

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
**John Cabot Building**  
**10 Barters Hill, P.O. Box 4600**  
**St. John's**  
**Newfoundland and Labrador**  
**A1C 5T2**  
**Bid Fax: (709) 772-4603**

**INVITATION TO TENDER**  
**APPEL D'OFFRES**

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

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

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

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

**Comments - Commentaires**

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

**Issuing Office - Bureau de distribution**  
**PWGSC/TPSGC-Nfld Region/Real Property**  
**John Cabot Building**  
**10 Barters Hill, P.O. Box 4600**  
**St. John's**  
**Newfoundl**  
**A1C 5T2**

<b>Title - Sujet</b> Inspect/Repair Fire Alarm System-Va	
<b>Solicitation No. - N° de l'invitation</b> W0213-13G400/A	<b>Date</b> 2013-10-03
<b>Client Reference No. - N° de référence du client</b> W0213-13G400	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PWD-010-5967
<b>File No. - N° de dossier</b> PWD-3-36074 (010)	<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 2013-11-15</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Newfoundland Standard Time NST	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Chaulk, Patricia	<b>Buyer Id - Id de l'acheteur</b> pwd010
<b>Telephone No. - N° de téléphone</b> (709) 772-8357 ( )	<b>FAX No. - N° de FAX</b> (709) 772-4603
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Various Locations, NL (Gander, Stephenville, Corner Brook and Grand Falls)	

**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>

## TABLE OF CONTENTS

### PART 1 - GENERAL INFORMATION

1. Security Requirement
2. Statement of Work
3. Debriefings

### PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Former Public Servant
4. Enquiries - Bid Solicitation
5. Applicable Laws

### PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

1. Evaluation Procedures
2. Basis of Selection

### PART 5 - CERTIFICATIONS

1. Mandatory Certifications Required Precedent to Contract Award

### PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement
2. Statement of Work
3. Standard Clauses and Conditions
4. Term of Contract
5. Authorities
6. Proactive Disclosure of Contracts with Former Public Servants
7. Payment
8. Invoicing Instructions
9. Certifications
10. Applicable Laws
11. Priority of Documents
12. SACC Manual Clauses
13. Insurance

### List of Annexes:

- |         |                   |
|---------|-------------------|
| Annex A | Statement of Work |
| Annex B | Basis of Payment  |

## **PART 1 - GENERAL INFORMATION**

### **1. Security Requirement**

There is no security requirement associated with this bid solicitation.

### **2. Statement of Work**

Public Works and Government Services Canada has a requirement for the inspection and repair of fire alarm systems at various DND locations across Newfoundland.

The work under this Service Contract comprises the furnishing of all labour, materials, tools, and equipment required to inspect and repair all fire alarm systems at 9 Wing Gander and three armouries (Stephenville, Corner Brook and Grand Falls-Windsor).

The term of this contract is for One (1) year from the date of award with an option of one (1) year extension.

### **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.

## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

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

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

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

### 2. Submission of Bids

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

### 3. Former Public Servant (A3025T)

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:

an individual;

an individual who has incorporated;

a partnership made of former public servants; or

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:

name of former public servant;

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:

name of former public servant

conditions of the lump sum payment incentive;

date of termination of employment;

amount of lump sum payment;

rate of pay on which lump sum payment is based;

period of lump sum payment including start date, end date and number of weeks;

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.

#### **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.

## **5. Applicable Laws**

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

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.

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

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

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders 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: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

### **Section II: Certifications**

Bidders must submit the certifications required under Part 5.

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

### **1. Evaluation Procedures**

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

#### **1.1 Financial Evaluation**

*SACC Manual* Clause A0220T (**2013-04-25**) Evaluation of Price

### **2. Basis of Selection**

#### **2.1 Basis of Selection**

*SACC Manual* Clause A0069T (**2007-05-25**), Basis of Selection



## **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.

### **1. Mandatory Certifications Required Precedent to Contract Award**

#### **1.1 Code of Conduct and 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 therein required will assist Canada in confirming that the certifications are true.

#### **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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.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 - RESULTING CONTRACT CLAUSES

### 1. Security Requirement

There is no security requirement applicable to this Contract.

### 2. Statement of Work

2.1 The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

### 3. 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.

#### 3.1 General Conditions

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

### 4. Term of Contract

#### 4.1 Period of the Contract

The period of the contract is One (1) Year from the date of award.

#### 4.2 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least Five (5) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## 5. Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Patricia Chaulk  
A/ Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Real Property Contracting  
P.O. Box 4600  
St. John's, NL A1C 5T2

Telephone: 709-772-8357  
Facsimile: 709-772-4603  
E-mail address: patricia.chaulk@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.

### 5.2 Project Authority *(to be completed by PWGSC upon award)*

The Project Authority for the Contract is:

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

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

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the

Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 5.3 Contractor's Representative ***(To be completed by Contractor)***

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

Telephone : \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

### 6. 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. Payment

#### 7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as per the Basis of Payment (attached as Annex "B"). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax (GST/HST) is extra, if applicable.

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.

#### Option to Extend the Contract

During the extended period of the Contract, the Contractor will be paid a firm price as per the Basis of Payment (attached as Annex "B") to perform all the Work in relation to the contract extension.

#### 7.2 Limitation of Price

*SACC Manual* clause C6000C (2011-05-16) Limitation of Price

#### Other Direct Expenses - Materials and Replacement Parts

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost, plus an applicable mark-up, upon submission of an itemized statement supported by receipt vouchers

### **7.3 Method of Payment**

*SACC Manual* clause H1001C (2008-05-12) Multiple Payments

### **7.4 SACC Manual Clauses**

*SACC Manual* clause A9117C **(2007-11-30)** T1204 - Direct Request by Customer Department

## **8. Invoicing Instructions**

**8.1** The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the monthly/quarterly/semi-annual/annual 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 Project Authority

**8.2** Invoices must be distributed as follows:

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

## **9. Certifications**

### **9.1 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.

## **10. Applicable Laws**

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

## **11. 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 2010C (**2013-06-27**), General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_ (insert date of bid) (If the bid was clarified or amended, insert at the time of contract award: ", as clarified on \_\_\_\_\_" **or** ", as amended on \_\_\_\_\_" and insert date(s) of clarification(s) or amendment(s))

## 12. **SACC Manual Clauses**

SACC Manual clause A9062C (**2011-05-16**), Canadian Forces Site Regulations

## 13. **Insurance**

### 13.1 **Insurance Requirements (G1001C)**

The Contractor must comply with the insurance requirements specified below. 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.

### 13.2. **Commercial General Liability (CGL) Insurance (G2001C)**

**13.2.1.** 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.

**13.2.2.** The Commercial General Liability policy must include the following:

- (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows:  
**Canada, as represented by Public Works and Government Services Canada.**

- 
- (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
- (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- (j) Notice of Cancellation: **The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.**
- (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

Solicitation No. - N° de l'invitation

W0213-13G400/A

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

W0213-13G400

Amd. No. - N° de la modif.

File No. - N° du dossier

PWD-3-36074

Buyer ID - Id de l'acheteur

pwd010

CCC No./N° CCC - FMS No/ N° VME

---

**ANNEX "A"**

**STATEMENT OF WORK**

**(37 pages, as attached)**



Solicitation No. - N° de l'invitation

W0213-13G400/A

Amd. No. - N° de la modif.

File No. - N° du dossier

PWD-3-36074

Buyer ID - Id de l'acheteur

pwd010

CCC No./N° CCC - FMS No/ N° VME

W0213-13G400

---

## **ANNEX "B"**

### **Basis of Payment**

**(3 pages)**

**ANNEX "B" BASIS OF PAYMENT****Inspection/Repair Fire Alarm System-Various DND Locations, Newfoundland****1 Year Term**

- 1) The prices per unit shall govern in establishing the Total Extended Amount. Any arithmetical errors in this Appendix will be corrected by Canada.

**UNIT PRICE TABLE**

The Unit Price Table designates Work to which a Unit Price Arrangement applies.

- (a) Work included in each item is as described in the referenced specification section.  
 (b) The Price per Unit shall not include any amounts for Work that is not included in that unit price

**1 Year Contract**

Item	Class of Labour, Plant or Material	Unit of Measurement	Estimated Quantity (EQ)	Price per Unit GST/HST extra (PU)	Extended amount (EQ x PU) GST/HST extra
1	<b>Monthly - Inspection</b>				
	Inspection will be performed on the first week of each month	Monthly Inspection	8	\$	\$
2	<b>Quarterly - Inspection</b>				
	Inspection will be performed on the first week every three month	Quarterly Inspection	2	\$	\$
3	<b>Semi Annual - Inspection</b>				
	Inspection will be performed on the first week of the month of May	Semi Annual Inspection	1	\$	\$
4	<b>Annual - Inspection</b>				
	Inspection will be performed on the first week of the month of November	Annual Inspection	1	\$	\$
5*	This section includes all labour, materials, and equipment required to perform maintenance and repairs to the Fire Alarm System over \$1,500 but not to exceed \$10,000 at contractor's cost.	As Required	\$40,000.00	____%	\$
<b>TOTAL EXTENDED AMOUNT (GST/HST EXTRA)</b>					<b>\$</b>

**Option Year 1**

Item	Class of Labour, Plant or Material	Unit of Measurement	Estimated Quantity (EQ)	Price per Unit GST/HST extra (PU)	Extended amount (EQ x PU) GST/HST extra
1	<b>Monthly - Inspection</b>				
	Inspection will be performed on the first week of each month	Monthly Inspection	8	\$	\$
2	<b>Quarterly - Inspection</b>				
	Inspection will be performed on the first week every three month	Quarterly Inspection	2	\$	\$
3	<b>Semi Annual - Inspection</b>				
	Inspection will be performed on the first week of the month of May	Semi Annual Inspection	1	\$	\$
4	<b>Annual - Inspection</b>				
	Inspection will be performed on the first week of the month of November	Annual Inspection	1	\$	\$
5*	This section includes all labour, materials, and equipment required to perform maintenance and repairs to the Fire Alarm System over \$1,500 but not to exceed \$10,000 at contractor's cost.	As Required	\$40,000.00	____%	\$
<b>TOTAL EXTENDED AMOUNT (GST/HST EXTRA)</b>					<b>\$</b>

\*To calculate the Extended Amount for Item 5, multiply the Price per unit % by the Estimated Quantity and add that total to the Estimated Quantity. [Extended Amount = (Estimated Quantity) + (Estimated Quantity x Price per unit % )]

Solicitation No. - N° de l'invitation

W0213-13G400/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pwd010

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W0213-13G400

PWD-3-36074

---

TOTAL EXTENDED AMOUNT (1 YEAR CONTRACT):	\$
TOTAL EXTENDED AMOUNT (OPTION YEAR 1):	\$
<b>TOTAL EXTENDED AMOUNT (1 YEAR CONTRACT + OPTION YEAR 1):</b>	<b>\$</b>

**Evaluation Criteria:**

The lowest priced responsive bid, using the total bid price of the initial one-year term plus the option year, shall be recommended for award of the contract.

Bidders are required to bid on all items including the “option year” or their tender may be considered non-responsive.



**STATEMENT OF WORK**

**FOR**

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

**9 Wing Gander, NL**

**July 10, 2013**

## **Inspection Testing and Minor Repair of Fire Systems, 9 Wing Gander, NL**

### **TABLE OF CONTENTS**

	<b>Table of Contents</b>	<b>Page</b>
1.	<b>Introduction</b>	<b>3</b>
2.	<b>SOW Objective</b>	<b>3</b>
3.	<b>Project Background</b>	<b>3</b>
4.	<b>Project Description</b>	<b>3</b>
5.	<b>Roles And Responsibilities</b>	<b>4</b>
6.	<b>Operating Hours</b>	<b>5</b>
7.	<b>Security</b>	<b>5</b>
8.	<b>General Requirements</b>	<b>6 – 8</b>
9.	<b>Contractor's Team</b>	<b>9 – 10</b>
10.	<b>Waste Management</b>	<b>11</b>
11.	<b>Environment</b>	<b>11</b>
12.	<b>Schedule</b>	<b>12</b>
13.	<b>Communications &amp; Reporting</b>	<b>13 – 14</b>
14.	<b>Insurance</b>	<b>15</b>
15.	<b>Health And Safety</b>	<b>15</b>
16.	<b>Government Supplied Equipment</b>	<b>16</b>
17.	<b>Quality Management</b>	<b>16</b>
18.	<b>Replacement Parts</b>	<b>16</b>
19.	<b>ITM Requirements</b>	<b>17 – 27</b>

### **ANNEXES**

**Annex A – System Inventory**

**Annex B – Service Requirements Summary**

**Annex C – Definitions**

**Annex D – Mandatory References**

## Inspection Testing and Minor Repair of Fire Systems, 9 Wing Gander, NL

1. Introduction
  - 1.1 This statement of work (SOW) describes the services and deliverables required for the Inspection, Testing and Minor Repair (ITM) of fire detection and suppression systems located at 9 Wing Gander, Grand Falls Armoury, Corner Brook Armoury and Stephenville Armoury.
2. SOW Objective
  - 2.1 The objective of this SOW, which will form part of the contract, is to provide Contractors with sufficient information to assess the work, services and deliverables required, so that they are able to formulate the technical and cost elements of their proposal and complete the required work.
3. Project Background
  - 3.1 The Department of National Defence (DND) (also hereafter referred to as 'the Department') is the largest department within the Government of Canada and consequently, has the largest inventory of real property requiring fire protection. As a result, there are a significant number of fire detection systems, suppression systems, fire booster pumps and fire pumps that need to be inspected, tested and repaired on an ongoing basis to ensure the safety of personnel and the protection of real property in support of the department's mandate and mission.
  - 3.2 This contract looks to capitalize on industry's capacity to offer such services at the locations specified above with a view to ensuring the integrity and uninterrupted performance of these fire protection systems.
4. Project Description
  - 4.1 The work to be carried out under this contract is summarized below:
    - 4.1.1 Undertake the Inspection and Testing of the Department's fitted fire alarms systems, fire suppression systems, fire booster pumps and fire pumps located in real property all as specified in this SOW;
    - 4.1.2 Undertake, as part of the lump sum part of the contract, minor repairs to fire alarm systems, fire suppression systems, fire booster pumps and fire pumps ("Systems") where the repair value falls below \$1,500;
    - 4.1.3 Where inspected systems do not meet the ITM requirements outlined in the National Fire Code and referenced standards, prepare detailed cost estimates for recommended System repairs that cost over \$1,500,

## **Inspection Testing and Minor Repair of Fire Systems, 9 Wing Gander, NL**

**4.1.4 Prepare reports detailing the ITM activities undertaken and provide signed copies of all reports to the DND Representative**

**4.1.5 Verify and update the inventory of the Department's fitted fire Systems.**

### **5. Roles & Responsibilities**

#### **5.1 PWGSC**

**5.1.1 Public Works and Government Services Canada provides contracting support services to the Department of National Defence.**

**5.1.2 PWGSC is the Contracting Authority and is responsible for the tendering, award and management of this contract. Following award, the PWGSC Representative will be the Contractor's point of contact for all matters relating to the contract**

#### **5.2 DND**

**5.2.1 DND is the custodian of the facilities and Technical Authority for the Contract.**

**5.2.2 DND is responsible for validating the work undertaken by the contractor and authorizing repairs within the limits of the contract.**

#### **5.3 Site Access/ Use of Site and Facilities.**

**5.3.1 The Contractor shall coordinate with the DND site contact to arrange access to each site and building. All visitors entering DND property must be aware that they are subject to DND's right of search and seizure.**

**5.3.2 The Contractor may make use of specific washroom facilities at each site and must agree on locations with the DND Representative prior to commencement at each site.**

**5.3.3 There may be occasions when, for military operational reasons, the Contractor is asked to vacate the site or parts of the site. The**



## Inspection Testing and Minor Repair of Fire Systems, 9 Wing Gander, NL

Contractor's team and applicable sub-contractors should remain on standby on such occasions and be available to return to the site within 90 minutes of suspension of the work.

- |                           |   |
|---------------------------|---|
| <b>6. Operating Hours</b> | <p><b>6.1</b> Work performed under this contract should be undertaken during normal working hours.</p> <p><b>6.2</b> Normal working hours are from 0800h until 1600h Monday – Friday</p> <p><b>6.3</b> The Contractor is permitted to access the site(s) between 0600h-0800h and 1600h-1800h on weekdays to undertake work in connection with the contract. The Contractor must provide 48hrs notice to the DND Representative to access the site outside normal working hours. Silent hours are from 1800h until 0600h on weekdays and from 0000h Saturday until 0600h on Monday.</p> <p><b>6.4</b> Weekends shall be defined as from 0000h Saturday to Monday 0600h. Federal public holidays are listed in the Instruction to Tenderers documents and shall not be considered working days for the purposes of this contract.</p> <p><b>6.5</b> Some buildings may not be accessible during normal working hours. In these instances the Contractor shall undertake the ITM of the fire Systems, at an alternative time agreed with the DND Representative.</p> |
| <b>7. Security</b>        | <p><b>7.1</b> The Contractor shall comply with the contract Security requirements as defined in the ITT.</p> <p><b>7.2</b> The Contractor shall ensure that the security of any buildings or assets in which they are undertaking activities is not compromised by unlocked doors, windows, hatches or the like.</p> <p><b>7.3</b> While within the confines of each site the employees or representatives of the Contractor carrying out the work shall comply with Standing Orders applicable to the location. The Standing Orders will vary from Base to Base and copies can be obtained from the local DND Representative.</p> <p><b>7.4</b> The Contractor shall assume responsibility for the security of its</p>   |

## Inspection Testing and Minor Repair of Fire Systems, 9 Wing Gander, NL

equipment and materials at all times during the contract. The Crown will not be liable for any damage, vandalism, theft or loss.

- 7.5 Documents must not be removed from the site(s) without the written authorization of the DND Representative.
- 7.6 The Contractor must obtain a signed "Request for Contractor use of Cameras" form from DND prior to bringing any cameras (including wireless cameras) onto any site. The Contractor shall comply with the terms of the camera usage approval at all times.

### 8. General Requirements

- 8.1 The Contractor shall provide all necessary labour, material and other resources to fulfill the terms of the Contract. For the avoidance of doubt, this includes, but is not limited to: all necessary qualified personnel, management, supervision, access equipment, vehicles, fuel, materials including small parts such as lamps, fuses and pilot lights, fusible links; tools, equipment, office and storage space, reference documents, data-processing supplies, computers, specific software, firmware for each type of fire alarm, control units which includes all communicating devices which are reporting to the main control centre, cleaning materials, overhead, travel, accommodation, disbursements and other incidentals.
- 8.2 The Contractor is legally and professionally responsible and accountable for the proper execution of all work identified in this SOW. DND review and acceptance of the Contractor's work shall not relieve the Contractor of responsibility for the completeness and accuracy of their work.
- 8.3 Under the terms of this ITM Contract, the Contractor shall, for the tendered lump sum cost, undertake all Inspection and testing activities as well as all repairs up to a \$ 1,500 threshold as set out below:
- 8.4 Threshold Repairs
  - 8.4.1 The Contractor shall undertake System inspections and tests in accordance with the SOW and where applicable, identify System deficiencies or impairments.

## **Inspection Testing and Minor Repair of Fire Systems, 9 Wing Gander, NL**

### **8.5 Contractor to pay for repairs under \$1,500**

**8.5.1** Where deficiency or impairment repairs cost less than \$1,500 per System test or inspection then the Contractor shall undertake the repairs at its cost. When repairs have been conducted, a detailed explanation of the device faults, and repairs conducted, along with the faulty devices shall be forwarded to the DND Representative.

### **8.6 Crown to pay for repairs over \$1,500**

**8.6.1** Where System deficiency or impairment repairs are estimated to cost more than \$1,500 per System test or inspection then the Contractor shall provide a detailed report of the deficiency or impairment and a repair quotation to the DND Representative.

**8.6.2** If the DND Representative and the Technical Authority decide to undertake the recommended repair then the Crown will pay for the repair in full.

**8.6.3** Where System deficiency or impairment repairs are estimated to cost between \$1,500 and \$10,000, the DND Representative will endeavour to agree a fixed cost for each repair with the Contractor. If a fixed cost is agreed between the parties, then DND may issue a change order to the Contractor. Costs for repairs in this value range will be covered in the contract PCA. If a fixed cost cannot be agreed, then DND may have the repair work procured and completed by an alternative method.

**8.6.4** Where repairs are estimated to cost over \$10,000, DND will have the repair work procured and completed by an alternative method.

**8.6.5** The Contractor shall:

**8.6.5.1** Undertake repairs in accordance with the appropriate and applicable standard and/or code. The detailed written explanation of the faults and repairs conducted shall reference the specific section of the applicable standards/codes in which they are required, and the related reason(s) why they were conducted;

## **Inspection Testing and Minor Repair of Fire Systems, 9 Wing Gander, NL**

- 8.6.5.2 Undertake all work whilst minimizing all possible interference or disturbance to building occupants, public and Base activities/operations;**
- 8.6.5.3 Protect mechanical and electrical equipment, sub-systems and systems from damage or malfunction;**
- 8.6.5.4 Plan all activities in advance and will notify the DND Representative of potential shutdowns and interruptions. All shutdown notices shall be provided to DND Representative 10 working days prior to the work commencing;**
- 8.6.5.5 Not call upon DND Fire Alarm Technicians to provide support for issues encountered when conducting ITM activities. The Contractor shall call in all necessary manufacturers' technical support for any issues encountered while conducting an inspections tests or minor repairs on any Systems. The cost for the call out for support will be absorbed by the Contractor;**
- 8.6.5.6 Not respond to any other service calls outside DND premises once an inspection, test or maintenance has begun on a system;**
- 8.6.5.7 Note that there are numerous buildings equipped with elevators. In the event that the fire alarms are activated and elevators are recalled, the Contractor or an approved representative shall reset the elevator, and if unable to do so, then the elevator company will be brought in to reset the elevator at the Contractor's expense; and**
- 8.6.5.8 Arrange access to all elevator shaft devices when conducting ITM activities on systems serving elevator shafts. All costs incurred for a service call by an elevator company to gain access or to reset shall be the responsibility of the Contractor.**

### **9. Contractor's Team**

#### **9.1 Qualifications**

- 9.1.1 The Contractor shall ensure that all their staff and subcontractor's staff have all appropriate qualifications, licenses and certifications to carry out the work in accordance with the SOW. Specific qualifications are set out below:**

## **Inspection Testing and Minor Repair of Fire Systems, 9 Wing Gander, NL**

- 9.1.2 Any person who undertakes the installation, modification, inspection testing, maintenance or minor repair of water based or foam based suppression systems shall be a certified Sprinkler System Installer (Red Seal Interprovincial recognized).**
- 9.1.3 Any person who undertakes the installation, modification, inspection testing, maintenance or minor repair of clean agent, chemical, carbon dioxide suppression systems are qualified to manufacturer's requirements for the specific systems and have certification from the manufacturers for each type of system.**
- 9.1.4 Any person who undertakes the installation, modification, inspection testing, maintenance or minor repair of suppression systems containing halocarbons shall be qualified to manufacturer's requirements and shall be certified by the Underwriters' Laboratory of Canada (ULC) to the appropriate service category for this type of suppression agent.**
- 9.1.5 Any person who undertakes the installation, modification, inspection testing, maintenance or minor repair on fire alarm or voice communication systems must be qualified as follows:**
- 9.1.6 Currently registered by the Canadian Fire Alarm Association (CFAA) as having successfully completed the "Fire Alarm Technology" program and 1 year experience; or**
- 9.1.7 Certified and registered electrician having completed a recognized post-secondary program or course for fire alarm systems maintenance approved by the provincial or territorial Authority Having Jurisdiction (AHJ); or**
- 9.1.8 Work for a fire alarm company listed under the Fire Alarm Certificate Service of Underwriters Laboratories of Canada.**
- 9.1.9 The contractor shall provide proof of all personnel's qualifications for review by the DND Representative within 10 days of contract award.**

## **10. Waste**

- 10.1 The Contractor shall safely dispose of any hazardous and non-**

## **Inspection Testing and Minor Repair of Fire Systems, 9 Wing Gander, NL**

- |                        |   |
|------------------------|---|
| <b>Management</b>      | <p>hazardous waste generated in the course of their work on a site. The waste shall be disposed of in accordance with applicable municipal, provincial and federal regulations.</p> <p>10.2 In the event that any type of firefighting foam, concentrate or solution needs to be disposed of, the Contractor shall comply with all applicable regulatory requirements. Disposal of firefighting foam concentrate or solution into waterways, storm or sanitary sewers is strictly prohibited.</p> <p>10.3 The Contractor shall keep records of all waste removed from the site and shall provide copies to the DND Representative upon request. Waste records shall have the following information:</p> <p>10.3.1 Date and time of removal;</p> <p>10.3.2 Name of base, wing or station, building number and room number the material was removed from;</p> <p>10.3.3 Description of materials and quantities by either weight in kilograms or volume in litres; and</p> <p>10.3.4 Acceptable documentary evidence that the materials have been received at an approved waste processing site or certified waste disposal site as required.</p> |
| <b>11. Environment</b> | <p>11.1 The Contractor shall comply with the Environmental Protection Act and applicable provincial and territorial acts, regulations, codes and standards as they apply to their activities under this Contract.</p>   |
| <b>12. Schedule</b>    | <p>12.1 The Contractor shall ensure that all Systems (sprinkler, fire alarm, standpipe, etc.) located in a single building are inspected, and tested at the same time. The Contractor shall make every effort to complete minor repairs during the inspection and testing activities. If repairs cannot be completed during inspection and testing activities, then the Contractor shall make suitable arrangements to return to the building to complete repairs in a timely manner.</p> <p>12.2 If the ITM routine for a single building is expected to be longer than</p>  |

## Inspection Testing and Minor Repair of Fire Systems, 9 Wing Gander, NL

one day, DND Representative shall be informed.

12.3 The Contractor shall provide a minimum of 72 hours notice to the DND Representative of all ITM activities to allow the building occupiers to prepare for the inspection, test, maintenance or repair.

12.4 The Contractor shall make all necessary arrangements for applicable notifications/permits prior to the applicable site activities commencing.

12.5 Contract Milestones

12.6 The following milestones have been established for the implementation of this Contract.

MILESTONE	TIMEFRAME
Contract Award	Day 0
Draft ITM Schedule	To be submitted by the Contractor to the DND Representative within 10 business days of contract award
Draft Cost Estimate Breakdown for each building	To be submitted by the Contractor to the DND Representative within 10 business days of contract award.
Kick-off meeting and presentation of draft ITM schedule	Within 10 business days of contract award
Changes to the Draft ITM Schedule as required by DND	To be forwarded by the DND Representative to the Contractor within 5 business days of receipt and presentation of the Draft ITM Schedule
Changes to the Draft Cost Estimate Breakdown per building as required by DND	To be forwarded by the DND Representative to the Contractor within 5 business days after receipt of the Draft ITM Schedule.
Final ITM Schedule	To be forwarded by the Contractor to the DND Representative within 5 business days of receipt of the Changes to the Draft ITM Schedule as required by DND
Monthly progress meetings	As mutually agreed by the parties following contract award
Monthly progress reports	To be submitted by the Contractor to the DND Representative the 1st Thursday of each month following



## Inspection Testing and Minor Repair of Fire Systems, 9 Wing Gander, NL

	commencement of ITM activities
Changes to the System Inventory	To be submitted in writing by the Contractor to the DND Representative within 5 days of as discrepancies being noted
ITM Reports provided to local DND Representative	To be forwarded by the Contractor to the DND Representative within 10 business days of activity completion
Primary ITM routines for all systems included in the SOW	To be completed by the Contractor within 7 months of contract award.

### 13. Communications & Reporting

- 13.1 Communications
- 13.1.1 Direct communication between the DND Representative on-site and members of the Contractor's team, on routine matters is encouraged to enable the discussion and prompt resolution of routine technical issues. Decisions made during these discussions, which impact on scope, function, budget or schedule, are not final until confirmed in writing by the DND Representative. The Contractor shall provide the DND Representative with info copies of records of discussions
- 13.1.2 Any employee or representative of the Contractor or sub-contractors must not discuss, give interviews, correspond in any manner or release to the media any information related to the contract or the work being undertaken in accordance with the requirements of the SOW without the express written consent of the DND Representative.
- 13.1.3 The Contractor shall maintain written records and soft copy electronic files produced in the course of their service delivery for five years.
- 13.1.4 Where applicable, the signature of the Contractor's personnel performing any of the identified ITM as outlined in this SOW shall be entered into the "Building Life Safety Compliance Testing Manual" located in buildings.
- 13.1.5 The Contractor shall give a minimum of 5 days notice to building occupants of future ITM activities by posting clear signage in affected buildings or issuing appropriate email notices to building custodians.
- 13.1.6 Ownership of documents: All reports and supplements (drawings, plans, records, maps, reports, photographs and summaries) shall remain the sole



## Inspection Testing and Minor Repair of Fire Systems, 9 Wing Gander, NL

property of DND. The Contractor shall ensure that its employees do not divulge the information contained therein. DND reserves the right to duplicate or release the Contractor's reports without the permission of the Contractor (DND retains full copyright privileges)

### 13.2 Deliverables

13.2.1 The Contractor shall provide all document deliverables as detailed in the SOW. Some of the key Contractor's deliverables are listed in the table below:

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

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

13.2.3 If photographs are permitted at the site, then all photographs within Contractor submitted documents must be properly annotated to indicate:

13.2.3.1 System/building # or address details,

## **Inspection Testing and Minor Repair of Fire Systems, 9 Wing Gander, NL**

- 13.2.3.2 Contractor and operative name**
- 13.2.3.3 Date photo was taken**
- 13.2.3.4 If appropriate, a description of the fault or observation.**

**13.2.4** Upon request, and where available, DND will supply the Contractor with a summary of the relevant inspection and maintenance history of the contracted Systems. In cases where there are discrepancies between the Contractor's observations and any reported activities, the Contractor shall provide a detailed summary of the discrepancies in the ITM report for the system.

### **13.3 Reporting**

**13.3.1 ITM Reports:** For every completed ITM activity, the Contractor shall prepare a report, using the templates provided at Annex C as a guide. The Contractor shall ensure that submitted reports meet up to date regulatory requirements should they change during the course of the contract. The report shall be provided in the format shown in the table below and within 10 business days of the ITM activity. This report shall also be used by the Contractor to record any system deficiencies and provide a quotation for repairs in accordance with section 8.1. The report shall be signed by the operative that carried out the work as well as by a senior manager on the Contractor's staff to verify that the work has been carried out in accordance with the requirements of this SOW.

**13.3.2 Monthly Progress Reports:** The Contractor shall submit monthly progress reports on the first Thursday of each month. The progress report shall include the following items:

- 13.3.2.1 Schedule/ progress update**
- 13.3.2.2 Summary of planned Work for following 3 months;**
- 13.3.2.3 System inventory changes noted in previous month;**
- 13.3.2.4 Potential/actual schedule changes;**
- 13.3.2.5 Potential/actual change requests;**
- 13.3.2.6 General project issues/Comments**
- 13.3.2.7 Health and safety incidents/Issues/ Inspections;**
- 13.3.2.8 Quality managements Issues; and**

## **Inspection Testing and Minor Repair of Fire Systems, 9 Wing Gander, NL**

**13.3.2.9        General communication summary**

**13.3.2.10      Other Issues.**

- 14. Insurance**
- 14.1    The Contractor shall comply with the insurance requirements as set out in the general Conditions of Contract, the ITT and Tender Form.**
- 14.2    The Contractor shall pay for the clean-up and system re-charge costs plus the cost of any legal impacts resulting from the unauthorized or accidental discharge of any fire protection system caused by the Contractor or sub-contractors.**
- 15. Health & Safety**
- 15.1    The Contractor is responsible for the health and safety of his personnel while carrying out the requirements of this SOW. The Contractor must also comply with Canada Labour Code Part II, Provincial Health and Safety regulations DND health and safety policy, as well as any other applicable regulations, requirements, acts, etc.**
- 15.2    The Contractor will not have sole access to any building or part thereof and must plan all activities in full consideration of the risks inherent in conducting work in multi occupied environments.**
- 15.3    The Contractor shall assess the work required under this contract and identify and implement appropriate safe work procedures.**
- 15.4    All Work that involves isolation and/or lock out of electrical circuits shall be planned and executed by suitably qualified and trained individuals using appropriate tools, notices and equipment.**
- 15.5    The Contractor must ensure that suitable health and safety information, instruction, equipment and training are provided to operatives and sub-contractors.**
- 15.6    Smoking is prohibited except in designated smoking areas.**
- 15.7    If the Contractor discovers conditions that pose an immediate significant threat to human health or safety, the Contractor shall immediately cease work and notify the DND Representative.**

## Inspection Testing and Minor Repair of Fire Systems, 9 Wing Gander, NL

- 15.8 Many of the contracted buildings are old and may contain asbestos, metal-impacted paint Lead, Mercury, Halons, Perfluorooctane Sulfonate (PFOS) in fire-fighting foam or other hazardous materials. The DND Representative can provide a record of designated substances on the site upon request. The Contractor must assume that buildings constructed prior to 1985 contain asbestos-containing materials in ceiling tiles, drywall, transite-type panels, thermal insulation, mechanical/pipe insulation, pipe parging, caulking, floor tiles, adhesives and mastics.
- 15.9 Inspection, testing, maintenance and repairs must, at a minimum, be done in accordance with the Department of National Defence/Canadian Forces Asbestos Management Directive dated March 2007. The DND Representative can provide a copy of the directive upon request.
- 15.10 In order to conduct work on a Secure Airfield Area, it is mandatory that the Contractor receive a briefing from the Airfield staff before driving on the aerodrome. The Contractor shall advise the DND Representative a minimum of 10 business days prior to any scheduled work on a Secure Airfield Areas and participate in any briefing organized by the DND Representative.
16. Government & Supplied Equipment
- 16.1 Government-owned (DND) equipment, devices, tools, and machinery, including personal protective equipment (PPE) shall not be provided to or accepted by the Contractor unless specified in advance and in writing by the DND Representative.
17. Quality Management
- 17.1 The Contractor shall put in place good quality control procedures for all aspects of the work to ensure that it is carried out in accordance with this SOW. The DND Representative and DND Technical Authority representatives will undertake inspections to ensure services are being provided in accordance with the requirements of the Contract.
18. Replacement Parts
- 18.1 System components used to repair or replace existing components shall be system compatible, ULC, CSA listed and comply with the applicable provisions of the codes and standards identified in Annex D - Mandatory References.]
- 18.2 Where System components need to be removed and taken off-site for testing or replacement, The Contractor must provide and install spare components to temporarily replace the existing component(s). Fire

## Inspection Testing and Minor Repair of Fire Systems, 9 Wing Gander, NL

systems must be maintained in service.

- 18.3 The Contractor shall evaluate the contracted Systems, and advise the DND Representative in reference to the recommended stock of supplies, materials, and spare parts for the continued care and control of the Systems.

### 19. ITM Requirements

#### 19.1 General ITM Requirements

- 19.1.1 The Contractor shall undertake prescribed ITM activities comprising monthly, quarterly, semi-annual, annual and other ITM routines as set out in the SOW and annexes. These ITM activities must be carried out to verify that Systems are functional and operating as designed.

- 19.1.2 The location, quantity and scale of Systems (number of devices) are detailed in Annex A.

- 19.1.3 The Contractor shall prepare an ITM Schedule and submit it to the DND Representative within 10 business days of contract award. In preparing the ITM Schedule, the Contractor must liaise with the local DND Representative to ascertain if there are any special requirements associated with the ITM (e.g. can the ITM be carried out during regular hours or does the work need to be carried out after hours).

- 19.1.4 The submitted ITM Schedule must contain the following elements:

- 19.1.4.1 System type;
- 19.1.4.2 Location;
- 19.1.4.3 Type of ITM routine (I.E. Annual, Quarterly, Monthly maintenance routine);
- 19.1.4.4 Planned ITM date;
- 19.1.4.5 Amount of time required to carry out the ITM;
- 19.1.4.6 Number of people that will carry out the ITM;
- 19.1.4.7 Point of contact for the ITM (including phone number), and
- 19.1.4.8 Any special requirements such as power outages.

- 19.1.5 DND will review the ITM Schedule and return it, with comments and recommendations to the Contractor within 5 business days. The

## Inspection Testing and Minor Repair of Fire Systems, 9 Wing Gander, NL

Contractor shall submit a revised schedule to the DND Representative with 5 business days of receipt of comments.

- 19.1.6 Further changes to the schedule may be required over the period of contract. The DND Representative shall advise the Contractor of required changes to the ITM Schedule within 10 business days of the scheduled ITM procedure and the Contractor will make the necessary changes to the ITM Schedule at no cost to the Crown.
- 19.1.7 1st Year Inspection Testing and Minor repair (ITM): The 1<sup>st</sup> year of the contract requires enhanced ITM on many system types. The intent of this enhanced 1<sup>st</sup> year ITM is to bring all systems to a known baseline. Therefore, for the purposes of performing 1<sup>st</sup> year ITM, the Contractor shall assume that no previous periodic ITM has been undertaken on any of the contracted Systems. For example, a dry pipe sprinkler valve is required to be full flow trip tested once every 3 years. The 1<sup>st</sup> year routine requires that the full flow trip test is completed, even if existing documentation indicates the test had been done within the last 2 years.
- 19.1.8 Annex B depicts the 1<sup>st</sup> year and subsequent year's ITM routines (Annual plus (A+), Annual (A), Semi-annual plus (SA+), Semi-annual (SA), Quarterly (Q), Monthly (M), etc.) required for each site by system type. The column entitled "1st Year ITM" depicts the first enhanced ITM routine that must be performed on each system prior to beginning the sequence in the column entitled "Routine after 1st ITM". In subsequent years, the annual ITM activities will not require the enhanced activity (3 or 5 year test) to be undertaken until the 3 or 5 year requirement becomes due again.
- 19.1.9 When service or repairs are required, the DND Representative be notified and the Fire Alarm System shall be shut off temporarily to prevent a possible false alarm or shall be placed in by-pass temporarily to prevent a possible false alarm. System Impairment procedures is the responsibility of the Contractor as per NFC and FMD 4006.
- 19.1.10 Specific 1st year ITM routines are detailed below:
- 19.1.11 A+ means the annual inspection plus additional requirements as listed in the Annex B as 1st year ITM. During the first inspection of a system by the contractor, the contractor will include the services by system as listed in Annex B and summarised below:

## **Inspection Testing and Minor Repair of Fire Systems, 9 Wing Gander, NL**

- 19.1.11.1** Sprinkler system A+ will include monthly, quarterly, semi-annual, 3 year and 5 year inspections/tests as the 1st ITM of the system.
- 19.1.11.2** Stand pipe system A+ will include monthly, quarterly, semi-annual, and annual and 5 year inspections/tests as the 1st ITM of the system.
- 19.1.11.3** Kitchen System (SA+), Carbone Dioxide (SA+) System, and Dry/wet chemical system (SA+) will include monthly and semi-annual inspections/tests as the first ITM of the system.
- 19.1.11.4** Clean agent system will include semi-annual and annual inspections/tests as the first ITM of the system.
- 19.1.11.5** Foam Suppression System A+ will include weekly, monthly, quarterly, semi-annual and annual inspections/tests as the 1st ITM of the system.
  
- 19.1.12** The Contractor shall perform the referenced ITM in compliance with the most current version of the Codes and Standards, as reference in Part 1, available at the time of entering into the Contract.
  
- 19.1.13** The Contractor shall ensure that prior to commencing the ITM activities, they have adequate engineering data pertinent to the detailed operation of the entire range of manufacturers systems listed in Annex A
  
- 19.1.14** Fire alarm and detection systems for suppression systems, including, but not limited to, clean agent, carbon dioxide and halon systems, shall be subject to the same requirements as would a building fire alarm system under this contract.
  
- 19.1.15** Hydrostatic testing of fire hoses is excluded from the scope of this Contract.

**ITM requirements for each System type are set out below:**

### **19.2 Fire Alarm Systems**

#### **19.2.1 Fire Alarm Systems include the following systems:**



## **Inspection Testing and Minor Repair of Fire Systems, 9 Wing Gander, NL**

- 19.2.1.1 Fire alarm and communication systems;**
- 19.2.1.2 Local smoke or heat detection alarms; and.**
- 19.2.1.3 Fire alarm and detection systems for suppression systems.**
  
- 19.2.2 Fire Alarm Systems Standard: All work shall be performed in conformance with the NFC, CAN-ULC-S536 Inspection and Testing of Fire Alarm Systems and CAN-ULC-S552 Maintenance and Testing of Smoke Alarms.**
  
- 19.2.3 Fire Alarm Systems Frequency: Fire Alarm Systems and smoke alarms shall be subject to an annual test and inspection**
  
- 19.2.4 Fire Alarms Systems Personnel: A minimum of two (2) qualified fire alarm technicians shall be present for all fire alarm inspections. While a fire alarm system is undergoing test and inspection, one fire alarm technician shall be present at the fire alarm panel at all times. Auto-test functions of fire alarm panels shall not be used for test and inspection.**
  
- 19.2.5 Fire Alarm Systems Test Coverage: Ancillary devices and equipment that are interlocked with relays that are controlled by the fire alarm control panel shall have their operation in the event of an alarm, as specified by the NFC, verified. At the conclusion of the verification test, the devices and equipment shall be reset or returned to their normal mode. These tests are to be carried out in conjunction with the relevant service contractors or other personnel, responsible for those systems, at no extra cost. These devices and equipment include, but may not be limited to the following:**
  - 19.2.5.1 Fan shutdown relays (air handling units, non-smoke);**
  - 19.2.5.2 All door closing devices (hold open devices);**
  - 19.2.5.3 Elevator automatic recall;**
  - 19.2.5.4 Dedicated smoke control fans;**
  - 19.2.5.5 Fire dampers;**
  - 19.2.5.6 Background music (shut down);**
  - 19.2.5.7 Electromagnetic Door Locks; and**
  - 19.2.5.8 Entry Restriction Signage.**



**19.2.6 All non-restorable heat detectors shall be tested electrically at the wiring termination for the device. Non-restorable heat detectors shall be additionally tested on a lot-sampling basis when warranted by age or evidence of deterioration due to environmental conditions.**

**19.2.7 Smoke alarms shall be tested as defined by the standard noted previously**

**19.2.8 All smoke alarm batteries shall be replaced with new batteries during their annual inspection.**

**19.2.9 All air sampling/aspirating smoke detection system and other devices not specifically addressed in CAN-ULC-S536 shall be tested as per their manufacturer's instructions.**

### **19.3 Water Based Fire Suppression Systems**

**19.3.1 Water Based Fire Suppression Systems include the following components and/or systems:**

**19.3.1.1 Sprinkler systems; and**

**19.3.1.2 Standpipe/hose cabinets**

**19.3.2 Water Based Fire Suppression Systems Standard: All work shall be performed in conformance with the NFPA 25.**

**19.3.3 Water Based Fire Suppression Systems Testing Frequency: Sprinkler systems shall be subject to monthly, quarterly, semi-annual, annual, 3 years and 5 years testing and inspection.**

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

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

## **Inspection Testing and Minor Repair of Fire Systems, 9 Wing Gander, NL**

**19.3.6 Water Based Fire Suppression Systems Personnel:** A minimum of two (2) Certified Sprinkler Fitter / Installer shall be present for all Base building Sprinkler testing and shall comply with the client in house protocol.

**19.3.7 Water Based Fire Suppression Systems Test Coverage:** The quarterly ITM shall include the monthly, ITM requirements.

**19.3.8 The semi-annual inspection test and maintenance (for sprinkler systems only) shall include the monthly and quarterly ITM.**

**19.3.9 The annual ITM shall include the monthly, quarterly, semi-annual (for sprinkler systems only), three-year (for sprinkler systems only) and five year ITM.**

### **19.4 Foam Fire Suppression Systems**

**19.4.1 Foam Fire Suppression Systems include the following components and/or systems:**

**19.4.1.1 Low expansion foam systems, including foam standpipes; and**

**19.4.1.2 High expansion foam, CAF Systems, foam monitors**

**19.4.2 Foam Fire Suppression Systems Standard:** All work shall be performed in accordance with NFPA 25 for low expansion foam networks.

**19.4.3 All work shall be performed in accordance with NFPA 25, NFPA 11 (CAF, High expansion and foam monitors) and NFPA 209 for high expansion foam networks.**

**19.4.4 Foam Fire Suppression Systems Frequency:** Low expansion foam fire suppression systems shall be subject to monthly, quarterly, semi-annual, annual and five-year testing.

## **Inspection Testing and Minor Repair of Fire Systems, 9 Wing Gander, NL**

**19.4.5 High expansion foam sprinkler systems shall be subject to monthly, quarterly, semi-annual, annual and five-year test verification.**

**19.4.6 The frequency of ITM of fire protection systems located in aircraft hangars shall be performed in accordance with NFPA 409, Table 11.11.1**

**19.4.7 A complete operational verification of each component within the total Sprinkler System shall be carried out once during each contract year.**

**19.4.8 Foam Fire Suppression Systems Test Coverage:** To achieve the required water / foam flow, a test header combination shall be used instead of discharge through open sprinklers. A typical test header is shown in NFPA 25 Figure A.11.3.2 Foam System / Test Header Combination. This type of testing does not verify system pipe conditions or discharge device performance but only the water supply, foam concentrate supply, and proportioning accuracy. Systems that are not equipped with a test header shall be identified by the contractor and shall be tested after modification to permit testing. Modification may be done under a separate contract.

**19.4.9 The quarterly inspection test and maintenance shall include the monthly inspection, test, and maintenance requirements.**

**19.4.10 The semi-annual inspection test and maintenance shall include the monthly and quarterly ITM requirements.**

**19.4.11 The annual inspection test and maintenance shall include the monthly, quarterly, semi-annual and 5 year tests, inspections and maintenance requirements.**

**19.4.12 The annual inspection test and maintenance for systems located other than in aircraft hangar shall include the monthly, quarterly, and semi-annual ITM requirements.**

### **19.5 Chemical Fire Extinguishing Systems**

**19.5.1 Chemical Fire Extinguishing Systems include both Wet Chemical and**

## Inspection Testing and Minor Repair of Fire Systems, 9 Wing Gander, NL

### Dry Chemical systems.

19.5.2 Chemical Fire Extinguishing Systems Standard: All work for wet chemical fire extinguishing systems protecting cooking equipment shall be performed in conformance with NFPA 17A and NFPA 96.

19.5.3 All work for wet chemical fire extinguishing systems protecting non-cooking equipment shall be performed in conformance with NFPA 17.

19.5.4 All work for dry chemical fire extinguishing systems shall be performed in conformance with NFPA 17.

19.5.5 Chemical Fire Extinguishing Systems Frequency: The wet chemical fire extinguishing systems protecting cooking and non-cooking equipment shall be subject to monthly and semi-annual inspection.

19.5.6 The dry chemical fire extinguishing systems shall be subject to monthly and semi-annual ITM.

19.5.7 Chemical Fire Extinguishing Systems Test Coverage: The semi-annual ITM for all systems shall include the monthly ITM requirements.

### 19.6 Clean Agent Fire Extinguishing Systems

19.6.1 Clean Agent Fire Extinguishing Systems include the systems described in the table, below:

Agent Designation	Chemical Name	Chemistry
FK-5-1-12	Dodecafluoro-2-methylpentan-3-one	$\text{CF}_3\text{CF}_2\text{C}(\text{O})\text{CF}(\text{CF}_3)_2$
HCFC Blend A	Dichlorotrifluoroethane HCFC-123 (4.75%)	$\text{CHCl}_2\text{CF}_3$
	Chlorodifluoromethane HCFC-22 (82%)	$\text{CHClF}_2$
	Chlorotetrafluoroethane HCFC-124 (9.5%)	$\text{CHClFCF}_3$
	Isopropenyl-1-methylcyclohexene (3.75%)	
HCFC-124	Chlorotetrafluoroethane	$\text{CHClFCF}_3$
HFC-125	Pentafluoroethane	$\text{CHF}_2\text{CF}_3$
HFC-227ea	Heptafluoropropane	$\text{CF}_3\text{CHFCF}_3$

## Inspection Testing and Minor Repair of Fire Systems, 9 Wing Gander, NL

HFC-23	Trifluoromethane	CHF <sub>3</sub>
HFC-236fa	Hexafluoropropane	CF <sub>3</sub> CH <sub>2</sub> CF <sub>3</sub>
FIC-13I1	Trifluoroiodide	CF <sub>3</sub> I
IG-01	Argon	Ar
IG-100	Nitrogen	N <sub>2</sub>
IG-541	Nitrogen (52%)	N <sub>2</sub>
	Argon (40%)	Ar
	Carbon dioxide (8%)	CO <sub>2</sub>
IG-55	Nitrogen (50%)	N <sub>2</sub>
	Argon (50%)	Ar
HFC Blend B	Tetrafluoroethane (86%) Pentafluoroethane (9%) Carbon dioxide (5%)	CH <sub>2</sub> FCF <sub>3</sub>
		CHF <sub>2</sub> CF <sub>3</sub>
		CO <sub>2</sub>

**19.6.2 Clean Agent Fire Extinguishing Systems Standards:** All work shall be performed in conformance with NFPA 2001, Federal Halocarbon Regulations and DND Environmental Directive 4003-05.

**19.6.3 Clean Agent Fire Extinguishing Systems Frequency:** The systems shall be subject to the semi-annual and annual inspection.

**19.6.4 Clean Agent Fire Extinguishing Systems Test Coverage:** The annual inspection test and maintenance shall include the semi-annual ITM requirements.

**19.6.5 Fire alarm and detection systems for suppression systems, including, but not limited to, clean agent, carbon dioxide and halon systems, shall be subject to the same requirements as would a building fire alarm system under this contract. Where an NFPA standard requires inspection to the requirements of NFPA 72, ULC S536 shall be used instead.**

### **19.7 Halon Fire Extinguishing Systems**

**19.7.1 Halon Fire Extinguishing Systems Standards:** All work shall be in conformance with NFPA 12A, Federal Halocarbon Regulations and DND Environmental Directive 400-05.

## **Inspection Testing and Minor Repair of Fire Systems, 9 Wing Gander, NL**

**19.7.2 Halon Fire Extinguishing Systems Frequency:** The Halon fire extinguishing systems shall be subject to the semi-annual and annual Inspection.

**19.7.3 Halon Fire Extinguishing Systems Test Coverage:** The annual inspection test and maintenance shall include the semi-annual ITM requirements.

**19.7.4 Fire alarm and detection systems for suppression systems, including, but not limited to, clean agent, carbon dioxide and halon systems, shall be subject to the same requirements as would a building fire alarm system under this contract. Where an NFPA standard requires inspection to the requirements of NFPA 72, ULC S536 shall be used instead.**

### **19.8 Carbon Dioxide Fire Extinguishing Systems**

**19.8.1 Carbon Dioxide Fire Extinguishing Systems include high pressure systems. Hose reels are not included in the SOW.**

**19.8.2 Carbon Dioxide Fire Extinguishing Systems Standards:** All work shall be in conformance with NFPA 12.

**19.8.3 Carbon Dioxide Fire Extinguishing Systems Frequency:** Systems shall be subject to monthly, semi-annual, annual and five-year ITM.

**19.8.4 Carbon Dioxide Fire Extinguishing Systems Test Coverage:** The semi-annual ITM shall include the monthly ITM requirements.

**19.8.5 The annual ITM shall include the monthly, semi-annual, and the 5 years ITM requirements. Hose reel are not included in this SOW.**

**19.8.6 Fire alarm and detection systems for suppression systems, including, but not limited to, clean agent, carbon dioxide and halon systems, shall be subject to the same requirements as would a building fire alarm system under this contract. Where an NFPA standard requires inspection to the requirements of NFPA 72, ULC S536 shall be used instead.**

## **Inspection Testing and Minor Repair of Fire Systems, 9 Wing Gander, NL**

### **19.9 Fire Pumps**

**19.9.1 Fire Pumps and Fire Booster Pumps include Electric Fire Pumps, Electric Fire Booster Pumps, Diesel Fire Pumps and Diesel Fire Booster Pumps.**

**19.9.2 Fire Pumps and Fire Booster Pumps Standards: All work shall be performed in conformance with NFPA 25 and NFPA 20.**

**19.9.3 Fire Pumps and Fire Booster Pumps Frequency: Systems shall be subject to annual ITM.**

**19.9.4 Fire Pumps and Fire Booster Pumps Test Coverage: The annual inspection test and maintenance shall be performed. The annual inspection for electric fire pumps and fire booster pumps shall include weekly and monthly. The annual inspection for diesel fire pumps and fire booster pumps shall include weekly.**

**19.9.5 The annual pump discharge test shall be performed using the pump discharge header. The pump discharge test can be done using an inline flow meter to drain or suction reservoir only if a pump test header is not present. The pump discharge test shall not be performed using an inline flow meter to pump suction. If the discharge test cannot be performed using the a pump test header or by inline flow meter via drain or suction reservoir, the report must be annotated as such and a cost estimate to rectify the situation must be attached to report. Testing shall be performed after modifications are made to permit testing.**

**19.9.6 If the pump discharge test is performed using an inline flow meter to drain or suction reservoir, the flow meter must be calibrated prior to testing by the Contractor at their expense.**

## **Inspection Testing and Minor Repair of Fire Systems, 9 Wing Gander, NL**

### **Annex C Definitions**

#### **Definitions**

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

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

**Care:** Means the complete care of equipment, pertinent to the continued operation of the complex.

**Check:** Means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed.

**Contractor:** Means the person/persons or organization that provides services under any resulting contract.

**DND Contract Authority:** Means the individual or individuals who represent Canada and are responsible for the administration of the contract in its entirety

**DND Representative:** Means the DND person who represents Canada and is responsible for monitoring the progress and activities of the contractor.

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

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

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

**Fire Protection:** The application of necessary measures to prevent fires or minimize the loss of life or property resulting from a fire by proper design and construction of buildings, by the use of detection, and suppression systems, by the establishment of adequate firefighting services and



## **Inspection Testing and Minor Repair of Fire Systems, 9 Wing Gander, NL**

by training building occupants in fire safety and evacuation procedures.

<b>Fire pump:</b>	Means a pump that normally draws from a reservoir. A fire pump will generally be the sole source of supply.
<b>Fire booster pump:</b>	Means a pump that will take its supply from an incoming pipe under pressure from a water supply system. A booster pump will add additional pressure to an existing water supply.
<b>Functional:</b>	Means capable of serving the purpose for which it was designed.
<b>Inspect:</b>	Means physical examination to determine that the device or system will perform in accordance with its intended function.
<b>Major repair:</b>	Means all repairs which are of a retrofit nature; additions or modifications to the systems; or any mid to high costs related to overhaul or the replacement of major components
<b>Minor repair:</b>	Means all repairs which are defined as repairs costing less than \$1,500.00 per building that ensure functionality in the manner which the system was designed.
<b>PDF:</b>	Means Portable Document Format.
<b>Property and Facility Management:</b>	Means the Public and/or Private Sector Building Management organization responsible for the management of any building described within this scope of work, which provides management and operational facilitation in the buildings that form part of the life safety systems inherent to the building or facility maintained by this scope of work.
<b>Qualified Person:</b>	Means someone who, by possession of a recognized degree, certificate or professional standing, or who has extensive knowledge, training and experience, as defined within the "Contractor Roles and Responsibilities" section.
<b>Service:</b>	Means to make fit for use, adjust, repair, or maintain.
<b>SOP:</b>	Means Standard Operating Procedures.

## **Inspection Testing and Minor Repair of Fire Systems, 9 Wing Gander, NL**

<b>Standing Orders:</b>	<b>Means general orders, which are in force on a Base, defining procedures, operating parameters and authorities with which everyone that works on the Base or visits the Base must comply.</b>
<b>Superintendent:</b>	<b>Means the employee of the Contractor who is designated by the Contractor as being in full charge of the site operations of the Contractor for the purpose of the Contract. The Superintendent is to be a qualified person as defined within this scope of work.</b>
<b>Local DND Technical Authority:</b>	<b>Means the individual or individuals who represent Canada and are responsible for defining the requirements of the SOW</b>
<b>Test:</b>	<b>Means the operation of a device or system to ensure that it will perform in accordance with its intended operation or function.</b>

## **Inspection Testing and Minor Repair of Fire Systems, 9 Wing Gander, NL**

### **Annex D Mandatory References**

#### **Mandatory References**

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

Canada Labour Code Part II

Canadian Occupational Health and Safety Regulations

CEPA 1999- Canadian Environmental Protection Act 1999

Ozone depleting Substances Regulations, 1998

Federal Halocarbon Regulations, 2003

Department of National Defence/Canadian Forces Asbestos Management Directive dated March 2007

Department of National Defence / Environmental Directive 4003 – 05 Department of National Defence Realty Asset Manual (RAMM) Ch 10 - Fire Protection and Emergency Services and all referenced standards

Treasury Board Policies and Standards - As they pertain to the installation and maintenance of Fire Alarm and Fire Protection Systems. (<http://www.tbs-sct.gc.ca/tbs-sct/index-eng;.asp>)

National Fire Code of Canada 2010, errata, revisions and supplements

National Building Code of Canada 2010, errata, revisions and supplements

National Plumbing Code of Canada 2010, errata, revisions and supplements CFFM Fire Marshal Directive (FMD) 4000 Electromagnetic Door Locks

CFFM Fire Marshal Directive (FMD) 4003 Fire Protection and Life Safety Engineering Design

## **Inspection Testing and Minor Repair of Fire Systems, 9 Wing Gander, NL**

### **Guide**

**CFFM Fire Marshal Directive (FMD) 4005 Partial Occupancy**

**CFFM Fire Marshal Directive (FMD) 4006 Fire Protection System Impairments**

**CFFM Fire Marshal Directive (FMD) 4007 Fire Alarm Policy**

**CSA C22.1 – Canadian Electrical Code**

**CAN/ULC-S524 – Standard for the Installation of Fire Alarm Systems**

**CAN/ULC-S536 – Inspection and Testing of Fire Alarm Systems**

**CANIULC-S537 – Verification of Fire Alarm Systems**

**-**

**CAN/ULC-S552 – Maintenance and Testing of Smoke Alarms**

**ULC/ORD-C1058.5-1993, entitled Halon Recovery and Reconditioning Equipment**

**ULC/ORD C1058.18-1993, entitled The Servicing of Halon Extinguishing Systems**

**CSA Z460 – Control of hazardous energy - Lockout and other methods**

**CSA Z462 – Workplace Electrical Safety (Arch Flash Protection)**

**CSA C282 – Emergency Power Supply for Buildings**

**NFPA 11 – Standard for Low-, Medium, and High-Expansion Foam**

**NFPA 12 – Standard for Carbon Dioxide Extinguishing Systems**

**NFPA 12A – Standard for Halon 1301 Fire Extinguishing Systems**

## **Inspection Testing and Minor Repair of Fire Systems, 9 Wing Gander, NL**

**NFPA 13 – Standard for the Installation of Sprinkler Systems**

**NFPA 13D - Standard for the Installation of Sprinkler Systems in One- and Two-Family Dwellings and Manufactured Homes**

**NFPA 13R - Standard for the Installation of Sprinkler Systems in Residential Occupancies up to and Including Four Stories in Height**

**NFPA 14 – Standard for the Installation of Standpipes and Hose Systems**

**NFPA 15 – Standard for Water Spray Fixed Systems for Fire Protection**

**NFPA 16 – Standard for the Installation of Foam-Water Sprinkler and Foam-Water Spray Systems**

**NFPA 17 – Standard for Dry Chemical Extinguishing Systems**

**NFPA 17A – Standard for Wet Chemical Extinguishing Systems**

**NFPA 20 – Standard for the installation of Stationary Pumps for Fire Protection**

**NFPA 25 – Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems**

**NFPA 96 – Ventilation Control and Fire Protection of Commercial Cooking Appliances**

**NFPA 409 – Standard on Aircraft Hangars**

**NFPA 2001 – Standard on Clean Agent Fire Extinguishing Systems**

**Applicable municipal, provincial and territorial acts, regulations, codes and standards for waste management and disposal**

## **Inspection Testing and Minor Repair of Fire Systems, 9 Wing Gander, NL**

**Applicable Base Standing Orders for each specific site/area**

**When NFPA 72 is referenced in any standard, it shall be replaced by the applicable ULC standards namely: CAN-ULC-S536 Inspection and Testing of Fire Alarm Systems and CAN/ULC-S552 Maintenance and Testing of Smoke Alarms.**

**Where NFPA, ULC, NFC, TBS, CLC and COHS documents refer to other standards within their text, those other standards shall also be deemed to be referenced by this SOW.**

**In the event that concurrent or conflicting regulations exist, the most stringent set of regulations shall apply. The contractor and all service personnel shall keep within their possession a copy of the most current edition of the applicable Codes/Standards at the time of entering into the Contract for the duration of the contract.**

## **Inspection Testing and Minor Repair of Fire Systems, 9 Wing Gander, NL**

### **ANNEX C – SAMPLE REPORT FORMS**

The Annex C of this Service Contract comprises all required forms for the inspection requirements and are available upon requests and also will be provided at the award date of this Contract.





