

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

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**

**11 Laurier St./ 11, rue Laurier**

**Place du Portage, Phase III**

**Core 0A1 / Noyau 0A1**

**Gatineau**

**Québec**

**K1A 0S5**

**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

**THIS REQUIREMENT CONTAINS A SECURITY  
REQUIREMENT**

**CETTE EXIGENCE CONTIENT UNE CONDITION  
DE SÉCURITÉ**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du**

**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Maintenance & Professional Consulting Services Division  
(FK)

11 Laurier St./ 11, rue Laurier

3C2, Place du Portage, Phase III

Gatineau

Québec

K1A 0S5

<b>Title - Sujet</b> Generator Maint. L'Espl. Laurier	
<b>Solicitation No. - N° de l'invitation</b> EJ196-122337/A	<b>Date</b> 2013-08-29
<b>Client Reference No. - N° de référence du client</b> 20122337	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$FK-286-63404	
<b>File No. - N° de dossier</b> fk286.EJ196-122337	<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 2013-10-10</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b>	
<b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Lessard(FK Div), Gisele	<b>Buyer Id - Id de l'acheteur</b> fk286
<b>Telephone No. - N° de téléphone</b> (819) 956-2352 ( )	<b>FAX No. - N° de FAX</b> (819) 956-3600
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  PWGSC, NCR L'Esplanade Laurier 300 Laurier Ottawa, ON K1A 0S5	

**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/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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### **IMPORTANT NOTICE TO BIDDERS**

Government of Canada have moved its Government Electronic Tendering Service from MERX to [Buyandsell.gc.ca/tenders](http://Buyandsell.gc.ca/tenders) on June 1, 2013. Federal government tenders (tender notices and bid solicitation documents) are now published and available free of charge on a Government of Canada Web site on [Buyandsell.gc.ca/tenders](http://Buyandsell.gc.ca/tenders).

The Government Electronic Tendering Service on [Buyandsell.gc.ca/tenders](http://Buyandsell.gc.ca/tenders) is a sole authoritative source for Government of Canada tenders that are subject to trade agreements or subject to departmental policies that require public advertising of tenders. Get more details in the Frequently Asked Questions section of [Buyandsell.gc.ca/tenders](http://Buyandsell.gc.ca/tenders).

**As of June 1, 2013, all tenders and related documents and amendments are on [Buyandsell.gc.ca/tenders](http://Buyandsell.gc.ca/tenders). Suppliers must go to [Buyandsell.gc.ca/tenders](http://Buyandsell.gc.ca/tenders) to check for amendments to any tender opportunities.**

#### **Security**

This notice is to advise ALL interested bidders that in order to be awarded a contract which contains a security requirement, all bidders MUST hold a valid Security Clearance granted or approved by PWGSC Canadian Industrial Security Directorate (CISD) at the level indicated in this solicitation document. Should the bidder not currently hold a valid Security Clearance or require the level to be upgraded, PWGSC will sponsor the bidder. Please submit your written request with the following information to Gisèle Lessard by facsimile 819-956-3600 or by e-mail to [gisele.lessard@pwgsc-tpsgc.gc.ca](mailto:gisele.lessard@pwgsc-tpsgc.gc.ca).

- Legal Company Name
- Mailing address
- Surname and given name of contact person
- Telephone number of contact person
- Title of contact person
- Facsimile number
- E-mail address of contact person
- Procurement Business Number
- Preferred Language of correspondence
- Level of Security Required

Additional information on PWGSC security can be found on the following web site: <http://ssi-iss.tpsgc-pwgsc.gc.ca> or by dialing 1-866-368-4646 (Toll free).

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Solicitation No. - N° de l'invitation

EJ196-122337/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk286

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

20122337

File No. - N° du dossier

fk286EJ196-122337

CCC No./N° CCC - FMS No/ N° VME

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**List of Annexes:**

- Annex A Statement of Work EJ196-122337
- Annex B Security Requirements Check List (SRCL)
- Annex C Reminder to submit a Complete List of names of all individuals who are currently directors of the Bidder
- Annex D Cost Estimate Form for Extra Work

## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements; includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Security Requirement Check List, a Reminder to submit a Complete List of names of all individuals who are currently directors of the Bidder and a Cost Estimate Form for As and When Work.

### **1.2 Summary**

- (i) To provide preventive maintenance services on the Emergency Electrical Power Supply Systems, including all necessary tools, equipment and services, consumable materials, labour for all inspections, testing, cleaning, maintenance services in accordance with the Statement of Work attached herein as Annex A. All additional parts and labour required to effect repairs to the equipment listed at Annex A will be at extra cost to Canada.
- (ii) This requirement is for Public Works and Government Services Canada (PWGSC) located at L'Esplanade Laurier, 140 O'Connor Street, Ottawa, ON.

#### **(iii) Mandatory Response Time**

As per **Annex A**, Statement of Work EJ196-122337, **1.4.3 Emergency Calls**, it is a mandatory requirement of the contract that:

a) The Contractor must provide a qualified person(s) as defined by Section 1.1 - Definitions, to respond, on site, on a twenty-four (24) hour, seven (7) day a week basis at no extra labour cost to Canada.

b) The Contractor must respond within thirty (30) minutes and be on site ready to work within two (2) hours. All work for emergency service must be executed by a qualified service personnel named in the Contract and such work must proceed continuously until the system is returned to safe operating condition.

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- c) Any emergency calls will be at extra cost to Canada and shall be calculated based on the 'As and When Requested Work' Pricing Schedule 2 in the Contract.
- (iv) the period of any resulting Contract will be for a period of five (5) years. The services must be provided in accordance with Statement of Work, attached herein as Annex A.
- (v) There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Website.
- (vi) Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.
- (vii) For services requirements, Bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.
- (viii) The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), North American Free Trade Agreement (NAFTA), the Agreement on Internal Trade (AIT), the Canada-Chile FTA, the Canada-Columbia FTA and the Canada-Peru FTA.

### **1.3 Debriefings**

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.

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## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

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

The 2003 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

- The text under Subsection 4 of Section 05 - Submission of Bids of 2003 referenced above is amended as follows:  
Delete: sixty (60) days  
Insert: one hundred twenty (120) days

### **2.2 Submission of Bids**

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

### **2.3 Former Public Servant**

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below before contract award.

#### **Definitions**

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or
- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970 c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the

Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?

YES ( ) NO ( )

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

- (a) name of former public servant;
- (b) date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

### Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? YES ( ) NO ( )

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

### 2.4 Enquiries - Bid Solicitation

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

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## 2.5 Applicable Laws

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

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.

## 2.6 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for site visit to be held on **Tuesday September 17, 2013 at 9:00 am**. Bidders are to meet at the **Main Entrance of L'Esplanade Laurier, 140 O'Connor Street, Ottawa, Ontario**.

It is mandatory that Bidders communicate with the Contracting Authority no later than *five (5)* day(s) before the scheduled site visit to confirm their attendance and provide the names of the person(s) who will attend.

NO EXCEPTION WILL BE MADE.

It is **mandatory** that Bidders sign an Attendance form. Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-compliant.

Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

It is **mandatory** that bidders provide and wear safety boots for the site visit. Bidders who do not comply will not be permitted to attend the site visit. NO EXCEPTION WILL BE MADE.

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

### **3.1 Bid Preparation Instructions**

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

- Section I Technical Bid
- Section II Financial Bid
- Section III Certifications

Prices must appear in the financial bid only. Prices must not be indicated in any other section of the bid.

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

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

##### **3.1.1 Submission of Evidence**

Submission of Evidence as described below (3.1.2 to 3.1.5) should be included with the bidder's proposal at time of bid closing. However, if the following is not submitted with the bid by the bid solicitation closing date, 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.

The evidence provided by the bidder may be verified. PWGSC reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided.

##### **3.1.2 Employee Experience and Past Performance**

To carry out the work on this requirement, the contractor must provide five (5) qualified service personnel: one (1) Diesel Engine Technician, one (1) Petroleum Mechanic, one (1) Electrician, one (1) Transfer Switch Technician and one (1) Infrared Thermographer.

The bidder must provide evidence to demonstrate that the service personnel proposed to perform maintenance of Emergency Electrical Power Supply Systems have five (5) years of recent experience and past performance by referencing at least two (2) similar projects/contracts within the last eight (8) years whereby the service personnel have performed satisfactorily.

- Recent experience is defined as experience gained from August 2005 up to and including the solicitation closing date.
- Similar is defined as maintenance service on Emergency Electrical Power Supply Systems comparable in size, scope and complexity to the equipment listed in Annex A, Statement of Work, Part 3 Equipment Inventory.

In cases where experience is acquired concurrently, the time period will be considered only once for the purpose of calculating the minimum requirement of five (5) years of recent experience.

Example:

- Project 1: started on January 1, 2008 and ended on May 31, 2008 = 5 months
- Project 2: started on January 1, 2008 and ended on December 31, 2010 = 36 months
- Project 3: started on January 1, 2008 and ended on December 31, 2010 = 36 months

Total period for these 3 projects will count as 36 months and not 77 months because the period Jan. 2008 to Dec. 2010 has already been counted in Projects 2 and 3. This employee does not meet the required minimum of five (5) years of recent experience.

In the event where the information for any of the service personnel cannot be confirmed by the client contacts named in the proposal, the proposal will be considered non-responsive and no further consideration will be given to the proposal. If the Bidder submits names of service personnel in excess of the stated requirement, only the references up to the identified limit of five (5) service personnel will be assessed. The first five (5) service personnel listed in the proposal will be considered for evaluation.

<b>NAME OF DIESEL ENGINE TECHNICIAN:</b>		
Name of client organization or Company	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____  Title: _____	Name: _____  Title: _____
Telephone and e-mail address of client contact	Phone Number: _____  E-mail: _____	Phone Number: _____  E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day)  To: _____ (year/month/day)	From: _____ (year/month/day)  To: _____ (year/month/day)

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<b>NAME OF PETROLEUM MECHANIC:</b>		
Name of client organization or Company	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)

<b>NAME OF ELECTRICIAN:</b>		
Name of client organization or Company	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)

<b>NAME OF TRANSFER SWITCH TECHNICIAN:</b>		
Name of client organization or Company	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)

<b>NAME OF INFRARED THERMOGRAPHER:</b>		
Name of client organization or Company	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)

### 3.1.3 Contractor's Experience and Past Performance

The bidder must provide evidence of its recent experience and past performance by referencing three (3) similar projects/contracts within the last eight (8) years whereby the organization has performed satisfactorily. The bidder must complete the following form in order to demonstrate that it has the required experience.

- Recent experience is defined as experience gained from August 2005 up to and including the solicitation closing date.
- Similar is defined as a comprehensive maintenance service on Emergency Electrical Power Supply Systems comparable in size, scope and complexity to the equipment listed in Annex A, Statement of Work, Part 3 Equipment Inventory.

In the event where the information for any of the projects cannot be confirmed by the client contacts named in the proposal, the proposal will be considered non-responsive and no further consideration will be given to the proposal. If the Bidder submits references in excess of the stated requirement, only the references up to the identified limit of three (3) projects will be assessed. The first three (3) projects listed in the proposal will be considered for evaluation.

	PROJECT/CONTRACT REFERENCE # 1	PROJECT/CONTRACT REFERENCE # 2	PROJECT/CONTRACT REFERENCE # 3
Name of client organization or Company	_____	_____	_____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)
Description of Project/Contract	_____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ _____

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### 3.1.4 Card and Licensing Documentation

Valid copies of the following cards and licensing documentation should be submitted for each proposed service personnel.

To carry out the work on this requirement, Service Personnel employed by the Contractor must be in possession of :

.1 **Certified Diesel Engine Technician** - One (1) service personnel with:

- A valid Certificate of Qualification (C of Q) as a Diesel Mechanic (i.e. Automotive mechanic, heavy equipment mechanic, engine service technician) to carry out work as defined by the attached Statement of Work, at Annex A.

.2 **Certified Petroleum Mechanic** - One (1) service personnel with:

- A valid Ontario Petroleum license - PM 2 for underground fuel storage systems or PM 3 for above ground systems.

- A valid diploma or certification from a recognized post-secondary institution as a PM2 or PM3 (or equivalent) in the applicable province to install or maintain above and/or underground fuel storage systems.

.3 **Certified Electrician** - One (1) service personnel with:

- A valid Certificate of Qualification (C of Q) in accordance with the provincial law in which the work is to be performed for each electrician engaged by and sent to site by the Bidder or subcontractor of the Bidder to carry out onsite electrical work as defined by the Electrical Act and undertaken as part of the attached Statement of Work; Annex A.

.4 **Certified Transfer Switch Technician** - One (1) service personnel with:

- A signed letter from employer(s) to certify that the technician holds the appropriate minimum five (5) years of experience and training installing and maintaining transfer switches and who is capable of performing the related tasks described within this Statement of Work, as per Annex A.

.5 **Certified Infrared Thermographer** - One (1) service personnel with:

-A valid certificate of training from an International Electrical Testing Association (NETA) accredited course in Infrared Level II or III Thermography.

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### 3.1.5 Employee Training

Valid copies of the following training certificates/cards should be submitted for each proposed Service personnel.

All certificates are to be recognized by the Human Resources Skills Development Canada (HRSDC) – Labour Program and/or Workplace Safety & Insurance Board (WSIB) and/or Construction Safety Association of Ontario (CSAO) and/or any other recognized legislative or regulatory body in the Province or territory in which the work is to be performed.

- a valid Confined Space Awareness certificate/wallet card
- a valid Fall Arrest certificate/wallet card
- a valid First Aid/CPR certificate/wallet card
- a valid Workplace Hazardous Material Inventory System (WHMIS) certificate/wallet card
- a valid Asbestos Work Practices Awareness Certificate/wallet card
- personnel performing work on electrical equipment that is live or may become live must be in possession of a valid Arc Flash Training Certificate/wallet card.

**Section II: Financial Bid**

Bidders must submit their firm quarterly rates in accordance with the Pricing Schedules detailed below. The total amount of Applicable Taxes is to be shown separately, if applicable.

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

It is **MANDATORY** that the bidders submit firm prices/rates for the five (5) year period of the contract for all items listed hereafter.

**Pricing Schedule 1 - Firm Price - Equipment Inventory**

Firm all inclusive prices including all necessary tools, equipment and services, consumable materials, labour for all inspections, testing, cleaning, maintenance services as detailed in Annex A, Statement of Work attached herein as Annex A.

Refer to Annex A, PART 3 EQUIPMENT INVENTORY for a detailed list of inventory.

Units	Equipment Description	Year 1	Year 2	Year 3	Year 4	Year 5
1	Power Generator Set No. 1 and its associated equipments, components and parts	\$	\$	\$	\$	\$
<b>Total for 5 years</b>		\$				

**Summary of Pricing Schedule 1:**

Period	Firm Quarterly Rate	Number of Quarters	Firm Price
Year 1	\$	X 4	\$
Year 2	\$	X 4	\$
Year 3	\$	X 4	\$
Year 4	\$	X 4	\$
Year 5	\$	X 4	\$
<b>Total</b>			\$

\* In the case of error in the extension of prices, the unit price will govern.

## **Pricing Schedule 2: Extra Work - As and When Requested**

Extra work as described in Annex A - PWGSC Statement of Work EJ196-122337, "Extra Work" will be conducted on an "As and When Requested" basis where charges shall be made for actual labour, repair and replacement parts. Estimated quantity of hours per year for extra work is for evaluation purposes only.

When "As and When Requested" work is requested during the contract period, the contractor must complete and submit the Annex D "Cost Estimate Form for Extra Work". Written authorization must be obtained from the Technical Authority **prior** to conducting any extra work.

**Submit** a firm all-inclusive labour rate (including overhead, profit, and all related costs) and material cost in Canadian funds.

### **2.1 LABOUR:** Our fixed hourly rate per **Certified Diesel Engine Technician** shall be:

<b>i) Regular Hours:</b> 8:00 to 16:00, Monday to Friday (Rate/hour)	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>YEAR 4</b>	<b>YEAR 5</b>
	\$ _____ /HR				
Estimated quantity of hours per year:	20	20	16	8	8
<b>Extended Price:</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>2.1 (i) SUB-TOTAL:</b>					\$ _____

<b>ii) Outside Regular Hours:</b> Monday to Saturday, Time and a Half (1.5 x Regular Hourly Rate) (Rate/Hour)	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>YEAR 4</b>	<b>YEAR 5</b>
	\$ _____ /HR				
Estimated quantity of hours per year:	10	8	8	8	8
<b>Extended Price:</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>2.1 (ii) SUB-TOTAL:</b>					\$ _____

<b>iii) Sunday &amp; Statutory Holidays</b> Double Time (2 x Regular Hourly Rate) (Rate/hour)	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>YEAR 4</b>	<b>YEAR 5</b>
	\$_____ /HR				
Estimated quantity of hours per year:	4	4	4	4	4
<b>Extended Price:</b>	\$_____	\$_____	\$_____	\$_____	\$_____
<b>2.1 (iii) SUB-TOTAL:</b>					\$_____

**2.2 LABOUR:** Our fixed hourly rate per **Certified Petroleum Mechanic** shall be:

<b>i) Regular Hours: 8:00 to 16:00, Monday to Friday</b> (Rate/hour)	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>YEAR 4</b>	<b>YEAR 5</b>
	\$_____ /HR				
Estimated quantity of hours per year:	4	4	4	4	4
<b>Extended Price:</b>	\$_____	\$_____	\$_____	\$_____	\$_____
<b>2.2 (i) SUB-TOTAL:</b>					\$_____

<b>ii) Outside Regular Hours: Monday to Saturday, Time and a Half (1.5 x Regular Hourly Rate) (Rate/Hour)</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>YEAR 4</b>	<b>YEAR 5</b>
	\$_____ /HR				
Estimated quantity of hours per year:	4	4	4	4	4
<b>Extended Price:</b>	\$_____	\$_____	\$_____	\$_____	\$_____
<b>2.2 (ii) SUB-TOTAL:</b>					\$_____

iii) Sunday & Statutory Holidays Double Time (2 x Regular Hourly Rate) (Rate/hour)	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
	\$_____ /HR				
Estimated quantity of hours per year:	4	4	4	4	4
<b>Extended Price:</b>	\$_____	\$_____	\$_____	\$_____	\$_____
<b>2.2 (iii) SUB-TOTAL:</b>					\$_____

**2.3 LABOUR:** Our fixed hourly rate per **Certified Electrician** shall be:

i) Regular Hours: 8:00 to 16:00, Monday to Friday (Rate/hour)	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
	\$_____ /HR				
Estimated quantity of hours per year:	4	4	4	4	4
<b>Extended Price:</b>	\$_____	\$_____	\$_____	\$_____	\$_____
<b>2.3 (i) SUB-TOTAL:</b>					\$_____

ii) Outside Regular Hours: Monday to Saturday, Time and a Half (1.5 x Regular Hourly Rate) (Rate/Hour)	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
	\$_____ /HR				
Estimated quantity of hours per year:	4	4	4	4	4
<b>Extended Price:</b>	\$_____	\$_____	\$_____	\$_____	\$_____
<b>2.3 (ii) SUB-TOTAL:</b>					\$_____

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<b>iii) Sunday &amp; Statutory Holidays Double Time (2 x Regular Hourly Rate) (Rate/hour)</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>YEAR 4</b>	<b>YEAR 5</b>
	\$_____ /HR				
Estimated quantity of hours per year:	4	4	4	4	4
<b>Extended Price:</b>	\$_____	\$_____	\$_____	\$_____	\$_____
<b>2.3 (iii) SUB-TOTAL:</b>					\$_____

**2.4 LABOUR:** Our fixed hourly rate per **Certified Transfer Switch Technician** shall be:

<b>i) Regular Hours:</b> <b>8:00 to 16:00,</b> Monday to Friday (Rate/hour)	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>YEAR 4</b>	<b>YEAR 5</b>
	\$ _____ /HR				
Estimated quantity of hours per year:	4	4	4	4	4
<b>Extended Price:</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>2.4 (i) SUB-TOTAL:</b>					\$ _____

<b>ii) Outside Regular Hours:</b> Monday to Saturday, Time and a Half (1.5 x Regular Hourly Rate) (Rate/Hour)	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>YEAR 4</b>	<b>YEAR 5</b>
	\$ _____ /HR				
Estimated quantity of hours per year:	4	4	4	4	4
<b>Extended Price:</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>2.4 (ii) SUB-TOTAL:</b>					\$ _____

<b>iii) Sunday &amp; Statutory Holidays</b> Double Time (2 x Regular Hourly Rate) (Rate/hour)	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>YEAR 4</b>	<b>YEAR 5</b>
	\$ _____ /HR				
Estimated quantity of hours per year:	4	4	4	4	4
<b>Extended Price:</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>2.4 (iii) SUB-TOTAL:</b>					\$ _____

**2.5 LABOUR:** Our fixed hourly rate per **Certified Infrared Thermographer** shall be:

<b>i) Regular Hours: 8:00 to 16:00, Monday to Friday (Rate/hour)</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>YEAR 4</b>	<b>YEAR 5</b>
	\$ _____ /HR				
Estimated quantity of hours per year:	4	4	4	4	4
<b>Extended Price:</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>2.5 (i) SUB-TOTAL:</b>					\$ _____

<b>ii) Outside Regular Hours: Monday to Saturday, Time and a Half (1.5 x Regular Hourly Rate) (Rate/Hour)</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>YEAR 4</b>	<b>YEAR 5</b>
	\$ _____ /HR				
Estimated quantity of hours per year:	4	4	4	4	4
<b>Extended Price:</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>2.5 (ii) SUB-TOTAL:</b>					\$ _____

<b>iii) Sunday &amp; Statutory Holidays Double Time (2 x Regular Hourly Rate) (Rate/hour)</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>YEAR 4</b>	<b>YEAR 5</b>
	\$ _____ /HR				
Estimated quantity of hours per year:	4	4	4	4	4
<b>Extended Price:</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>2.5 (iii) SUB-TOTAL:</b>					\$ _____

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**2.6 MATERIALS:** Materials will be charged at our laid-down cost plus a mark-up of:

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Percentage Mark-up	_____%	_____%	_____%	_____%	_____%
Estimated Expenditure:	\$2,000.00	\$1,500.00	\$1,000.00	\$500.00	\$500.00
* Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
<b>2.6 SUB-TOTAL:</b>					\$_____

\* The Extended Price for materials is calculated by adding the mark-up quoted to the total estimated expenditure (Example: Year 1, \$500.00 estimated expenditure; 10% mark-up quoted = \$500.00 + (\$500.00 x 10%) = \$550.00). The estimated expenditures are for evaluation purposes only.

Parts will be supplied FOB Destination including all delivery charges. The following definitions have been used to arrive at the figures as noted:

- i) MARK-UP - The difference between the Contractor's laid-down cost for product and resale price to the Crown. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.
- ii) LAID-DOWN COST - The cost incurred by a vendor to acquire a specific product or service for resale to the government. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

AUTHORIZATION FOR DELIVERY: The consignee shall request delivery of goods/services identified in Pricing Schedule 2., 2.1 (i), (ii), (iii) to 2.5 (i), (ii), (iii); and 2.6 on an authorization form provided by the Technical Authority.

**TOTAL ASSESSED PROPOSAL PRICE**

***Sum of Basis of Pricing***

<b>Pricing Schedule 1:</b>	=	\$ _____	+
<b>Pricing Schedule 2: 2.1 (i) to (iii) to 2.5 (i) to (iii)</b>	=	\$ _____	+
<b>Pricing Schedule 2: 2.6</b>	=	\$ _____	+
<b>TOTAL assessed proposal price</b>	=	<u>\$ _____</u>	

IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE UNIT PRICE WILL GOVERN. CANADA MAY ENTER INTO CONTRACT WITHOUT NEGOTIATION.

**Section III: Certifications**

Bidders must submit the certifications required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

#### **4.1.1 Technical and Financial Evaluation**

The mandatory criteria is required either prior to award OR at bid close as follows:

- 1) Submission of Evidence for all items in accordance with RFP Part 3, Section I - Technical Bid 3.1.2 to 3.1.5 are required **prior to award**; and
- 2) Submission of a Firm Price/Rate in Canadian funds for all the items listed in Part 3, Section II: Financial Bid is required **at bid close**.

### **4.2 Basis of selection**

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

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## **PART 5 - CERTIFICATIONS**

Bidders must provide the required certifications and documentation to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.

### **5.1 Mandatory Certifications Required Precedent to Contract Award**

#### **5.1.1 Code of Conduct Certifications - Related Documentation**

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 "Code of Conduct and Certifications - Bid" of Standard instructions 2003. The related documentation there in required will assist Canada in confirming that the certifications are true.

#### **5.1.2 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (<http://www.hrsdc.gc.ca/eng/labour/index.shtml>) available from [Human Resources and Skills Development Canada \(HRSDC\) - Labour's website](#)

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

## **PART 6 - SECURITY REQUIREMENT**

### **6.1 Security Requirement**

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 – Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in part 7 – Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGS Bid Solicitations – Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the **Departmental Standard Procurement Documents** Website.

### **6.2 Employee Information for Security**

The Bidder should specify the following information regarding employees proposed in Part 3, Section I (Technical Bid) to provide services against any resulting contract:

	<b>LEGAL NAME (First and Last)</b>	<b>DATE OF BIRTH</b>	<b>CURRENT CLEARANCE HELD</b>
Certified Diesel Engine Technician			
Certified Petroleum Mechanic			
Certified Electrician			
Certified Transfer Switch Technician			
Certified Infrared Thermographer			

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## **PART 7 - RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at Annex A. To provide preventive maintenance services on the Emergency Electrical Power Supply Systems, including all necessary tools, equipment and services, consumable materials, labour for all inspections, testing, cleaning, maintenance services in accordance with the Statement of Work attached herein as Annex A. All additional parts and labour required to effect repairs to the equipment listed at Annex A will be at extra cost to Canada.

This requirement is for Public Works and Government Services Canada (PWGSC) located at L'Esplanade Laurier, 140 O'Connor Street, Ottawa, ON.

#### **7.1.1 Replacement of Specific Individuals**

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
  - (a) the name, qualifications and experience of the proposed replacement; and
  - (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

## Names of qualified employees

The contractor must provide the names of the qualified Technicians who will be assigned to work on this Contract. The names provided below must be the same personnel listed in part 3 & part 6 of the proposal.

	LEGAL NAME (First and Last)
Certified Diesel Engine Technician	
Certified Petroleum Mechanic	
Certified Electrician	
Certified Transfer Switch Technician	
Certified Infrared Thermographer	

### 7.2 Standard Clauses and Conditions

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

#### 7.2.1 General Conditions

2035 (2013-06-27), General Conditions - Services, apply to and form part of the Contract.

### 7.3 Security Requirement

The following security requirement (SRCL and related clauses) applies and forms part of the Contract. Consult the Canadian Industrial Security Directorate (CISD) Web site for more information.

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex B;
  - (b) Industrial Security Manual (Latest Edition).

### 7.4 Term of Contract

#### 7.4.1 Period of Contract

The period of the Contract is from \_\_\_\_\_ to \_\_\_\_\_ inclusive.

**7.5 Authorities**

**7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

**Gisèle Lessard**

Public Works and Government Services Canada  
Acquisition Branch, Real Property Contracting Directorate (RPCD)  
3C2, Phase III, Place du Portage  
11 Laurier Street  
Gatineau, Quebec K1A 0S5  
Telephone : 819-956-2352  
Facsimile : 819-956-3600  
E-mail address: gisele.lessard@tpsgc-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.

**7.6.2 Technical Authority**

*"TO BE PROVIDED AT CONTRACT AWARD"*

The Technical Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

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

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

**7.6.3 Contractor's Representative**

The name and particulars of the person to be contacted for general enquiries and follow-up purposes:

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

## 7.7 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

## 7.8 Payment

### 7.8.1 Limitation of Expenditure

*The Contractor will supply the goods and services under the Contract to an estimated **total expenditure** that must not exceed \$ **(to be determined)** (Applicable Taxes included) of which \$ **(to be determined)** (Applicable Taxes included) is for goods and/or services enumerated or described in Pricing Schedule 1, and \$ **(to be determined)** (Applicable Taxes included) is for additional goods and/or services that may be requested on an "As and When Requested" basis at the prices and/or rates set out in Pricing Schedule 2.*

### 7.8.2 Basis of Payment - Firm Prices and "As and When"

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, in accordance with General Conditions 2035 16 (2012-07-16) 'Payment Period' and the following tables. Applicable Taxes are extra, if applicable.

- a) Firm rates will be paid in accordance with Pricing Schedule 1 in four (4) equal quarterly payments.
- b) "As and When Requested" Work:

Any costs incurred for Extra Work will be paid, in accordance with Pricing Schedule 2 and the Statement of Work, Annex A, on an "as and when requested" basis, after completion, inspection and acceptance of the work performed.

Canada's total liability to the Contractor under the "as and when requested" portion of the Contract must not exceed **(to be determined)**. Applicable Taxes are extra, if applicable.

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

- (a) when it is 75 percent committed, or
- (b) if the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the contracting Authority

whichever comes first.

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

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

### 7.8.3 SACC Manual Clauses

A9117C (2007-11-30) T1204 - Direct Request by Customer Department, apply to and form part of the Contract.

## 7.9 Invoicing Instructions - Maintenance Services

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the monthly maintenance report described in the Statement of Work of the Contract.

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

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

The original and two (2) copies of the invoices and monthly maintenance reports must be forwarded to the address for certification and payment.

Public Works and Government Services Canada  
 Maintenance and Operational Assurance Services  
 Chomley Building, 6th Floor  
 400 Cooper Street  
 Ottawa, Ontario, K1A 0S5  
 Attention: \_\_\_\_\_ (leave blank until contract award)

## 7.10 Certifications

### 7.10.1 Compliance

Compliance with the certifications and related documentation 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, provide the related documentation or if 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.

### 7.11 Applicable Laws

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

### 7.12 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2013-06-27)
- (c) Annex A, Statement of Work;
- (d) Annex B, Security Requirements Check List;
- (e) the Contractor's proposal dated \_\_\_\_\_ (*insert date of bid*)
- (f) Annex D, Cost Estimate Form for Extra Work

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## 7.13 Insurance Requirements

### 7.13.1 Insurance Requirements

The Contractor must comply with the insurance requirements specified in the **following article 7.13.2 Commercial General Liability Insurance**. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

### 7.13.2 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)
  - (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,

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

#### **7.14 Cellular Phones and/or Pagers**

The Contractor's Foreman or Site Supervisor must be equipped with a cellular phone and/or pager at all times. All expenses including installation, air time, activating fees, and the cost of the phones/pagers themselves, will be the responsibility of the Contractor. The Contractor must maintain an uninterrupted communication service.

#### **7.15 Government Site Regulations**

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

#### **7.16 Pre-Commencement Meeting**

A pre-commencement meeting is mandatory for the Contractor prior to commencing any work and minutes of the meeting will be taken. The time and place of this meeting will be determined by the Technical.

**ANNEX A**

**STATEMENT OF WORK**

**EJ196-122337**

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## **PART 1 GENERAL**

### **1.1 Definitions**

#### **1.1.1 Actions**

- 1.1.1.1 Checking/Check: a visual observation to ensure the device or system is in place and is not damaged or obstructed.
- 1.1.1.2 Inspecting/Inspection: physical examination to determine that the device or system will apparently perform in accordance with its intended function.
- 1.1.1.3 Testing/Test: the full operation of a device or system to ensure that it will perform in accordance with its intended operation or function.
- 1.1.1.4 Maintaining/Maintenance: routine recurring work; checking, inspecting, testing & service required to keep the components, sub-systems, system and integrated systems as identified in Part 3 – Equipment Inventory, in such condition that they may be continuously utilized, at their original or designed capacity and efficiency for their intended purpose.
- 1.1.1.5 Precision tank leak detection test: the test must be capable of:  
*(Reference: Canada, Minister of Justice, The Canadian Environmental Protection Act CEPA 1999, Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations, SOR/2008-197, Appendix C, 23)*
- 1) measuring the level of water in the tank to within 3 mm with a probability of 0.95 or greater;
  - 2) (if volumetric method is used,) of measuring the level of liquid in the tank to within 3 mm with a probability of 0.99 or greater;
  - 3) detecting a storage tank leak as small as 0.38 L/H with a probability of detection of 0.95 or greater and a probability of false alarm of 0.05 or less, within a period of 24 hours, accounting for variables such as vapour pockets, thermal expansion of product,

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temperature stratification, groundwater level, evaporation, pressure and end deflection.

- 1.1.1.6 Service: to make fit for use, adjust, or maintain in order to keep the equipment identified in Part 2 – Equipment Inventory, in an operational condition as per their original design intent.
- 1.1.1.7 Emergency Call: onsite diagnosis and correction made by a qualified person as outlined in 1.4.3 – Emergency Call.
- 1.1.1.8 Thermographic Survey: performing a survey with thermographic equipment.

## 1.1.2 Equipment

### 1.1.2.1 Thermographic Equipment: Equipment capable of :

- 1) detecting temperature ranges up to 500 Celsius
- 2) showing differential temperature
- 3) producing quality of images of 3 Mega pixel or better
- 4) accuracy of image +/- 2%
- 5) showing on site, the actual event via LCD screen at the request of the Technical Authority
- 6) displaying in Colour
- 7) file type JPEG or BMP for pictures of actual equipment showing, grey and white, Thermal Fusion and normal view on display screen.
- 8) 24 Degree optics as a minimum

## 1.1.3 Individuals

### 1.1.3.1 Qualified Person:

- 1) Someone who is in possession of a valid and recognized Canadian university or college degree, certificate, license, manufacturer-specific training/certification or professional standing. The university or college must have a provincial or territorial degree-granting status and;

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2) Someone having the appropriate minimum of five years of experience in the related field.

- 1.1.3.2 Electrician: someone who is in possession of a valid Certificate of Qualification (C of Q) at the Journeyman level in the province that the work is to be performed.
- 1.1.3.3 Master Electrician: an individual who is licensed under Ontario Electricity Act, Regulation 570/05.
- 1.1.3.4 Petroleum Mechanic: an individual who is in possession of a valid Ontario Petroleum license - PM 2 for underground tank systems or PM 3 for above ground systems.
- 1.1.3.5 Infrared Thermographer: an individual who is in possession of a InterNational Electrical Testing Association (NETA) accredited Infrared Level II or III Thermography Certificate.
- 1.1.3.6 Diesel Engine Technician: someone who holds the appropriate minimum five years of experience and training with diesel engines and generator systems, and who is capable of performing the diesel-related tasks described within this Statement of work..
- 1.1.3.7 Transfer Switch Technician: someone who holds the appropriate minimum five years of experience and training with transfer switches and who is capable of performing the related tasks described within this Statement of work..
- 1.1.3.8 Infrared Thermographer: an individual who is in possession of a Inter-National Electrical Testing Association (NETA) accredited Infrared Level II or III Thermography Certificate.

## 1.2 Codes, Standards, Regulations and Requirements

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1.2.1 General

- 1.2.1.1 The Contractor must comply with all Codes, Standards, Regulations and Requirements listed in this section.
- 1.2.1.2 The Contractor must keep within his possession a copy of the most current edition of the applicable Codes, Standards, Regulations and Requirements in force at the time of entering into the Statement of Work for the duration of the Contract.
- 1.2.1.3 In the event that concurrent documents exist, the most stringent set of Codes, Standards, Regulations and Requirements shall apply.

1.2.2 National, Provincial Codes

- 1.2.2.1 National, Provincial, Building Codes - As they pertain to the installation, verification and maintenance of Emergency Power Supply Systems.
- 1.2.2.2 National, Provincial, Fire Codes - As they pertain to the installation, verification and maintenance of Emergency Power Supply Systems.
- 1.2.2.3 National, Provincial, Electrical Safety Codes - As they pertain to the installation, verification and maintenance of Emergency Power Supply Systems.
- 1.2.2.4 National, Provincial, Health & Safety Codes - As they pertain to the works undertaken on site.

1.2.3 Standards

- 1.2.3.1 Canadian Underwriters Laboratories of Canada (CAN/ULC) Standards
  - 1) CAN/ULC/ORD - C58.12.92 - Leak detection devices (volumetric type) for underground flammable liquid storage tanks

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- 2) CAN/ULC/ORD - C58.14.92 - Non Volumetric leak detection devices for underground flammable liquid storage tanks.
- 3) CAN/ULC-S1001-11 – Standard for Integrated Systems Testing of Fire Protection and Life Safety

1.2.3.2 Canadian Standards Association (CSA) Standards

- 1) CSA C282 - Emergency electrical power supply for buildings
- 2) CSA Z460 - Control of hazardous energy - Lockout and other methods
- 3) CSA Z462 - Workplace Electrical Safety (Arch Flash Protection)
- 4) CSA-B 139 - Installation code for oil-burning equipment

1.2.3.3 National Fire Protection Association (NFPA) Standards

- 1) NFPA70 B – Recommended practice for electrical equipment maintenance.

1.2.4 Health and Safety

1.2.4.1 *Canada Labour Code Part II*, Canada Occupational Safety and Health Regulations

1.2.4.2 Health Canada / Workplace Hazardous Materials Information System (WHMIS)

1.2.4.3 Material Safety Data Sheets (MSDS)

1.2.5 Other required Codes, Standards, Regulations and Requirements

1.2.5.1 Canadian Environmental Protection Act (CEPA) 1999 - Canadian Environmental Protection Act 1999, Hazardous Waste Regulation

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- 1.2.5.2 Canadian Environmental Protection Act (CEPA) 2008-197 - Regulations for Storage tank systems for petroleum products and allied petroleum products.
- 1.2.5.3 International Electrical Testing Association (NETA) Maintenance and testing specifications for electrical power distribution equipment and systems
- 1.2.5.4 Canadian Council of Ministers of the Environment (CCME) - PN 1326 - Environmental code of practice for aboveground and underground storage tank systems containing petroleum and allied petroleum products
- 1.2.5.5 The Technical Standards and Safety Act, (TSSA) 2000, Ontario Regulation 215/01 TSSA - Ontario Region Requirement.
- 1.2.5.6 Provincial
  - 1) Provincial Environmental Protection Act Ex.- Ontario- R.R.O. 1990 Regulation 347 Waste Management.
  - 2) The Ontario Electricity Act 1998 – Ont. Regulation 570/05 Ontario Collage of Trades and Apprenticeship Act 2009 – S.O. 2009, Chapter 22 Ontario Ministry of Training, Colleges and Universities – Trade Certifications.
  - 3) Ontario Health and Safety Act and its associated regulation.

### 1.3 **Submittals**

#### 1.3.1 Fees, Permits and Certificates

- 1.3.1.1 Pay all fees and obtain all permits. Provide authorities with plans and information for acceptance certificate. Provide inspection certificates as evidence that work conforms to the requirement of the Authority having Jurisdiction.
- 1.3.1.2 Electrical Inspection Permits

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- 1) The Contractor is responsible to provide electrical inspection permits for all electrical work prior to the electrical work taking place. Refer to the National, Provincial or Territorial electrical codes as per 1.2 – Codes, Standards, Regulations and Requirements.
- 2) If an electrical inspection permit is not required, it is the Contractor's responsibility to provide a letter from the Electrical Safety Authority (ESA) confirming that the contractor is not required to provide electrical inspection permits for that specific work.

### 1.3.2 Site/Work Specific Implementation Plan

1.3.2.1 The Contractor must submit a detailed, site/work specific, implementation plan to the Technical Authority twenty working days prior to the commencement of work as identified in the Statement of Work.

- 1) The site/work specific, implementation plan must include:
  - a) A detailed site specific, inspection schedule.
  - b) A detailed work plan and Sequence of operation for the Annual inspection including the installation plan for a load bank if applicable.
  - c) The site-Specific Health and Safety Plan.
  - d) Hazardous Waste Management Plan
  - e) Samples of relevant inspection checklists.
  - f) Sample of a relevant Thermographic report.
- 2) As part of the site/work specific, implementation plan the contractor must perform:
  - a) A site-specific safety hazard assessment;
  - b) A health and safety risk/hazard analysis for site tasks and operations found within the implementation plan.
  - c) Hazardous Waste Audit

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- 1.3.2.2 The Technical Authority will review Contractor's, site/work specific implementation plan and provide comments to the Contractor within ten working days after the receipt of plan.
- 1.3.2.3 The Contractor must revise the site/work specific implementation plan as appropriate and resubmit the plan to the Technical Authority within ten working days after receipt of comments.
- 1.3.2.4 The Technical Authority's review of the Contractor's detailed site/work specific implementation plan should not be construed as final and does not reduce the Contractor' overall responsibility for providing the personnel required in the implementation plan.
- 1.3.2.5 The Technical Authority reserves the right to amend the site/work specific implementation plan at any time due to operational requirements and must sign off on all amendments to the plan, in consultation with the Contractor.

1.3.3 Site-Specific Inspection schedule

- 1.3.3.1 As part of the site/work specific, implementation plan, and every subsequent year after, the Contractor shall submit to the Technical Authority a detailed site specific, inspection schedule.
- 1) The schedule must include the additional monthly, semi-annual and annual requirements as defined in Part 2 – Execution.
- 1.3.3.2 The Technical Authority's review of Contractor's annual detailed inspections schedule should not be construed as final and does not reduce the Contractors' overall responsibility for providing the required personnel on the scheduled inspection dates.
- 1.3.3.3 The Technical Authority reserves the right to amend the inspection schedule at any time due to operational requirements and must sign off on all amendments to the plan, in consultation with the Contractor.

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1.3.3.4 In the event of a cancellation or a rescheduling that affects the completion of the work, if the Contractor has not been provided with a 2 hours cancellation notification prior to the original start time, the Contractor shall be paid a maximum of a 3 hour emergency call as per Pricing Schedule 2, billable hourly rates for each individual sent to site.

1.3.4 Work Plan and Sequence of Operation for the Annual inspection

1.3.4.1 As part of the site/work specific, implementation plan the Contractor must submit to the Technical Authority, a detailed work plan including a sequence of operation for all of the events covered under the Annual inspection. This work plan must include but is not limited to:

- 1) Lockout-Tag out procedures
- 2) Site-Specific Electrical Inspection Procedures
- 3) Isolation & Renergization Procedures
- 4) Spill Containment Procedures
- 5) Quantities of Hazardous Waste Products to be produced during the Annual inspection.

1.3.4.2 The Technical Authority reserves the right to amend the Work Plan at any time due to operational requirements and must sign off on all amendments to the plan, in consultation with the Contractor.

1.3.5 Health and Safety

1.3.5.1 Site-Specific Health and Safety Plan

- 1) As part of the site/work specific, implementation plan, the Contractor must submit to the Technical Authority their site-specific Health and Safety Plan.
- 2) The Health and Safety Plan must include:

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- a) Results of site-specific safety hazard assessment;
- b) Results of health and safety risk or hazard analysis for site tasks and operations found in work plan.
- c) The Technical Authority's review of Contractor's final Health and Safety plan should not be construed as approved and does not reduce the Contractor' overall responsibility for Health and Safety.

1.3.5.2 Accident Report

- 1) The Contractor must submit to the Technical Authority within twenty-four hours of incident and/or accident reports of incidents and/or accidents that occur during the term of the Contract.

1.3.5.3 Correction – Health and Safety Issues

- 1) The Contractor must provide the Technical Authority within two working days with written report of action taken to correct non-compliance of Health and Safety issues.

1.3.5.4 Hazardous Material (WHMIS-MDS)

- 1) The Contractor must submit any and all Workplace Hazardous Materials System (WHMIS) Material Safety Data Sheets (MSDS) for Hazardous Materials used on site to the Technical Authority five working days before such materials are brought to site.

1.3.6 Logbooks

1.3.6.1 The Contractor is responsible for supplying and completing the CSA C282 Logbook or Technical Authority approved equivalent. Logbooks are to be kept in the emergency power supply room. The logbook must be used to record the work performed at each visit and identify parts and materials used.

1.3.6.2 The completed original logbooks must be submitted to the Technical Authority and become the property of Canada.

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1.3.7 Inspection Checklists

- 1.3.7.1 Sample of checklists are available from the Technical Authority upon request.
- 1.3.7.2 The Contractor is responsible for providing and completing the inspection checklists required by this Statement of Work. These inspection checklists must be in conformance with the minimum requirements defined by the applicable Codes, Standards and Regulations.
- 1.3.7.3 Additional inspections, checks and tests, as identified in Part 2 – Execution, must also be recorded on the Contractor's checklists.
- 1.3.7.4 The inspection checklists must be submitted to and approved by the Technical Authority as part of the site/work specific, implementation plan.
- 1.3.7.5 The checklists must be used to record the work performed at each inspection and must identify the specific tasks undertaken.
- 1.3.7.6 The completed checklists are to be kept in a vinyl hard cover 3 "D" ring type loose leaf binder for 212 mm X 275 mm size paper with the required logbooks in the emergency power supply room.
- 1.3.7.7 The completed original inspection checklists must be submitted to the Technical Authority and become the property of Canada.

1.3.8 Building Life Safety Compliance Testing Manual

- 1.3.8.1 Signature of personnel performing any of the identified checks, inspections or tests as outlined in this Statement of Work must be entered into the Building Life Safety Compliance Testing Manual.

1.3.9 Material Removal Records

- 1.3.9.1 The Contractor must submit to the Technical Authority records for all removals from site, for both materials designated for alternative disposal and general waste as defined by the Canadian Environmental Protection Act

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(CEPA) 1999, Hazardous Waste Regulation and other applicable provincial, municipal or territorial legislation.

1.3.10 Reports for Tests, Checks, Maintenance and Service

1.3.10.1 Monthly and Semi-Annual Reports

- 1) A detailed and comprehensive signed inspection report must be submitted to the Technical Authority five working days following the completion of the monthly and semi-annual tests, checks, maintenance and service defined within this Statement of Work.
- 2) A detailed and comprehensive signed computerized or hard copy report of the monthly, and semi-annual test procedures carried out, must be submitted to the Technical Authority within ten working days following the completion of the inspections, tests, checks, maintenance and service defined within this Statement of Work.
- 3) The report must include the major and minor deficiencies noted during the inspections, tests, checks, maintenance and service defined within this Statement of Work.

1.3.10.2 Annual Report

- 1) A detailed and comprehensive signed computerized or hard copy of the annual inspection report must be submitted to the Technical Authority no later than fifteen working days following the completion of the Annual inspection, tests, checks, maintenance and service.
- 2) The Annual Report shall also include :
  - a) Major and minor deficiencies noted during the inspections, tests, checks, maintenance and service.
  - b) A Thermographic Report
  - c) A Liquid Analysis Report
  - d) The Fuel Oil Lab Report

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e) The Five Year Vibration Analysis Report (in year performed)

1.3.10.3 Fuel Oil Laboratory Report

- 1) The Contractor must ensure that the laboratory selected meets with the approval of the Technical Authority and is capable of analyzing the quality of the sample as per the requirements identified within the American Society for Testing and Materials (ASTM) Standard Specification for Diesel Fuel Oils.
- 2) The Contractor must submit a copy of the laboratory certification fifteen days prior to conducting the sample analysis.

1.3.10.4 Thermographic Report

- 1) A detailed and comprehensive signed Thermographic report must be submitted to the Technical Authority with the Annual report. The Thermographic report must:
  - a) identify deficiencies and defects;
  - b) include signature in final report;
  - c) Include images and photographs (file type JPEG or BMP) of actual equipment.
- 2) The Thermographic report must also include:
  - a) A photo of the Thermographic signature of defective equipment;
  - b) A photograph of same defective equipment;
  - c) Defective equipment identification and location in accordance with drawing.
  - d) The following information;

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Thermographic Report

**General**

Date	
Customer	
Location	
Area	
Component	

**Phase Load in Amps**

Phase A	
Phase B	
Phase C	
Neutral	

**IR Information Value**

Time of Creation	
Camera serial Number	

**Object Parameter Value**

Emissivity	
Object Distance	
Actual Temperature	
Reference Temperature	
Rise above Reference	
Priority	

**Following actions**

Probable Cause	
Corrective action	
Date repaired	
Repaired by	

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Comments	
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1.3.10.5 Liquid Analysis Report

- 1) The Contractor must provide a liquid analysis report for the anti-freeze and lubricating oil liquid comparing it against the manufacturer's recommendations. The results must be submitted within the annual report.

1.3.10.6 Fuel Oil Lab Report

- 1) The Contractor must provide a fuel lab report to be submitted with the annual report.

1.3.10.7 Five Year Vibration Analysis Results

- 1) The Contractor must provide a Vibration analysis report to be submitted with the annual report in the year performed.

1.4 **General Requirements**

1.4.1 Purpose

1.4.1.1 The maintenance and service of building components, sub-systems, systems and integrated systems is of utmost importance to ensure the successful operation of the installed services and utilities.

1.4.1.2 The maintenance must not be considered completed until it can be demonstrated to the Technical Authority that the work defined within this Contract has been satisfactorily performed by the Contractor.

1.4.2 Objective

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1.4.2.1 The objective of this Statement of Work is to engage a Contractor to provide maintenance on the Emergency Electrical Power Supply System to ensure the integrity and uninterrupted performance of the systems as indicated in Part 3 – Equipment Inventory, including but not limited to:

- 1) Diesel Generator(s)
- 2) Fuel System(s)
- 3) Transfer Switch(s)
- 4) Breaker(s)
- 5) Splitter Trough(s)
- 6) Disconnect(s)
- 7) Motor Starter(s)
- 8) Panel Board(s)

#### 1.4.3 Emergency Calls

1.4.3.1 The Contractor must provide a qualified person (s) as defined by Section 1.1 - Definitions, to respond, on site, on a twenty-four (24) hour, seven (7) day a week basis at no extra labour cost to Canada.

1.4.3.2 The Contractor must respond within thirty (30) minutes and be on site ready to work within two (2) hours. All work for emergency service must be executed by a qualified service personnel named in the Contract and such work must proceed continuously until the system is returned to safe operating condition.

1.4.3.3 Request for Emergency calls must only be accepted from the National Call Centre or the Technical Authority.

1.4.3.4 Any emergency calls will be at extra cost to Canada and shall be calculated based on the 'As and When Requested Work' Pricing Schedule 2 in the Contract.

#### 1.4.4 Problem Escalation

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- 1.4.4.1 If within the first four hours of working on the equipment, the Contractor's service technician has not been able to make significant progress of determining the problem with the equipment, they must then contact their technical support manager, service manager or engineering manager for advice on a further course of action;
- 1.4.4.2 If the problem has not been identified within a total of eight hours, the service technician must contact their technical support manager, service manager or engineering manager, who must arrange to have someone with more expertise [i.e. an engineer] available on site within the following twenty-four hours.
- 1.4.4.3 The Contractor must submit a written report within forty-eight hours to the Technical Authority providing a clear and concise rationale of the events leading up to the failure of any component, sub-system, system or integrated system and how the issue was repaired.

#### 1.4.5 Notifications

- 1.4.5.1 An annually approved schedule is required before the start of the first test and every subsequent year thereafter.
- 1.4.5.2 The Technical Authority must be notified a minimum of fifteen working days prior to tentative tests to allow time to make necessary arrangements.
- 1.4.5.3 The Contractor must ensure that proper notification procedures are in place to avoid false alarms during service, repairs and testing of the equipment identified in Part 3 – Equipment Inventory.
- 1.4.5.4 The Contractor must ensure that proper notification procedures are in place to avoid any miscommunication. The list of minimum contacts includes but is not limited to: the Technical Authority, the Monitoring Service, and the Site Security.
- 1.4.5.5 The Contractor must notify the Technical Authority in writing within twenty-four hours of repairs or service deemed necessary that were identified during inspections, checks, tests and Emergency calls that are not included within the Statement of Work.

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1.4.6 Operational Requirements

1.4.6.1 The Contractor must provide required maintenance as per Contractual requirements and at the indicated frequency, inclusive of the manufacturer's recommendations to maintain the equipment at its original performance level to provide trouble-free operations.

1.4.7 Extra Work

1.4.7.1 The Equipment Inventory identified in Part 3 – Equipment Inventory must be inspected, tested and maintained as described herein. All additional parts and labour required to effect repairs to this equipment will be at extra cost to Canada.

1.4.7.2 For any repairs associated with the Equipment Inventory, the Contractor must submit to the Technical Authority for review, within twenty-four hours, a comprehensive part & labour cost summary and the reason for repair(s). If the request is deemed fair and reasonable by the Technical Authority, compensation will be provided to the Contractor as per the "As and When Requested Work" Pricing Schedule 2 in the Contract. The proposed repairs must not proceed without prior consent in writing from the Technical Authority.

1.4.7.3 While the Contractor is on site, deficiencies discovered that can be repaired with available material from the Contractor's stock must be billed as per the As and When Requested Work Pricing Schedule 2 in the Contract. The approval to proceed with this corrective work can only be authorized by the Technical Authority.

1.4.7.4 Components used to repair or replace existing components must be new, compatible with the existing inventory, Canadian Underwriters Laboratories of Canada (ULC) and/or Canadian Standards Association (CSA) listed and must comply with the applicable provisions of the codes, standards, regulations and requirements identified in Section 1.2 – Required Codes, Standards, Regulations and Requirements.

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1.4.7.5 The Contractor is to identify modifications or improvements to the equipment or system(s) that will enhance equipment serviceability, life expectancy and/or efficiency. The Contractor must submit an estimated cost of the repairs based on the 'As and When Requested Work' Pricing Schedule 2 in the Contract.

1.4.8 Building Access Hours

1.4.8.1 Regular, silent and weekend working hours

- 1) Regular building working hours are from 06:00 AM until 06:00 PM, Monday to Friday.
- 2) Silent building hours are from 06:00 PM until 06:00 AM, Monday to Friday.
- 3) Weekend building working hours are from 06:00 PM, Friday to 06:00 AM, Monday.

1.4.8.2 Inspections, Maintenance, Testing and Service

- 1) **With Disruption and Interference**
  - a) The inspections, maintenance, testing and service as defined by this Statement of Work must be carried out at such a time as to not inadvertently interfere with the operation of any equipment within the building (e.g. cause the shut-down of the computers or any other integrated building systems).
  - b) Routine maintenance, testing and service to the Emergency Electrical Power Supply Systems as required by this Statement of Work, which may cause disruption to the building occupants and/or systems, must not be carried out during normal working hours as defined in article 1.4.8.1- Regular, Silent and Weekend Working Hours.
  - c) Disruptive tasks include load transfer, testing of ancillary functions, or other tests and services deemed unacceptable by the Technical Authority.

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- d) Testing with disruption and interference tasks required by this Contract must only take place during the **Weekend working hours.**

2) **Without Disruption and Interference**

- a) Routine maintenance, testing and service to the Emergency Electrical Power Supply Systems as required by this Statement of Work, which will not cause disruption to the building occupants and/or systems, may be carried out during **Regular working hours** as defined in article 1.4.8.1- Regular, Silent and Weekend Working Hours.

1.4.8.3 Testing

- 1) Testing required by this Statement of Work must only take place on silent working hours, between the hours of 18:00 and 06:00 hrs.

1.4.8.4 Service

- 1) Service required by this Statement of Work must only take place on silent working hours between the hours of 18:00 and 06:00 hrs.

1.5 **Responsibilities**

1.5.1 Completion of the Statement of Work

- 1.5.1.1 The Contractor must have the complete operational and adjustment procedures of the manufacturers for the equipment concerned, including direct access to the manufacturer's technical support services and service bulletins.

- 1.5.1.2 The manufacturers may possess Proprietary Rights on some or all of the equipment listed in Section 3 – Equipment Inventory. Should a need arise to

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test, inspect, reconfigure, replace or reprogram such equipment, the Contractor must ensure the Work is completed at no additional cost to Canada.

- 1.5.1.3 It is the responsibility of the Contractor to provide one vinyl hard cover 3 "D" ring type loose leaf binder for 212 mm X 275 mm size paper, which holds the required checklists as per Section 1.3 - Submittals. The binder must be kept available in the emergency power supply room and becomes the property of Canada.

1.5.2 Negligence on the Part of Canada and Other Parties

- 1.5.2.1 The Contractor is not required, as part of his Statement of work, to make renewals or repairs necessitated by reason of the negligent operation or misuse of the equipment by Canada or other parties or by reason of any other cause beyond the Contractor's control.

- 1.5.2.2 The Contractor must notify the Technical Authority by phone within an hour and subsequently to follow up with a written report by fax or e-mail within twenty-four hours of any negligent operation or misuse of the equipment by Canada and other parties. The Contractor may be required to make repair or replace components necessitated by such occurrence at extra cost.

1.5.3 Documentation

- 1.5.3.1 It is the responsibility of the Contractor to document the tasks and activities associated with checks, tests, maintenance and service as identified within this Contract.
- 1.5.3.2 The documentation as a result of the above is to be provided to the Technical Authority in accordance to the procedures identified within Section 1.3 – Submittals.
- 1.5.3.3 Checks, tests, maintenance and service must be documented as identified within this statement of work and must be demonstrated as being correct and complete to the satisfaction of the Technical Authority.

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#### 1.5.4 Health and Safety

- 1.5.4.1 Site Specific Health and Safety Plan: See Section 1.3 – Submittals.
- 1.5.4.2 It is the responsibility of the Contractor to ensure the health and safety of persons on site, safety of property on site and protection of persons adjacent to site and environment to the extent that they may be affected by conduct of work.
- 1.5.4.3 It is the responsibility of the Contractor to comply with and enforce compliance by employees with safety requirements of the contract documents, applicable Federal, Provincial, Territorial and local statutes, regulations, ordinances, and with the site-specific Health and Safety Plan.
- 1.5.4.4 It is the responsibility of the Contractor to comply with the *Canada Labour Code Part II*, and the associated Canada Occupational Health and Safety Regulations.
- 1.5.4.5 It is the responsibility of the Contractor to comply with the Ontario Health and Safety Act and its associated regulations.
- 1.5.4.6 It is the responsibility of the Contractor to remove from the site any person employed on the site by the Contractor that, in the opinion of the Technical Authority, is a security risk, has been conducting himself/herself improperly or has violated the requirements of the site specific Health and Safety Plan. The Contractor must replace the removed individual with another individual with the same mandatory qualifications within twenty-four hours.

#### 1.5.5 Working Alone Policy

- 1.5.5.1 No employee shall work alone on the site at any time. It is the responsibility of the Contractor to ensure that the appropriate measures are implemented for two or more of its employees to be on site at all times during any job function.

#### 1.6 Summary of Work

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### 1.6.1 Inclusions of the Statement of Work

#### 1.6.1.1 Labour

- 1) The labour for all inspections, testing, cleaning, maintenance, service and contract administration expenses must be provided by the Contractor at no extra cost to Canada.
- 2) The labour for Emergency calls must be provided by the Contractor on a 7 days a week/ 24-hour basis for the duration of the Statement of Work as per subsection 1.4.3. - Emergency Calls.

#### 1.6.1.2 Load Bank

- 1) If the building load cannot achieve the 30% test load required by CSA 282 for monthly testing, the Contractor is responsible for providing a load bank and all necessary cabling for connection to the Emergency Electrical Power Supply System or Systems being tested, to meet the required 30% load capacity of the generator.
- 2) Prior to the monthly load bank test, the Contractor will provide their installation location and isolation procedures to the Technical Authority as part of the monthly Inspection -Sequence of Operation Section 1.3 – Submittals.

#### 1.6.1.3 Tools, Equipment and Services

- 1) The Contractor must furnish all necessary Personal Protective Equipment (PPE), tools, services, materials and labour to execute the work required for the testing, checking, inspection & maintenance of the Emergency Electrical Power Supply System(s), sub-systems and related equipment under the terms and conditions contained herein identified in Part 3 – Equipment Inventory.

#### 1.6.1.4 Consumable Materials

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- 1) The Contractor must provide all necessary consumable materials required for the maintenance and service of the diesel generator equipment. This includes, but is not limited to oil, lubricating oil, lubricating oil filters, fuel oil filters, combustion air filters, distilled water, and cleaning materials.
- 2) Consumable materials used to repair or replace existing system components must be new, compatible with the existing inventory, Canadian Underwriters Laboratories of Canada (ULC) and/or Canadian Standards Association (CSA) listed and must comply with the applicable provisions of the codes, standards, regulations and requirements identified in Section 1.2 – Required Codes, Standards, Regulations and Requirements.

#### 1.6.2 Schedule

1.6.2.1 The first inspection and test must be carried out fifteen working days following the work start date as identified in this Statement of Work, with each successive test following at:

- 1) Monthly;
- 2) Semi-Annually; and
- 3) Annually, as applicable, to be first Monthly.

#### 1.6.3 Hazardous Waste Management Plan

##### 1.6.3.1 General

- 1) The Contractor must comply with the Environmental Protection Act and applicable Provincial Codes, Standards and Requirements as per Section 1.2 - Required Codes, Standards, Regulations and Requirements, including local hazardous waste management programs.
- 2) The Contractor must conduct a hazardous waste audit to determine the hazardous waste generated during maintenance, service and

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repair activities over the duration of the Statement of Work, and prepare a written hazardous waste management plan as part of the Site - Work Specific Implementation Plan under Section 1.3 - Submittals.

- 3) All maintenance personnel shall be fully briefed on the hazardous waste management work plan and shall be required to conform to it for all aspects of the work. The Contractor shall be responsible for the enforcement of this requirement. The Technical Authority reserves the right to require the dismissal from the site of personnel who fail to comply with the requirements of the hazardous waste management plan.

#### 1.6.3.2 Scheduling

- 1) The Contractor must coordinate the work of the hazardous waste removal and disposal with other activities at site to ensure timely and orderly progress of work.

#### 1.6.3.3 Execution of Work

- 1) The Contractor must place hazardous waste generated by the performance of the maintenance items and duties required by this Statement of Work in the hazardous waste containers provided by Canada. The containers are to be stored, on the site in an area designated by the Technical Authority. The Contractor must do work in accordance with the hazardous waste management plan.
- 2) Hazardous waste includes but is not limited to;
  - a) Engine oil
  - b) Fuel oil
  - c) Anti-freeze
  - d) Fuel oil filters
  - e) Engine oil filters
  - f) Batteries

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- 3) Hazardous waste materials must be handled in accordance with the appropriate Codes, Standards, Regulations and Requirements as identified within section 1.2 – Codes, Standards, Regulations and Requirements.
- 4) The Contractor must clean up work area as work progresses;
- 5) The Contractor must remove tools on completion of work, and leave work areas in clean and orderly condition;
- 6) Mechanical and electrical equipment, sub-systems and systems must be protected from damage and blockage.

1.6.3.4 Health and Safety

- 1) Unforeseen Hazard
  - a) When unforeseen safety-related factor, hazard, or condition occurs during performance of the work, the Contractor has the right to follow procedures in place for Employee's Right to Refuse Work, in accordance with Acts and regulations of the province having jurisdiction. The Contractor must immediately advise the Technical Authority verbally and in writing within twenty-four hours.
- 2) Correction of Non-Compliance by the Contractor
  - a) Immediately address Health and Safety non-compliance issues identified by authority having jurisdiction or by the Technical Authority.
  - b) Provide the Technical Authority with written report of action taken to correct non-compliance of Health and Safety issues as identified in Section 1.3 – Submittals.
  - c) The Technical Authority may stop work if non-compliance of Health and Safety regulations is not corrected.
- 3) On-site Contingency and Emergency response plan

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- a) The Contractor must comply with the standing emergency plan for the site where the work is being performed.

1.6.4 Disposal of Waste

- 1.6.4.1 Burying of rubbish and waste materials by the Contractor is prohibited.
- 1.6.4.2 Disposal of waste, volatile materials, mineral spirits, paint thinners or petroleum products into waterways, storm or sanitary sewers is prohibited.
- 1.6.4.3 Unless specified otherwise, materials for removal become the Contractor's property.

1.7 **Work Restrictions**

1.7.1 Use of site and facilities

- 1.7.1.1 The Contractor must execute work with least possible interference or disturbance to the normal use of the premises. Arrangements with Technical Authority must be made to facilitate work.
- 1.7.1.2 The Contractor must maintain security measures established by the existing facility and as approved by the Technical Authority.

1.7.2 Maintenance of Existing Services

- 1.7.2.1 The Contractor must provide the following in order to maintain existing services:
- 1) Personnel, pedestrian and vehicular traffic access;
  - 2) A flag person where work impedes on regular traffic flow;
  - 3) Safety barricades, signage and all precautionary measures required to assure the continued use to building access and services;

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- 4) Liability for damage, safety of equipment and overloading of existing equipment;
- 5) Where building security is reduced by the work, temporary means of maintaining security must be provided. i.e. posting a person or persons to monitor entry to the building.

1.7.3 Intended interruption of Services

- 1.7.3.1 The Contractor must notify the Technical Authority fifteen working days prior to intended interruptions of services and obtain written permission before beginning the work.

**PART 2 EXECUTION**

2.1 **General - Emergency Power Supply System(s)**

2.1.1 Performance

- 2.1.1.1 All work shall be performed in accordance with the applicable Federal, Provincial or Territorial building, fire and electrical codes as identified in Section 1.2 – Codes, Standards, Regulations and Requirements.
- 2.1.1.2 The Contractor shall execute such work in a careful and workmanlike manner.
- 2.1.1.3 Each system, sub-system, integrated system and component associated with the Emergency Electrical Power Supply Systems as identified within Part 3 – Equipment Inventory, must be checked, inspected and tested as per the applicable Codes, Standards, Regulations and Requirements in Section 1.2.

2.1.2 Required Consumable Material

- 2.1.2.1 The Contractor must provide and store on site, as directed by the Technical Authority, the following consumable material. These material must be replaced on an annual basis by the Contractor ;

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- 1) A minimum of 4.54 litres of distilled water.
- 2) Fuel filter(s) of each type and quantity required on fuel system as per Part 3 – Equipment Inventory.
- 3) Oil filter(s) of each type and quantity required as per Part 3 – Equipment Inventory.
- 4) Coolant filter(s) of each type and quantity required as per Part 3 – Equipment Inventory.

### 2.1.3 Scheduling and Planning

#### 2.1.3.1 Maintenance Implementation Strategy

- 1) The Contractor must review the maintenance implementation strategy and planning carefully with the Technical Authority. The Contractor must provide the Technical Authority with a detailed maintenance implementation strategy schedule as per Section 1.3 Submittals.

#### 2.1.3.2 Weekly, Monthly, test intervals

- 1) The Contractor must schedule maintenance intervals according to CAN/CSA - C282, which must include:
  - a) Weekly Requirements
    - i) Except when Monthly, Semi-Annual and Annual events occur during the term of this Statement of Work, the Weekly requirements will be performed by Canada and other parties.
  - b) Monthly Requirements
    - i) The monthly checks, inspections and tests must also include the applicable weekly requirements.
  - c) Semi-Annual Requirements

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i) The semi-annual maintenance, checks, inspections and tests must also include the applicable weekly and monthly requirements.

d) Annual Requirements

- i) The annual maintenance, inspection and tests must also include the applicable weekly, monthly and semi-annual requirements.
- ii) As part of the annual checking, inspection and testing procedures the Contractor is responsible for providing and covering the cost of a CSA/ULC Approved load bank and all necessary cabling for connection to the Emergency Electrical Power Supply System or Systems being tested, to meet the required maximum load capacity of the generator.
- iii) The Contractor must provide their installation location and isolation procedures to the Technical Authority as part of the Annual Inspection -Sequence of Operation Section 1.3 – Submittals.
- iv) The Contractor must submit a detailed sequence of operation for all of the events covered under the Annual inspection as detailed in Section 1.3 – Submittals.
- v) The Contractor must provide a liquid analysis report for the anti-freeze and lubricating oil liquid as per Section 1.3 – Submittals.

e) Five Year Requirements

- i) The five-year maintenance, checking, inspection and testing must be performed in the third year of the Contract duration.
- ii) The five-year maintenance, checking, inspection and testing procedures requires the Contractor to perform a

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- vibration analysis of the generator and engine, during both full-load and cool down periods.
- iii) Vibration analysis results must be compared with the Original Equipment Manufacturers' (OEM) established and recommended tolerance figures. Results are to be submitted with the Annual report as per Section 1.3 – Submittals.

2) Semi-annual and annual tests intervals

- a) There must be a minimum of at least six months between the semi-annual and the annual test of Emergency Power Supply system(s).

2.1.4 Inspections Closeout Tasks

- 2.1.4.1 The Contractor must restore the systems as identified in Part 3 – Equipment Inventory to the operational state as recorded prior to the commencement of the scheduled checks, inspections and tests included in this Statement of Work.

2.1.5 Personnel on site

2.1.5.1 Electrical work

- 1) Electrical work shall be performed by an electrician(s), as per Section 1.1 – Definitions.

2.1.5.2 Monthly required personnel

- 1) The monthly inspections, checks, and tests must be carried out with the personnel holding the following qualifications (as identified in part 1.1 Definitions) :
- a) Diesel Technician  
b) Petroleum Mechanic

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c) Electrician

- 2) A minimum of two qualified personnel must be present for monthly inspections. One can be dual-trained.

2.1.5.3 Semi-Annual Inspection Required Personnel

- 1) Personnel required under the monthly inspections are required at the semi-annual inspection.
- 2) Other qualified personnel or service(s) relevant to the semi-annual testing and work identified within this Statement of Work as outlined in Section 1.1. - Definitions.

2.1.5.4 Annual Inspection Required Personnel

- 1) Personnel required under the semi-annual inspections are required at the annual inspection.
- 2) Other qualified personnel or service(s) relevant to the Annual testing and work identified within this Statement of Work.

2.2 **Additional Monthly Requirements**

2.2.1 Fire Pump Transfer Switch(s)

- 2.2.1.1 Must be tested to insure correct operation during monthly diesel generator test.

2.2.4 General Annunciator Panel(s): (Local & Remote)

- 1) The Annunciator panel(s) must be checked to confirm correct operation.

2.2.5 Emergency Power Supply System Room or Enclosure/Container

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2.2.5.1 Motor Starters:

- 1) Motor starters must be checked for correct operation.

2.3 **Additional Annual Requirements**

2.3.1 Thermographic Survey Requirement

2.3.1.1 After the first 90 minutes of the 120 minutes annual full load test, the Contractor must conduct a complete Thermographic Survey (as defined in Section 1.1 – Definitions) of the electrical equipment identified in Part 3 - Equipment Inventory, to identify any thermal anomalies.

2.3.1.2 The Contractor shall provide a written report as per Section 1.3 -Submittals.

2.3.2 Load Bank

- 1) Proper mounting of all panel covers, including latches, must be checked, where applicable.
- 2) Dust and grime from both interior and exterior surfaces of the control cabinet must be removed.
- 3) Coils and fans must be cleaned as specified by the manufacturer.
- 4) Indicating lamps, which are required to be illuminated as part of their normal function, must be inspected to assure that they are operational.
- 5) Load bank must be inspected for any unusual noises, vibration or smells.
- 6) Electrical connections must be inspected to ensure proper tightness.
- 7) Load bank must be inspected for signs of heating (e.g. discoloration or damaged insulation).
- 8) Movable linkages must be inspected.
- 9) Meters and gauges must be calibrated.
- 10) Control panel switches and remote control panel switches must be tested for correct operation.

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- 11) The equipment ventilation system, including belts, must be checked and tested.
- 12) Necessary temporary cabling for connection must be provided and installed from the load bank to the Emergency Electrical Power Supply System or systems being tested and removed after completion.

### 2.3.3 Water Cooled Generator Annual Inspection

#### 2.3.3.1 Heat Exchanger

- 1) Clean and Inspect Heat Exchanger and Core.
- 2) Remove Zinc electrodes from the inlet and inspect for damage.
- 3) Clean electrodes. Replace worn electrodes.
- 4) Inspect all gaskets and seals. Replace all damaged or worn gaskets and seals.
- 5) Inspect the cooling system.
- 6) Replace all filters as per manufacturer's recommendations.
- 7) Inspect coolant and clean every 1000 hours.
- 8) Check all hoses for wear and blockage.

#### 2.3.3.2 Water Pump

- 1) Check water pump for leaks.
- 2) Remove water pump and check gaskets and seals.
- 3) Verify that impeller is undamaged and free of obstruction.
- 4) Check all pipes and hoses for wear.

#### 2.3.3.3 Water Cooled Generator Inspection

- 1) Contractor must inspect all belts and hoses.
- 2) Contractor must ensure that all parts are lubricated and that all oil levels are as per manufacturer's recommendations.

### 2.3.4 Engine Exhaust System

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- 1) Muffler and/or scrubber must be inspected and cleaned.
- 2) Exhaust piping must be inspected for cracks, corrosion, rust, or any other signs of deterioration.
- 3) Exhaust pipe supports must be inspected for proper support and anchoring.
- 4) Exhaust pipe insulation must be inspected for cracks and deterioration.

#### 2.3.5 Single Generator Control Panel

2.3.5.1 The breakers located within control panels on generator set or remotely shall be:

- 1) Inspected for condition of insulators and barriers
- 2) Inspected for proper anchorage and alignment.
- 3) Inspected for unusual heating.
- 4) Inspected for correct tightness of accessible bolted electrical connections by calibrated torque-wrench method in accordance with manufacturer's published data or Table 100.12 of NETA
- 5) Cleaned as per manufacturers recommendations.
- 6) Tested to ensure smooth operation.

2.3.5.2 The engine and generator safeties shall be inspected and tested to ensure correct operation of safety features as per CSA C-282.

2.3.5.3 Communication /operation and Annunciation Between Generator Control Panel and Other Relevant Equipment

- 1) The following equipment must be inspected and tested for correct annunciation:
  - a) Engine
  - b) Generator
  - c) Fuel system
  - d) Ventilation systems
  - e) Building Automation System (BAS)
  - f) Power distribution transfer switches.

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- g) Fire-pump transfer switches.
- h) Fire alarm system.
- i) Battery charger.

2.3.5.4 General Annunciator Panel(s) -Local & Remote

- 1) The Annunciator panels must be inspected & tested to confirm correct operation.

2.3.5.5 Emergency Power Off (EPO) Station

- 1) The EPO located on the control panel must be inspected and tested for correct operation.
- 2) The EPO located at the entrance to generator room or outside the room must be inspected and tested for correct operation.

2.3.5.6 Transfer Switches

- 1) Transfer Switches must be maintained as per CSA- 282-09, Table 5 Subsection 6.
- 2) Base building transfer switch(s) programming and time delays shall be tested.
- 3) Tenant service transfer switch(s) programming and time delays shall be tested.
- 4) Fire Pump Transfer Switch(s) shall be tested to insure correct operation only. Maintenance to be performed by Canada and other parties.
- 5) Emergency power circuit breaker for fire pumps transfer switch(s):
  - a) Must be inspected for condition of insulators and barriers
  - b) Must be inspected for proper anchorage and alignment.
  - c) Must be inspected for unusual heating.

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- d) Must be inspected for correct tightness of accessible bolted electrical connections by calibrated torque-wrench method in accordance with manufacturer's published data or Table 100.12 of InterNational Electrical Testing Association (NETA).
- e) Must be cleaned as per manufacturer's recommendations.
- f) Must be tested to ensure smooth operation.

2.3.5.7 Room or Enclosure/Container Ventilation Systems

- 1) Room/enclosure air supply and exhaust system(s) motorized dampers:
  - a) Must be cleaned and inspected.
  - b) Must be operated over full cycle to confirm proper operation.
  - c) Must be tested to ensure that dampers open and close to proper positions.
  - d) Must be inspected to ensure that motor shaft and linkage is not damaged or obstructed.
  - e) Linkage must be lubricated.
- 2) Room/enclosure air supply and exhaust system(s) room thermostat must be tested for correct and accurate operation.
- 3) Room/ enclosure air supply and exhaust system(s) fan and motor assembly must be:
  - a) Checked for excessive noise, vibration and overheating.
  - b) Inspected to ensure fan blades are clean.
  - c) Checked to confirm belt, condition, tension and alignment
  - d) Lubricated.
  - e) Cleaned internally and externally.
  - f) Tested to insure that fan rotates freely.
  - g) Inspected for solid mounting. Tighten mounting bolts if found to be loose.
  - h) Inspected for shaft play and bearing wear. Recommend replacement of defective equipment if discovered.
  - i) Inspected to ensure integrity of safety guard, if fitted with such.

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- 4) Room/enclosure air supply and exhaust system(s) motor starter(s)
- a) Must be checked, inspected and tested
  - b) Must be cleaned of dirt, rust or corrosion.
  - c) Must have their electrical connections torqued to manufacturers' recommended values.
  - d) Must be inspected for frayed strands on flexible leads, flexing over entire length.
  - e) Must be inspected for noise, shading coils, magnetic surfaces, sealing, mechanical binding and loose rivets.
  - f) Must be inspected for proper sizing of over-current and overload devices.
  - g) Must have their mechanical connectors inspected.
  - h) Spring clip pressure of fuse clips must be inspected.
  - i) Electrical connections must be inspected for discoloration of any current carrying parts.
  - j) Coils must be inspected for signs of overheating or mechanical wear.
  - k) Push buttons, selector switches and/or pilot devices must be cleaned and device contacts shall be inspected.
  - l) Pilot circuit must be tested for continuity.
  - m) Contactors must be inspected for flashing; if noted, then adjust contactor to eliminate contact bounce.
  - n) Copper fuse ferrules must be polished. The Contractor must inspect for loose ferrules and proper size fuses.
  - o) Contact tips must be inspected. The Contractor must recommend replacement if burnt excessively, must not file silver tips. The Contractor must wipe clean and recommend replacement if less than 50% contact surface remains.
  - p) Magnet faces must be cleaned, shading checked. Striking coil must be inspected for misalignment and binding. Correct as required.
  - q) Overload relays must be tripped by hand to ensure mechanically free. The Contractor must clean, check heater coil and tighten coil connections.

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- r) Arc shields must be checked for breaks and burning of arc blow out segments. The Contractor must recommend replacement if 1/3 vaporized.
- s) Rectifiers continuity and voltage must be inspected.
- t) Relays must be cleaned. The Contractor must inspect for mechanical binding and striking and check contacts.
- u) Starting sequences must be tested to ensure controls function properly.
- v) Pilot devices, pressure switches and temperature switches, bottom and top limits of operation must be checked. The Contractor must check for fluttering of contacts (revealed by pumping of main contacts).

## 2.4 **Fuel System(s) Associated With Emergency Power Supply System(s)**

### 2.4.1 General

2.4.1.1 A Qualified Person, as defined in Section 1.1 - Definitions of this specification, shall perform the maintenance of the fuel system associated with Emergency Electrical Power Supply System(s).

### 2.4.2 Annual Testing Requirement

2.4.2.1 Annually, the Contractor must test the Quality of the fuel as follows:

- 1) Annually,
  - a) CAN/ CSA C282 - visual inspection of fuel (clear and bright test) and;
  - b) The Contractor must submit the fuel sample to a qualified laboratory certified to perform analysis on diesel fuel for contamination and fuel degradation.
    - i) The Contractor shall ensure that the laboratory selected meets with the approval of the Technical Authority and is capable of analyzing the quality of the sample as per

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- the requirements identified within ASTM Standard Specification for Diesel Fuel Oils.
- ii) The contractor shall submit lab reports as per the requirements identified in Section 1.3 - Submittals.
  - iii) Test results shall indicate that the diesel fuel tested meets the ASTM standard specification as recommended by the engine manufacturer.
  - iv) The Contractor shall change fuel filter(s) on a yearly basis using the onsite stock.
- c) Depending on the combined results of the clear and bright test and the laboratory test results the Contractor must be available to supervise the stabilizing, filtering and fuel replacement at no cost to Canada. Canada shall bear the actual filtering & fuel replacement costs excluding Contractor's supervision cost and shall be responsible for the disposal of old fuel.
- d) Upon completion of any of the options identified within part (c) above the Contractor shall be responsible for re-submitting a new fuel sample for analysis. Canada shall bear the actual cost of this second analysis. Results shall be submitted to the Technical Authority.
- 2) The Contractor must record the checks, inspections and tests results and provide reports as defined within this Statement of Work. Refer to Appendix A, B, & C attached mandatory inspection checklists.
- 3) The Contractor must schedule maintenance intervals according to but not limited to Canadian Environmental Protection Act (CEPA) 2008-197 or Provincial/Territorial requirements, National Fire code, CCME - PN1326- Environmental code of practice, CSA – B139, ULC/ORD –C58.12.92, ULC/ORD – C58.14.92 depending on the fuel system volume, as follows:
- a) Weekly

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i) Refer to Appendix A performed by Canada and other parties, Except when monthly or annual occur during the term of this Statement of Work.

b) Monthly

i) Refer to Appendix A, & B. The monthly inspection and test shall also include the weekly inspection.

c) Annual

i) Refer to Appendix A, B, & C. The annual maintenance, inspection and test shall also include the applicable weekly and monthly inspection.

### 2.4.3 Additional Scheduling and Planning Requirements

#### 2.4.3.1 Fuel transfer pumps system

1) Fuel pumps

- a) Fuel pumps must be greased, in accordance with the manufacturers' recommendations.
- b) Fuel pumps must be tested to see that it turns freely by hand.
- c) Suction/ discharge pressures must be inspected.
- d) Stem must be inspected for leaks. The Contractor must recommend replacement or repacking of seals.
- e) Bearings must be inspected for overheating, vibration, and excessive noise.
- f) Lubricant must be inspected and topped up.
- g) Drip rate of lubricant must be adjusted, in accordance with the manufacturers' recommendations.
- h) Motor couplings must be checked for worn parts, tightness of mounting shaft and condition of safety guard.

2) Motors

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- a) Motors must be inspected for overheating, vibration or excessive noise.
  - b) Motors must be cleaned and bolts tightened to recommended manufacturers' torque values.
  - c) Belts must be inspected for correct tension alignment and general condition.
  - d) Bearings must be oiled, in accordance with the manufacturers' recommendations
  - e) Motors must be greased, in accordance with the manufacturers' recommendations
  - f) Guards must be inspected to be in place and shall be tightened in accordance with the manufacturer's recommendations.
- 3) Duplex Pumps Controllers
- a) Must be cleaned of dirt, rust or corrosion
  - b) Must be inspected for frayed strands on flexible leads, flexing over entire length.
  - c) Must be inspected for noise, shading coils, magnetic surfaces, sealing, mechanical binding and loose rivets.
  - d) Must have their electrical connections torqued to manufacturers' recommended values.
  - e) Must be inspected for proper sizing of over current and overload devices
  - f) Electrical connections must be inspected for discoloration of any current carrying parts.
  - g) Mechanical connectors must be inspected.
  - h) Spring clip pressure of fuse clips must be inspected.
  - i) Coils must be inspected for signs of overheating or mechanical injury.
  - j) Push buttons, selector switches and/or pilot devices must be cleaned and device contacts must be inspected.
  - k) Pilot circuit must be tested for continuity.
  - l) Contactors must be inspected for flashing; if noted then adjust contactor to eliminate contact bounce.
  - m) Copper fuse ferrules must be polished. The Contractor must inspect for loose ferrules and proper size fuses.

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- n) Contact tips must be inspected. The Contractor must recommend replacement if burnt excessively, must not file silver tips. The Contractor must wipe clean and recommend replacement if less than 50% contact surface remains.
- o) Magnet faces must be cleaned, shading checked. Striking coil must be inspected for misalignment and binding. The Contractor must correct as required.
- p) Overload relays must be tripped by hand to ensure mechanically free. The Contractor must clean, check heater coil and tighten oil connections.
- q) Arc shields must be checked for breaks and burning of arc blow-out segments. The Contractor must recommend replacement if 1/3 vaporized.
- r) Rectifier's continuity and voltage must be inspected.
- s) Relays must be cleaned. The Contractor must inspect for mechanical binding and striking and check contacts.
- t) Starting sequences must be tested to ensure controls function properly.
- u) Pilot devices, pressure switches and temperature switches bottom and top limits of operation must be checked. The Contractor must check for fluttering of contacts (revealed by pumping of main contacts).
- v) Duplex Pumps Controllers must be inspected for proper sizing of over current and overload devices.
- w) Breakers must be inspected for unusual heating, inspected for correct tightness of accessible bolted electrical connections by calibrated torque-wrench method in accordance with manufacturer's published data or Table 100.12 of InterNational Electrical Testing Association (NETA).
- x) Cleaned as per manufacturer's recommendations and tested to ensure smooth operation.
- y) The Contractor must inspect and test Microprocessor base monitoring and controls.
- z) The Contractor must inspect and test alternate lead/standby pump to start on call for fuel.
- aa) The Contractor must inspect and test interconnection with low and high level fuel monitoring system.

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- bb) The Contractor must inspect and test interconnection of leak detection system.
- cc) The Contractor must inspect and test local audible alarm and event summaries.
- dd) The Contractor must inspect and test interface with BAS and remote monitoring

### **PART 3 EQUIPMENT INVENTORY**

#### **3.1 General**

##### 3.1.1 Inventory

- 3.1.1.1 The following is a list of the minimum number of components included in this Statement of Work. Please note inventory is deemed as accurate as possible.

#### **3.2 Building A**

##### 3.2.1 Building Information

Building name	L'esplanade Laurier
Civic Address	140 O'Connor
City	Ottawa
Postal Code	K1A 0S5
Site specification	

##### 3.2.2 Power Generator Set No. 1

Location	P1 level B1-63
Manufacture	Canron Ltd
Model No.	5144938
Duty	Standby

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3.2.2.1 Engine

Manufacture / Make	Canron Ltd
Model No.	9163-7306
Serial No.	Type SG 1593
Horse Power	
Cylinders	16
Fuel Type	Diesel
Fuel Transfer Pumps	Dual Pumps 600v-.88 amps- 3 Phase
Block heaters	2 at 120 Volt, 1.5 kW, each
Power Supplied From	panel # A cct. # 15&17
Governor	1
Pre-lube Engine Oil Pump	1
No. of Oil Filters	4
Oil Filter Manufacturer	Fleetguard LF 3333
Water Separators	3

3.2.2.2 Engine Cooling System

Radiator	Water Cooled
Cooling Fan	Engine driven
Number of drive belts	1
Remote Radiator	N/A
Location	B1-63

3.2.2.3 Engine Starting System (Battery)

Number of Batteries	4
Manufacture	Interstate
Model	8D-MHD
Battery Voltage	6
System Voltage	24Volts

3.2.2.4 Battery Charger

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Manufacture	Enertec	
Model No	HX24 105 BA0	
Serial No	m/g 1 No. JA0603	m/g 2 No.

3.2.2.5 Engine Exhaust System

Silencer	
Exhaust Piping	Insulated
Drainpipe	Complete with Shutoff Valve

3.2.2.6 Fuel System

Type	Diesel
Day Tank Capacity	1217 Litres
Construction	Double Walled
Complete with	Metal Tub
Fuel Level Gauge System	Pneumatic
Alarms	Fuel Containment Alarm
Main Tank	Above Ground
Capacity	1217 Litres
Location	B1-63

Fuel Pumps

Type of Pumps	Dual Pumps
Manufacturer	Lesson motor
Voltage	600 volts
Amperage	.8 AMPS
Horse Power	½ HP
Power Supplied From	MCC #4

- 1) Tank No. 1

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Motor No. 1 – Serial No.	10,000 LITRES
Motor No. 2 – Serial No	

2) Tank No. 2

Motor No. 1 – Serial No.	10,000 LITRES
Motor No. 2 – Serial No	

3.2.2.7 Fuel Filters

Number of Filters for Each System	2
Manufacturer	Albany Pump Co
Model No.	RACOR

3.2.2.8 Duplex Fuel Pump Controllers

Manufacturer	Torna Tech
Voltage	600
Phase	3
Power Supplied From	MCC # 4
System No. 1 – Serial No	
System No. 2 – Serial No	

3.2.2.9 Transfer Switches

Location	B1-63
Manufacturer	FPE
Cat. No.	CMS
Model	
Serial No. (m/g-1)	C-361
Serial No. (m/g-2)	
Voltage	600
Amperage	800
Configuration	3 phase 4 Wire

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3.2.2.10 Normal Power Circuit Breaker to Transfer Switch

Location	MAIN ELECTRICAL RM #1
Switch Board No	DP #3
m/g set 1: cct. Breaker No	
m/g set 2: cct. Breaker No	

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**PART 4 FUEL APPENDIX**

**4.1 Appendix A – Weekly Storage Tank Inspection**

**4.1.1 Requirements**

4.1.1.1 These requirement combine several code and legislations to ensure a minimum due diligence is achieved. Always adhere to the National Fire Code and manufacturers' recommendations as a minimum. All testing records must be kept for a minimum of five years with the respective Property Manager. If a facility has an oil-water separator, its components will comply with the previously mentioned procedures.

<b>Appendix A</b>			
<b>PWGSC Weekly Storage Tank Inspection Checklist</b>			
Site identifier (DFRP):		Facility name:	
Year of installation:		Tank ID:	
Capacity (liters)		Stored product:	
Tank type (AST-UST)		Tank material	
Date of inspection:		Name of PWGSC employee who performed inspection:	
Facility Manager:		Manufacturer of tank:	
	Definitions:	Check:	Means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed.
		Inspect:	Means physical examination to determine that the device or system will apparently perform in accordance with its intended function.
		Test:	Means the operation of a device or system to ensure that it will perform in accordance with its intended operation or function.
	<b>Item</b>	<b>Acceptable</b>	<b>Non-Compliant</b>
			<b>Corrective Action</b>
<b>A</b>	<b>Applies To All Storage Tanks</b>		
1	Liquid-vapor tight fill connection and cap present and in good working order		

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2	Locked ULC listed spill containment at fill pipe with a minimum 15 liters capacity			
3	Secondary containment monitoring system in good working order			
4	ULC rated product level gauge is present and in good working order			
5	Secondary containment free of product and debris			
<b>B</b>	<b>Refuelling Dispenser</b>			
6	Functioning emergency shut off device remote adjacent to the dispenser area (minimum of 2500 mm from pump/dispenser) with appropriate signage			
7	Product inventory control log book or software present for inventory reconciliation that complies with regulatory requirements			
<b>C</b>	<b>Fixed fuel-fired device such as furnace, irrigation pump or generator</b>			
8	Functioning emergency shut off device @ pump, furnace or generator with appropriate signage present and in good working order			
9	Product inventory control log book or software present for inventory reconciliation complies with regulatory requirements			
<b>D</b>	<b>Piping for all types of tanks</b>			
10	Corrosion protection on metal surfaces in good working order			
11	Lockable, functioning shut off valve on the supply pipe, located as close as possible to the pipe as its exits the tank			
<b>E</b>	<b>Markings and Signage for tanks</b>			
12	CPPI identifier and CEPA registration tag attached to fill pipe			

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13	WHMIS (both UST and AST) and TDGR placards (for AST only) present and in good condition			
14	PWGSC "No smoking"+ anti-static signage present on or near the tank systems (as applicable to the respective tank systems)			
15	Overfill protection device marking present and in good condition			
16	Dip chart present and in good condition			
17	Dip records for the tank and level recorded in log book (all types of tank systems) an/or software inventory records being recorded and available			
<b>F</b>	<b>Emergency Procedures (all documents must be duly completed and signed where applicable)</b>			
18	Spill kit present, appropriately sized and in good condition with an emergency response plan (in spill kit or displayed in the tank's vicinity)			
19	Tank refueling records available and in good condition			
20.	Remarks:			
	Performed by:		Supervised by:	
	Witnessed by:			

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4.2 **Appendix B - Monthly Storage Tank Inspection Checklist**

4.2.1 Requirements

4.2.1.1 These requirements combine several codes and legislations to ensure a minimum due diligence is achieved. Always adhere to the National Fire Code and manufacturers' recommendations as a minimum. All testing records must be kept for a minimum of five (5) years with the respective Property Manager. If a facility has an oil-water separator, then its components will comply with the procedures A through G.

<b>Fuel Appendix B PWGSC Monthly Storage Tank Inspection Checklist</b>				
Site identifier (DFRP):		Facility name:		
Year of installation:		Tank ID:		
Capacity (litres/gallons)		Stored product:		
Tank type (AST-UST)		Tank material		
Date of inspection:		Name of PWGSC employee who performed inspection:		
Facility Manager:		Manufacturer of tank:		
	Definitions:	Check:	Means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed.	
		Inspect:	Means physical examination to determine that the device or system will apparently perform in accordance with its intended function.	
		Test:	Means the operation of a device or system to ensure that it will perform in accordance with its intended operation or function.	
	Item	Acceptable	Non-compliant	Corrective Action
<b>A</b>	<b>Applies To All Storage Tank Locations</b>			
1	Fencing and gate (when present) in good order			
2	Collision protection surrounding the tank present and in good order			
3	Functioning lighting system at fill port			
<b>B</b>	<b>Applies To All Storage Tanks</b>			

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4	Have any corrective actions occurred to address corrosion protection deficiencies noted in weekly inspections?			
5	Product shut off device @ pump in good working order			
6	Tank secondary containment monitoring system is in good working order (if it has been triggered notify PM immediately)			
7	Vent whistle (if present) or other auditory visual alarms (mandatory for registered systems) are in good working order			
8	Inspect aboveground piping and fuel filters for leaks (ensure compatibility with fuel type and date of last replacement for filter is indicated)			
9	Spill container free of product (notify PM immediately if it does)			
<b>C</b>	<b>Refuelling Dispenser</b>			
10	ULC labeled dispenser sump is free of product (notify PM Supervisor immediately)			
11	ULC/CSA labeled fire extinguisher (20 ABC) present and undamaged			
12	Fixed fuel-fired device such as furnace, irrigation pump or generator			
13	High-Low fuel level alarm visual/auditory notification system functioning and in good order			
14	Product inventory control (includes records for all fuel deliveries) is in good order			

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15	Successful monthly start-up of generator and verification of operation of the transfer pump (s), as well as condition of sump (s)			
<b>D</b>	<b>Piping for all types of tanks</b>			
16	Visually verify condition of the anti-siphon (isolation) valve			
17	Lockable shut off fuel supply-return valve are in the open position			
18	Locked drainage valve (if provided for secondary containment zone) is in a closed position			
19	Markings and Signage for all tanks			
20	PWGSC registration tag is present in good condition			
21	Electrical power shut off device signage in good order			
22	Fuel Management System (FMS) controller lockout/restart functioning and in good order			
23	Correct type of monitoring well cover present and in good order (UST's only)			
24	Review dipping record (or electronic monitoring) for any discrepancies (contact PM if any noted)			
<b>E</b>	<b>Emergency Procedures (all documents must be duly completed and signed where applicable) (monthly review of weekly tests to ensure consistent compliance to PWGSC policies and procedures)</b>			
25	Emergency response plan present in PM office			
26	Spill reporting form present in PM office			

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27	Remarks:
	Performed by:
	Supervised by:
	Witnessed by:

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**4.3 Fuel Appendix C - Annual Storage Tank Inspection Checklist**

**4.3.1 Requirements**

- 4.3.1.1 The annual compliance assessment should only be done by a provincially licensed and experienced contractor since many of items will have come in direct contact with the fuel and/or electrical service.
- 4.3.1.2 The annual system verification will entail a full series of tests according to both National Fire Code and manufacturers' recommendations. Mandatory annual integrity testing for UST and all buried piping are to be done according to National Fire Code, Storage Tank Regulations and manufacturer's recommended pressure and time period.
- 4.3.1.3 Please attach the original copy of the testing results to this form.
- 4.3.1.4 All records must be kept for a minimum of five (5) years with the respective Property Manager. If a facility has an oil-water separator, then its components will comply with the procedures A through G.

<b>Fuel Appendix C PWGSC Annual Storage Tank Inspection Checklist</b>			
Site identifier (DFRP):		Facility name:	
Year of installation:		Tank ID:	
Capacity (liters/gallons)		Stored product:	
Tank type (AST-UST)		Tank material	
Date of inspection:		Name of employee who performed inspection:	
Facility Manager:		Manufacturer of tank:	
	Definitions:	Check:	Means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed.
		Inspect:	Means physical examination to determine that the device or system will apparently perform in accordance with its intended function.
		Test:	Means the operation of a device or system to ensure that it will perform in accordance with its intended operation or function.

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	Item	Acceptable	4.3.1	Corrective Action
<b>A</b>	<b>Applies to All Storage Tank Locations</b>		4.3.1	
1.	A access for emergency and delivery vehicles to enable a 15 m turning radius surrounding location			
2.	No ignition sources within a 7.5 m radius			
3.	Drainage control present in case of spill or emergency			
4.	Lighting fixtures operational and lighting levels to a minimum required is 100 lumen at fill port and/or pump			
<b>B</b>	<b>Applies to all Storage Tanks</b>			
5.	ULC rated vent cap in good working order and the cap height must be at least 2000 mm for diesel vs. 3500 mm for gasoline above grade, as well as a minimum 1200 mm above the tank surface			
6.	Operational condition of the federal storage tank system registration tag			
7.	ULC labeled Emergency tank vent (AST only) is good working order			
8.	Secondary containment free of product and debris			

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9.	Corrosion protection system verification being conducted and documented			
10.	Corrosion protection monitoring is in good working order			
11.	Liquid-vapor tight fill connection + fill cap is functioning in good working order			
12.	Fuel shut off device @ pump is in working order			
13.	Conduct diagnostic on the tank system's inventory monitoring controls			
14.	Locked ULC listed spill containment at fill pipe (15 liters capacity minimum) is in good working order			
15.	Stair access (if reach height to fuel dispenser exceeds 990 mm) present and in good working order			
16.	Overfill protection device is in good order and labeled			
17.	Full length suction pipe (waste oil and oil-water separators only) present			
18.	Secondary containment free of product			
19.	Tank secondary containment monitoring system in good working order			
20.	Graduated ULC rated product level gauge present and in good working order			
21.	Ensure AST support frame minimum is 150 mm above grade is in good order			
22.	Presence of ground water, vapor and monitoring well (+ cap)			
23.	Annual precision leak testing for storage tank systems being conducted and documented			
24.	Vent whistle or other auditory visual alarms systems present and in good working order			
25.	Verify any sump for leaks and correct if necessary			

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26.	Ground water, vapor and monitoring wells in good working order			
27.	Records for tank bottom water-sludge level are present			
<b>C</b>	<b>Refueling Dispenser</b>			
28.	ULC labeled dispensing hose + filter (replace annually) are secure and in good order			
29.	ULC labeled automatic shut off nozzle is in good order			
30.	Explosion-resistant electrical connections within 1500 mm from dispenser are in good working order			
31.	Dispenser emergency shut off device at a minimum distance of 2500 mm with signage is present and in good order			
32.	Audio-visual alarm system is in good working order			
33.	Review and update FMS operating procedures and shut-off device procedures			
34.	ULC/CSA labeled fire extinguisher (20 ABC) present			
35.	Diagnostics and cross-reference of Fuel Management System (FMS) with meter totalizer			
36.	Dispensing meter calibration conducted and documented			
<b>D</b>	<b>Fixed fuel-fired device such as furnace, irrigation pump or generator</b>			
37.	Emergency pump shut off device (@ pump, furnace or generator) with signage is present and in good order			
38.	Low-High fuel level alarm in good working order			
39.	Transfer pumps leak inspection conducted and documented			

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40.	Product inventory control system diagnostic being conducted and documented			
41.	National Fire Code required annual fuel quality test or rotation of entire fuel capacity of tank being conducted and documented			
42.	Piping control valves in good working order			
<b>E</b>	<b>Markings and Signage for all Tanks</b>			
43.	CPPI and tank identification tags at the fill pipe present and legible			
44.	TDGR placard (for AST only) present and legible			
45.	ULC label (for AST) present and legible			
46.	PWGSC "No smoking"+ anti-static signage present and legible			
47.	Overfill protection device marking present and legible			
48.	Tank dip chart present and legible			
49.	PWGSC tank system forms are present and legible			
50.	Electrical power shut off device signage present and in good working order			
51.	Operating & maintenance manuals & instructions present			
52.	Piping product label (once piping protrudes inside building) and direction of flow are present and legible			
53.	Leak test records are present			
54.	Confirm presence and condition of monitoring well cover identification and replace if necessary			
55.	Dip stick present and in good working order			
<b>F</b>	<b>Piping for all types of tanks</b>			
56.	Corrosion protection on metal surfaces			
57.	Corrosion protection monitoring is functioning and inspections are being recorded on a monthly basis			

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58.	Anti-siphon (isolation) valve is present and in good working order			
59.	Lockable product shut off valve functioning and in open position			
60.	Drainage valve (for secondary containment if applicable) are functioning and locked in a closed position			
61.	ULC/CSA/ASTM/ASME valves are labeled accordingly			
62.	Annual integrity precision leak testing for all buried piping & secondary containment			
63.	Operation condition of all fuel carrying piping aboveground			
<b>G</b>	<b>Emergency Procedures (all documents must be duly completed and signed where applicable)</b>			
64.	Updated emergency response plan and reporting forms (ensure location of EERP matches storage tank registration form)			
65.	Annual staff training documented (must include date and sign off of those present)			
66.	Tank refueling log book (i.e. records) are present and current			
67.	All tank & equipment release documentation present (includes all product loss and spill reporting forms)			
68.	Remarks:			
	Performed by:		Supervised by:	
	Witnessed by:			



**ANNEX B**

**SECURITY REQUIREMENT CHECK LIST  
(SRCL)**

**EJ196-122337**



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

EJ-196-122337

Security Classification / Classification de sécurité  
UNCLASSIFIED

*Annex B / Annexe B*

**SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

**PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE**

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction RPB	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant		
4. Brief Description of Work / Brève description du travail Generator Maintenance				
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis				
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès				
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>		Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion				
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>		No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information				
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>		PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>		PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>		PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>		SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>				TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>				TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



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**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET- SIGINT<br>TRÈS SECRET - SIGINT         | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |

Only security screened personnel must be utilized.

Special comments:  
Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No / Non  Yes / Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui



*Annex B / Annexe B*

Contract Number / Numéro du contrat EJ-196-122337
Security Classification / Classification de sécurité UNCLASSIFIED

**PART C - (continued) / PARTIE C - (suite)**

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

**ANNEX C**

**A FORM TO PROVIDE A COMPLETE LIST OF NAMES OF ALL INDIVIDUALS WHO ARE  
CURRENTLY DIRECTORS OF THE BIDDER**

***NOTE TO BIDDERS***  
***WRITE DIRECTOR'S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS***

**EJ196-122337**

**ANNEX D**

**COST ESTIMATE FORM FOR EXTRA WORK**

**EJ196-122337**

**Cost Estimate Form For Extra Work  
ANNEX D**

Contractor: \_\_\_\_\_

Date: \_\_\_\_\_

**Description of Work:**

(Please attach a separate sheet if required)

Direct Costs	No. of Hours	Hourly Rate as per Contract					Total
		Diesel Engine Technician	Petroleum Mechanic	Electrician	Transfer Switch Technician	Infrared Thermographer	

**Direct Labour**

Repair Work Labour							
Emergency Calls Labour							
Total Direct Labour Other Labour Specify: _____ )							\$ _____ (i)

**i Direct Material Costs \***

Replacement Parts							
Repair Parts							
Other Material Specify: _____ )							
Total Direct Material Costs							\$ _____ (ii)

**ii Other Direct Costs**

Other Specify: _____ )							
Total Other Direct Costs							\$ _____ (iii)

<b>I Total Price</b>							<b>Total</b>
----------------------	--	--	--	--	--	--	--------------

<b>Total Direct Costs (i + ii + iii) (Applicable Taxes extra)</b>							\$ _____
---	--	--	--	--	--	--	----------

Materials will be charged at our laid-down cost plus a mark-up in accordance with Pricing Schedule 2.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

(Please print)