



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

SPECIFICATION

STANDING OFFER AGREEMENT
ALERTON ENERGY MANAGEMENT
CFB GAGETOWN AND TRAINING AREA
01 APRIL 2014 TO 31 MARCH 2016


Designed by


Fire Inspector


Project O


Engineering O

PF No:

Job No: L-G2-9900/1623

Date: 2013-06-24

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PART 1 - GENERAL

1.1 Description of Work .1 The work under this Standing Offer comprises the furnishing of all labour, material, tools and equipment required to maintain the Alerton IBEX and BACTalk Energy Management Control Systems software and hardware on an as required basis. All work will be requested on form CF-942, Requisition Against a Standing Offer as directed by the Engineer.

.2 The period of this Standing Offer is from 01 April 2014 to 31 March 2016.

1.2 Qualifications .1 The Contractor must be qualified and knowledgeable in the inspection and repair of Alerton Energy Management Systems and they must possess Envision for IBEX version 2.0 and BACTalk version 2.0 and have access to system hardware and software upgrades necessary to maintain the systems.

.2 The work must be performed by authorized technicians employed by or approved by the system manufacturer.

.3 Contractor must provide proof of technician's certification from the system manufacturer to the Engineer prior to award of this Standing Offer Agreement.

1.3 Engineer .1 The Engineer, as defined and stated in this specification will be the Commanding Officer of 5 Engineer Services Unit or a designated representative of the Engineer is:

.2 The address of the engineer is:

Contracts Office
5 Engineer Services Unit
Building B18
CFB/ASU Gagetown
PO BOX 17000 Station Forces
Oromocto NB E2V 4J5

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

1.4 Liability Insurance

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

1.5 Documents Required

- .1 Maintain at the job site, one copy each of the following:
.1 specifications; and
.2 addenda.
- .2 Provide to the Energy Management Control Shop (EMCS) personnel a copy, on CDROM, of any newly created databases and/or graphics necessary to complete the work. In addition to this documentation, a revised sequence of operation shall be provided on the CDROM if changes have been made. All of the above information is to be saved to the primary Operator Workstation at the EMCS.
- .3 The Contractor shall provide and install free of charge firmware build updates when performing other work at site.
- .4 The Contractor must request an address number from the EMCS, when installing an additional panel to the network.

1.6 Contractors Use of Site

- .1 Work site access will be directed by the Engineer.
- .2 Movement around the site is subject to restrictions laid down by the Engineer.
- .3 The Contractor shall not unreasonably encumber the site with materials or equipment.
- .4 When Contractor vehicles are to be parked, they will be backed into a parking space or risk being towed, at the owner's expense.

1.7 Power and Water Supply

- .1 DND can provide, free of charge, temporary electric power and water for servicing purposes related to this agreement only.
- .2 Engineer will determine delivery points and quantitative limits. Engineer's written permission is required before any connection

1.7 Power and Water .2
Supply
(Cont'd)

(Cont'd)
is made. Connect to existing power supply in accordance with Canadian Electrical Code.

- .3 Supply of temporary services is subject to DND requirements and may be discontinued by the Engineer at any time without notice, or acceptance of any liability for damage or delay caused by such withdrawal of temporary services.

1.8 Acceptability of .1
Material

The Contractor will use material and parts specified by the manufacturer of the equipment and any other material will require the approval of the Engineer.

- .2 The Contractor will provide material and equipment of specified design and quality, performing to published ratings and for which replacement parts are readily available.
- .3 The Contractor will not make any change in the design and installation of equipment and materials without the prior written approval of the Engineer.
- .4 If, in an emergency, the Contractor installs parts other than those specified, they will be replaced with specified parts before claiming payment, but no claim for other than specified parts will be made.
- .5 All replaced parts and materials not under warranty, whether serviceable or unserviceable will be left on site for inspection on completion of the work.
- .6 All manufactured articles, materials and equipment will be applied, installed, connected and used as specified by the manufacturer.
- .7 Requests for acceptance of material other than those specified will be submitted in writing to the Engineer. The request must be supported with sufficient product information to enable the Engineer to make an assessment.
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- 1.9 Guarantee .1 The Contractor will guarantee all materials and workmanship for a period of one (1) year after acceptance by the Engineer. Any defects which may develop during this period will be rectified and made good to the satisfaction of the Engineer, by the Contractor at their own expense.
- 1.10 Codes and Standards .1 Perform work in accordance with:
.1 the American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE),
.2 the Canada Labour Code Part 2; and
.3 the National Building Code of Canada,
.4 all above mentioned references will be the latest edition, unless otherwise specified.
- .2 The Contractor will work to meet or exceed requirements of specified standards, codes and referenced documents.
- .3 Contractor must be registered with WorkSafeNB.
- .4 The Contractor will observe and enforce safety measures required by:
.1 the National Building Code, Provincial Government, Canada Labour Code Part 2 (including section 8.12 to 8.14 regarding lock-out procedures),
.2 WorkSafeNB; and
.3 Municipal Statutes and Authorities.
- .5 In the event of conflict between any provisions of above authorities, the most stringent provision will apply.
- 1.11 Overloading .1 The Contractor will ensure no part of work is subjected to a load which will endanger its safety or will cause permanent deformation.
- 1.12 Temporary Structures .1 The Contractor will furnish and maintain all equipment such as temporary stairs, ramps, ladders, scaffolds, hoists, chutes, etc, as

1.12 Temporary Structures (Cont'd)

- .1 (Cont'd)
may be required for the proper execution of the work.
- .2 Temporary structures erected by the Contractor will be removed by them from the site on completion of the work.

1.13 Cutting, Fitting and Patching

- .1 The Contractor will perform cutting, fitting and patching of materials when required to allow work to fit properly together.
- .2 Where new work connects with existing and where existing work is altered, cut, patch and perform repairs to match existing work.

1.14 Clean Up

- .1 The Contractor will, on completion of all work, remove all surplus materials, plant, tools, equipment, and debris, and leave the work site in a clean and tidy condition to the complete satisfaction of the Engineer.
- .2 The Contractor will not remove any salvageable material or equipment from the job site without permission from the Engineer.

1.15 Work Requisition.1

- The work to be performed will be requested on Form CF-942, Requisition Against A Standing Offer when ordered by the engineer is as follows:
- .1 The Contractor will provide service during regular working hours on an 8 hour per day, 5 days per week basis, 0730 to 1600 hrs, Monday to Friday inclusive, also Emergency Service calls at any time during or after normal working hours, weekends and holidays.
 - .2 The Contractor will advise the Engineer of the telephone number or location at which they or their representative may be contacted at all times.
 - .3 The Contractor, on receipt of an acceptance of tender will be advised by the Engineer in writing, the names of persons authorized to request service. Work undertaken at the request of others will be entirely at the Contractor's risk with regard to payment.
 - .4 The Contractor will not refuse any call for service requested by the Engineer and will

1.15 Work Requisition.1
(Cont'd)

(Cont'd)

.4 (Cont'd)

respond within 24 hours on normal service calls and 4 hours on emergency calls.

.5 When service is required, the Engineer or authorized person will notify the Contractor and detail the job. Service will be requisitioned on Form CF-942, Requisition Against a Standing Offer. This form will detail the work to be performed and will be signed by an authorized person. A copy of this form will be given to the Contractor.

.6 The Contractor will report to the Engineer prior to starting work and upon completion on a daily basis. After reporting in the Contractor will proceed to the location of the job and carry out the work. The date, hours worked and material used on each job will be shown on the Company Service Report.

.7 The Contractor will retain one signed copy of the CF-942 form and return a copy to the Engineer.

1.16 Basis of Payment.1

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

.2 The Contractor will submit prices for the following in accordance with the specification. Such prices will include transportation (travel time to and from the contractors base of operation will be included in the rates provided), supervision, expenses and profit.

.3 Rates submitted will be for time on the job site. Travel time to and from the job site will not be charged, but will be inclusive of the rates submitted.

.1 Technicians rate per hour for service calls during normal working hours Monday to Friday. (**estimated at 280 hours**);

.2 Technicians rate per hour for emergency service calls during or after normal working hours, weekends and holidays. (**estimated at 60 hours**);

.3 All materials will be invoiced at the contractor's wholesale cost plus a percentage of mark-up. (**estimated at \$50,000**) The Contractor will submit their percent of mark-up for tender purposes. Copies of

1.16 Basis of Payment.3
(Cont'd)

(Cont'd)
.3 (Cont'd)
invoices for material used must accompany the invoice for work performed.

- .4 Time charged and the contract price of materials (if used) may be verified by Government Audit before and after payment.
- .5 Quantities are to be used as a guide and may increase or decrease. Quantities are not guaranteed and the contractor will have no claim for loss of anticipated profits as a result of these estimated quantities.

1.17 Security
Clearances

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

1.18 Contractor
Passes

- .1 All Contractor employees will have in their possession an authorized Contractor Pass while employed on DND property. Such passes will be produced when requested by the Military Police, Commissionaires, Security Guards and persons in authority.
- .2 The Contractor will complete an application form for Contractor Passes for each individual. The Contractor will accompany the employee to the Military Police Identification Section for the issuance of pass.
- .3 The Contractor will provide a photocopy of passes to the Engineer.
- .4 The Contractor will ensure Contractor passes are recovered from employees who cease to be employed on DND property. Such passes shall be returned to the Military Police Identification Section by the Contractor.

PART 1 - GENERAL

- 1.1 References .1 Canada Labour Code, Part 2, Canada Occupational Safety and Health Regulations.
- .2 Province of New Brunswick
.1 Occupational Health and Safety Act, S.N.B. 1983.
- 1.2 Regulatory Requirements .1 The Contractor will perform work in accordance with the safety measures of:
.1 the 2010 National Building Code,
.2 Provincial Government, WorkSafeNB;
.3 municipal authority; and
.4 in any case of conflict or discrepancy the more stringent requirements shall apply.
- 1.3 Responsibility .1 The Contractor will be responsible for health and safety of persons on site, safety of property on site and for protection of persons adjacent to site and environment to the extent that they may be affected by conduct of work.
- .2 The Contractor will comply with and enforce compliance by employees with respect to safety requirements of Contract Documents, applicable federal, provincial, territorial and local statutes, regulations, and ordinances, and with site-specific Health and Safety Plan.
- 1.4 Unforeseen Hazards .1 Should any unforeseen or peculiar safety related factor, hazard, or condition become evident during performance of work, the Contractor will:
.1 follow procedures in place for Employee's Right to Refuse Work in accordance with Acts and Regulations of Province having jurisdiction.
.2 Advise Engineer verbally and in writing.
- 1.5 Correction of Non-Compliance .1 The Contractor will immediately address health and safety non-compliance issues
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- 1.5 Correction of Non-Compliance (Cont'd) .1 (Cont'd)
identified by authority having jurisdiction or by Engineer.
- .2 The Contractor will provide Engineer with written report of action taken to correct non-compliance of health and safety issues identified.
- .3 Engineer may stop work if non-compliance of health and safety regulations are not corrected.
- 1.6 Work Stoppage .1 The Contractor will Give precedence to safety and health of public and site personnel and protection of environment over cost and schedule considerations for work.

PART 1 - GENERAL

- 1.1 Reporting Fires .1 Know location of nearest fire alarm box and telephone, including emergency phone number.
- .2 Report immediately all fire incidents to Fire Department as follows:
.1 activate nearest fire alarm box; or
.2 telephone 911.
- .3 When reporting fire by telephone, give location of fire, name or number of building and be prepared to verify the location.
- 1.2 Interior and Exterior Fire Protection and Alarm Systems .1 Fire protection and alarm system will not be:
.1 obstructed;
.2 shut-off; and
.3 left inactive at end of working day or shift without authorization from Fire Chief.
- .2 Fire hydrants, standpipes and hose systems will not be used for other than fire-fighting purposes unless authorized by Fire Chief.
- 1.3 Fire Extinguishers .1 The Contractor will supply fire extinguishers, as scaled by Fire Chief, necessary to protect work in progress and contractor's physical plant on site.
- 1.4 Blockage of Roadways .1 The Contractor will advise the Fire Chief of any work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by Fire Chief, erecting of barricades and digging of trenches.
- 1.5 Smoking Precautions .1 Observe smoking regulations at all times.
.2 Smoking in DND buildings is prohibited.
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1.6 Rubbish and
Waste Materials

- .1 Rubbish and waste materials are to be kept to a minimum.
- .2 Burning of rubbish is prohibited.
- .3 Removal:
 - .1 Remove all rubbish from work site at end of work day or shift or as directed.
- .4 Storage:
 - .1 Store oily waste in approved receptacles to ensure maximum cleanliness and safety.
 - .2 Deposit greasy or oily rags and materials subject to spontaneous combustion in approved receptacles and remove.

1.7 Flammable and
Combustible Liquids

- .1 Handling, storage and use of flammable and combustible liquids are to be governed by the current National Fire Code of Canada.
 - .2 Flammable and combustible liquids such as gasoline, kerosene and naphtha will be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing Underwriters' Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable and combustible liquids exceeding 45 litres for work purposes requires permission of Fire Chief.
 - .3 Transfer of flammable and combustible liquids is prohibited within buildings or jetties.
 - .4 Transfer of flammable and combustible liquids will not be carried out in vicinity of open flames or any type of heat-producing devices.
 - .5 Flammable liquids having a flash point below 38° C such as naphtha or gasoline will not be used as solvents or cleaning agents.
 - .6 Flammable and combustible waste liquids, for disposal, will be stored in approved containers located in a safe ventilated area. Quantities are to be kept to a minimum and Fire Department is to be notified when disposal is required.
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1.8 Hazardous
Substances

- .1 Work entailing use of toxic or hazardous materials, chemicals and/or explosives, or otherwise creating hazard to life, safety or health, will be in accordance with National Fire Code of Canada.
- .2 The Contractor will obtain from Fire Chief a "Hot Work" permit for work involving welding, burning or use of blow torches and salamanders, in buildings or facilities.
- .3 The Contractor will, when work is carried out in dangerous or hazardous areas involving use of heat, provide fire watchers equipped with sufficient fire extinguishers.
- .4 Determination of dangerous or hazardous areas along with level of protection necessary for Fire Watch is at discretion of the Fire Chief.
- .5 Contractors are responsible for providing fire watch service for work on a scale established and in conjunction with Fire Chief at pre-work conference.
- .6 Where flammable liquids, such as lacquers or urethanes are to be used, proper ventilation will be assured and all sources of ignition are to be eliminated. Fire Chief is to be informed prior to and at cessation of such work.

1.9 Questions
and/or
Clarification

- .1 Direct any questions or clarification on Fire Safety in addition to above requirements to Fire Chief through the Engineer.

1.10 Fire
Inspection

- .1 Site inspections by Fire Chief will be coordinated through Engineer.
- .2 The Contractor will allow the Fire Chief or his representative, unrestricted access to work site.
- .3 The Contractor will co-operate with Fire Chief during routine fire safety inspection of work site.
- .4 The Contractor will immediately remedy all unsafe fire situations observed by Fire Chief.

PART 1 - GENERAL

- 1.1 General .1 The Contractor will take all reasonable steps to ensure that they and their employees have complied with all pertinent legislation and have protected the environment.
- 1.2 Fires .1 Fires and burning of rubbish on site not permitted.
- 1.3 Disposal of Wastes .1 The Contractor will not bury rubbish and waste materials on site unless approved by Engineer.
- .2 The Contractor will not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.
- 1.4 Spill Protection .1 The Contractor must have adequate clean up materials for any potential hazardous materials used in the completion of the work (ie. Foams, fuels, oils, lubricants, etc).
- .2 In the event of an inadvertent AFFF release from the system, the Contractor will stop work, and immediately report to the Contract Manager the area in which the system released and the amount released. If the Contractor is not able to reach the Contract Manager, the Contractor will immediately contact the Fire Hall (Tel 506-422-2000 Ext 2106).
- .3 The AFFF shall not be discharged into the environment during inspection procedures or during maintenance. In the event of a spill the Contractor will immediately take corrective action to clean up the material. If any AFFF foam is accidentally released to the environment, the Contractor will report it to the Contract Manager and to the Environment Department (Tel 506-422-2000 Ext 2878) immediately.