 (LOCATED IN STORAGE ROOM OFF KITCHEN)



<u>Building No.</u>	<u>Equipment List</u>
BUILDING NO. MG66	1) HEAT RECOVERY UNIT (RC-1) EXHAUST FAN F-1 SUPPLY FAN F-2 (MEZZANINE)  2) HEAT RECOVERY UNIT (RC-2) EXHAUST FAN F-4 EXHAUST FAN F-3 (MEZZANINE)  3) SUPPLY AIR SYSTEM (GYM) SUPPLY AIR FAN F-5  4) HEAT RECOVERY UNIT (CARDIO ROOM) VENMAR, HRV 200IEGA1X82DXSS SERIAL NO6AID200503324316 575V, 3PH, 60HZ
MG70	1) SPLIT TYPE AIR CONDITIONER FUJITSU MODEL NO. 36RCLX, 3 TON.  2) ENERGY RECOVERY SYSTEM ERV-1, VANEE MODEL NO. 41600, SERIAL NO. FA01050603093.
SUSSEX ARMOURY	1) AHU 1 AAF MODEL NO. H-15-HPVFYA (PENTHOUSE)  2) AHU 2 AAF MODEL NO. H-6 MP HVFYA (DRILL HALL)
SUSSEX ARMOURY CONTINUED	3) AHU 3 AAF MODEL NO. H-6 MP HVFYA (DRILL HALL)  4) AHU 4

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**Building No.**

**Equipment List**

AAF MODEL NO. H-18 HPHVFYA  
(BOILER ROOM)

5) PUMP -BELL & GOSSIT  
MODEL NO. 2 1/2 AIBBF  
(BOILER ROOM)

6) PUMP - BELL & GOSSIT  
MODEL NO. 1 1/4 A3IBBF  
(BOILER ROOM)

7) PUMP - BELL & GOSSIT  
MODEL NO. 2 1/2 AIBBF  
(BOILER ROOM)

8) AIR COMPRESSOR  
DEVILBIS - MODEL NO. JUBK-5034  
(BOILER ROOM)

9) AIR COMPRESSOR  
DEVILBIS - MODEL NO. 220  
(BOILER ROOM)

10) AIR DRYER  
DEVILBIS - MODEL NO. 8010  
(BOILER ROOM)

11) SUMP PUMP  
MODEL NO. 1 1/2 B731  
(BOILER ROOM)

SUSSEX ARMOURY  
CONTINUED

12) SUMP PUMP  
MODEL NO. 1 1/2 B731  
(BOILER ROOM)

13) EXHAUST FAN  
JOY MODEL NO. DC20PS  
(PENTHOUSE)

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**Building No.**

**Equipment List**

14) EXHAUST FAN  
JOY MODEL NO. DC20PS  
(PENTHOUSE)

15) ROOF MTD EXHAUST FAN  
EH PRICE MODEL NO. CBE-14-4

19) ROOF MTD EXHAUST FAN  
EH PRICE MODEL NO. CBE-14-4

20) ROOF MTD EXHAUST FAN  
EH PRICE MODEL NO. CBE-14-4

21) ROOF MTD EXHAUST FAN  
EH PRICE MODEL NO. CBE-14-4

SUSSEX GARAGE

1) AIR COMPRESSOR  
DEVILBISS - MODEL NO. TOA-5043  
(MAINTENANCE BAYS)

- .1 Check refrigerant pressure and record;
- .2 Record refrigerant temperature;
- .3 Brush condenser and cover grills as required; and
- .4 Operate drain trap and bypass valves.

.3 **Filter and pressure reducing station:**

- .1 Inspect coalescent filters and change as required;
- .2 Inspect charcoal filter and change as required;
- .3 Record pressure reducing valve settings and adjust as required; and
- .4 Record oil carryover rate where applicable.

.4 **Boiler, convertor, pumps and zone valves.**

- .1 Check and calibrate all controllers;
- .2 Calibrate all transmitters and set receiver gauges as required;
- .3 Check all PE switches;
- .4 Check all control valves;
- .5 Calibrate all controllers as required; and
- .6 Check auxiliary control devices.

.5 **Fan System and HVAC Unit Controls:**

- .1 Review sequence of operation;
- .2 Check operation of all dampers;
- .3 Check pilot positioners;
- .4 Check all control valves.
- .5 Calibrate all controllers as required;
- .6 Calibrate all transmitters and set receiver gauges as required;
- .7 Check all solenoid air valves, PE switches and air valves for proper operation; and
- .8 Check auxiliary control devices.

.6 **Room Terminal Control Units:**

- .1 Check all room thermostats and calibrate as required;
- .2 Check all control valves and report condition;
- .3 Check operation of all dampers;
- .4 Check all PE switches, solenoid air valves and limit controls; and
- .5 Check operation of all auxiliary devices.

.7 **Terminal Units - (Boxes - Mixing and variable air volume):**

- .1 Inspect boxes for ductwork connections;

- .2 Lubricate and adjust dampers and linkage; and
- .3 Verify operation of control.

6 **Water Softener:**

- .1 Clean pre-filters;
- .2 Brine salt: use a clean grade of solar salt or pellet salt;
- .3 Cleaning; and
  - .1 Allow the salt level to drop to a min. amount;
  - .2 Shut off water supply to the brine spray/refill valve;
  - .3 Open brine drum drain valve, drain out drum;
  - .4 Disconnect brine supply discharge fitting. Use a water hose and spray into the fitting. This will clean the distributor;
  - .5 Spray the water hose into the brine drum and brine well. It will drain through the brine drum drain;
  - .6 When drain drum is running clean, assemble brine discharge line, close drain valve and fill drum with new salt;and
  - .7 Open the water supply for the brine spray/refill valve. The brine drum will refill automatically.
- .4 Resin Cleaning: If iron is present in the water supply, supply and install an iron reducing agent.

- 7 Provide written report on the condition and repair requirements of all equipment.

### **Minor Operational Inspections**

- .1 Report in with appropriate personnel as designated by the Engineer.
- .2 **VCI VEC Controls Programmable Control Unit and Honeywell Controls (Csoft-500 E/ES) and Automatic Logic, Web Control, 4.1**
  - .1 Visually inspect the VCI VEC PCU and FID's for physical damage, giving special attention to all power and data lines; and
  - .2 Carefully vacuum the racks inside the cabinet using a plastic nozzle. Do not remove the circuit boards.
- .3 **Air Handling Units:**
  - .1 **Fans and motors:**
    - .1 Verify operation of system, motors, gauges and fans;
    - .2 Inspect tension on drive belts and check for wear;
    - .3 Lubricate motor bearings;
    - .4 Lubricate fan shaft bearings;
    - .5 Lubricate dampers;
    - .6 Inspect for vibration and unusual noises;
    - .7 Inspect coils for leaks - clean or dirty;
    - .8 Report condition of dampers;
    - .9 Report condition of motor windings - clean if required;
    - .10 Clean intake screens on motors; and
    - .11 Check air filters for condition.
  - .2 **Starters**
    - .1 Inspect for signs of wear, arcing, overheating and burns;
    - .2 Measure and record operating amperage; and
    - .3 Report condition and repair requirements.
- .4 **Humidifiers:**
  - .1 Check all valves for operation / leaks;
  - .2 Check float assembly and adjust if necessary;
  - .3 Check drains and drain pans;
  - .4 Check heating element;
  - .5 Inspect electrical connections, relays, contactors and operating and safety controls;
  - .6 Check spray nozzles; and

.7 Report condition and repair requirements.

.5 **Air Compressor and Associated Equipment:**

- .1 Drain tank and drain check traps;
- .2 Check belt, sheaves, and filter - change as required;
- .3 Change suction filter as required;
- .4 Analyze motor operating conditions and lubricate;
- .5 Check PE switch, starter and alternator; and
- .6 Record compressor run time.

.6 **Refrigerated Air Dryer:**

- .1 Check refrigerant pressure and record;
- .2 Record refrigerant temperature;
- .3 Brush condensor and cover grills as required; and
- .4 Operate drain trap and bypass valves.

.7 Report condition and repair requirements of all equipment.