



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

Bid Receiving/Réception des soumissions  
Royal Canadian Mounted Police (RCMP)  
Procurement & Contracting Services  
6th Floor, 10065 Jasper Avenue NW  
Edmonton, AB T5J 3B1

**SOLICITATION AMENDMENT  
MODIFICATION DE L'INVITATION**

**Proposal to: Royal Canadian Mounted Police**

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 therefore.

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

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

**Bidder's Legal Business Name –  
Nom légal du soumissionnaire:**

\_\_\_\_\_

Telephone # - Téléphone #:

\_\_\_\_\_

Email - Courriel:

\_\_\_\_\_

<b>Title-Sujet:</b> <b>Fire Alarm System Maintenance / D'alarme incendie et d'entretien de</b>		
<b>Solicitation No. - No. de l'invitation</b> <b>M50000-150123/A</b>	<b>Date</b> 2014 July 30 <sup>th</sup> /2014 Juillet 30 <sup>th</sup>	
<b>Amendment No. – No modif : 002</b>		
<b>GETS Reference No. - No. De Référence du SEAG : PW-14-00645703</b>		
<b>Solicitation Closes – L'invitation prend fin</b>		
<b>At / à :</b>	<b>2:00 PM</b>	MDT (Mountain Daylight Time) HAR (heure avancée de Rocheuses)
<b>On / le :</b>	<b>2014 August 27<sup>th</sup> / 2014 Août 27<sup>th</sup></b>	
<b>Destination of Goods and Services – Destinations des biens et services</b> <b>Royal Canadian Mounted Police - Gendarmerie royale du Canada</b> <b>See herein — Voir aux présentes</b>		
<b>Instructions</b> See herein — Voir aux présentes		
<b>Address Inquiries to – Adresser toute demande de renseignements à</b> Sandra E. Robinson, Senior Procurement Officer		
<b>Telephone No. – No. de téléphone</b> 780-670-8626	<b>Facsimile No. – No. de télécopieur</b> 780-454-4523	

<b>COMPLETE BELOW IN FULL - REMPLISSEZ CI-DESSOUS EN ENTIER</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – 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>



**Amendment 002 was raised to make the following changes.**

**DELETE THE FOLLOWING:**

**PART 1 - GENERAL INFORMATION**

**2. Summary**

i) Mandatory Response Time

As per Annex A, Statement of Work, 1.4.3, Emergency Calls, items 1.4.3.1 and 1.4.3.2, it is a mandatory requirement of the contract that:

- a) The Contractor must provide twenty-four (24) hour, seven (7) days a week emergency call back service for the duration of the contract at no extra cost.

**NOTE: This Statement of Work includes twenty emergency calls for the full term of the contract per site at no extra cost to Canada. Any additional emergency calls will be at extra cost to Canada. In the event that travel and accommodations are required for the twenty (20) included Emergency Calls, the cost must be approved by the Royal Canadian Mounted Police (RCMP) Project Authority in Accordance with Annex A, Scope of Work, clause 1.4.3.2..**

**PART 3 - BID PREPARATION INSTRUCTIONS**

**1. Bid Preparation Instructions**

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

Section I: Technical Bid (One (1) hard copy)

Section II: Financial Bid (One (1) hard copy)

Section III: Certifications (One (1) hard copy)

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: Technical Bid**

- 1) Bidders shall duly complete and **SIGN** the first page of their Invitation to Tender document, or upon request from the Contracting Authority.
- 2) Submission of Evidence as described in **Section I 3. Mandatory Employee Experience and Past Performance** MUST be included with the bidder's proposal at time of bid closing. Failure to do so will result in the bid being deemed noncompliant and no further consideration will be given.

The evidence provided by the bidder may be verified. The Royal Canadian Mounted Police (RCMP) reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided.

- 3) **Mandatory Employee Experience and Past Performance**

To carry out the work on this requirement the bidder must provide; one (1) certified Fire Alarm Technician, one (1) certified Sprinkler and Fire Protection Installer, one (1) certified Extinguisher Technician, and one (1) certified Electrician.

Please Note: Certified service personnel may be cross-trained in multiple trades. At a minimum the bidder must provide on (1) certified cross-trained Fire Alarm and Extinguisher Technician, and Sprinkler and Fire Protection Installer and one (1) certified Electrician.

The bidder must provide evidence that demonstrates that the service personnel proposed to perform maintenance of Fire Alarm equipment have five (5) years experience and past performance within the last eight (8) years by referencing two (2) similar projects/contracts whereby the service personnel have performed satisfactorily.

The bidder must complete the following form for each technician who will be performing work on this requirement in order to demonstrate that each proposed technician has the required experience.

Example:

Project 1: started on 2008 January 1<sup>st</sup> and ended 2008 May 31<sup>st</sup> = 4 months

Project 2: started on 2008 January 1<sup>st</sup> and ended 2010 December 31<sup>st</sup> = 36 months

Project 3: started on 2008 January 1<sup>st</sup> and ended 2010 December 31<sup>st</sup> = 36 months

Total period for three projects will count as 36 months and not 76 months because the period of January, 2008 to December, 2009 has already been counted in Project 2 and 3. This employee does not meet the required minimum of five (5) years or recent experience.



In the event where the information for any of the technicians cannot be confirmed by the client contacts named in the proposal, the proposal will be considered non-responsive and no further consideration will be given to the proposal. If the bidder submits names of technicians in excess of the stated requirement, only the references up to the identified limit of four (4) service personnel will be assessed. The four (4) service personnel listed in the proposal will be considered for evaluation.

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



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



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

4) **Card and Licensing Documentation**

Valid copies of the following cards and licensing documentation should be submitted for each proposed service personnel with the bid by the bid solicitation closing date. However, if the following is not submitted with the bid by the bid solicitation closing date, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non – responsive.

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

- a) **Fire Alarm Technician** - One (1) service personnel with:
  - a valid Canadian Fire Alarm Association (CFAA) certification.
- b) **Sprinkler and Fire Protection Installer** - One (1) service personnel with:
  - a valid Certification of Qualification (C of Q) in accordance with the provincial or territorial law in which the work is to be performed for each Sprinkler and Fire Protection Installer engaged by and sent to site by the Bidder or subcontractor of the Bidder to carry out work as defined by the attached



Statement of Work, at Annex A.

- c) **Certified Electrician** - One (1) service personnel with:
- a valid Certificate of Qualification for a Qualified Electrical Worker in accordance to the requirements in the Province of Manitoba.

5) **Company Information**

- 5.1 A letter(s) from the OEM(s) (Original Equipment Manufacturer) of the equipment detailed below, (see Annex A, Statement of Work) should be submitted with the bid by the bid solicitation closing date. However, if the following is not submitted with the bid by the bid solicitation closing date, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

If there is more than one OEM, letters are required from each OEM.

- Fire Alarm Control Unit

The letter must confirm that the Bidder:

1. is the Original Equipment Manufacturer (OEM); **OR**
2. is an authorized service agent of the Original Equipment Manufacturer; **OR**
3. has a valid sub-contracting agreement with the OEM; **AND**
4. has access to the following in order to, service and maintain the components, sub-systems, systems and integrated systems identified above and within the attached inventory, Annex A, Statement of Work:

- 4.1 Service and maintenance tools and materials;
- 4.2 Compatible parts;
- 4.3 Software;
- 4.4 Hardware;
- 4.5 Firmware; **AND**

5. has access to the complete operational and adjustment procedures of the OEM for all components, sub-systems, systems, integrated systems and related equipment identified within the attached inventory. This includes direct access to manufacturer's technical support services and service bulletins.

**AND/OR**

- 5.2 Should the Bidder not be the OEM or the authorized service agent of the OEM(s) or not have a valid sub-contracting agreement with the OEM for the above equipment, a letter(s) from the authorized service agent of the OEM(s) of this equipment should be submitted



with the bid by the bid solicitation closing date. However, if the following is not submitted with the bid by the bid solicitation closing date, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

If there is more than one OEM, letters are required from each authorized service agent of each OEM.

- Fire Alarm Control Unit

The letter must confirm that the Bidder:

1. has a valid sub-contracting agreement with the authorized service agent; **OR**
2. has access to the following in order to, service and maintain the components, sub-systems, systems and integrated systems identified above and within the attached inventory, Annex A, Statement of Work:
  - 2.1 Service and maintenance tools and materials;
  - 2.2 Compatible parts;
  - 2.3 Software;
  - 2.4 Hardware;
  - 2.5 Firmware; **AND**
3. has access to the complete operational and adjustment procedures of the OEM for all components, sub-systems, systems, integrated systems and related equipment identified within the attached inventory. This includes direct access to manufacturer's technical support services and service bulletins.

The Bidder must also submit a letter(s) issued to the authorized service agent(s) by the OEM(s) confirming the name of the authorized service agent(s).

- 5.3 The Bidder must be an Underwriters Laboratories of Canada (ULC) Level III & IV listed company authorized to carry out maintenance on fire alarm/fire protection and life safety systems. The Bidder should submit a ULC certificate with the bid by the solicitation closing date. However, if the following is not submitted with the bid by the bid solicitation closing date, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

6. Employee Training

Valid copies of the following training certificates/cards should be submitted for each proposed service personnel with the bid by the bid solicitation closing date. However, if the following is not submitted with the bid by the bid solicitation closing date, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the





Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

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

- a valid Fall Protection Safety Training certificate/wallet card
- a valid Work Hazardous Material Inventory System (WHMIS) certificate/wallet card
- a valid Confined Space Entry certificate/wallet card
- a valid First Aid/CPR certificate recognized by Human Resources and Skills Development Canada  
[http://www.hrsdc.gc.ca/eng/labour/health\\_safety/prevention/first\\_aid.shtml](http://www.hrsdc.gc.ca/eng/labour/health_safety/prevention/first_aid.shtml)
- a valid Asbestos Work Practices Awareness Certificate/wallet card
- a valid Arc Flash Training Certificate/ wallet card

## **Section II: Financial Bid**

- 1.1** Bidder must submit the financial bid in accordance with the Pricing Schedule detailed in Annex B – Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

**Pricing Schedule 1:** Firm all inclusive prices including all necessary tools, services, replacement or repair parts, materials, labour and all related costs (including Travel and Living Costs) as detailed in Annex "A", Statement of Work



<b>INSPECTIONS – FIRM FIXED RATE PER LOCATION</b>						
<b>Cost Centre</b>	<b>DBU#</b>	<b>Location</b>	<b>Firm Yearly Rate for Period 1 - one (1) year from award of contract</b>	<b>Firm Yearly Rate for Period 2 – one (1) year from end of Period 1</b>	<b>Firm Yearly Rate for Option 1 – one (1) year from end of Period 2, if 1<sup>st</sup> option is exercised</b>	<b>Firm Yearly Rate for Option 2 – one (1) year from end of 1<sup>st</sup> option, if 2<sup>nd</sup> option is exercised</b>
D1872	268	Altona				
D0582	271	Amaranth				
D2104	128	Arborg				
D2111	120	Ashern				
D1617	14	Beausejour				
D0298	112	Berens River - PC				
D0596	187	Boissevain				
D0296	494	Bloodvein				
D0767	74	Brandon				
D4348	141	Brochet - PC				
D0601	18	Carberry				
D1886	305	Carman				
D2593	490	Churchill				
D2605	284	Cranberry Portage				
D3546	30	Cross Lake				
D0636	36	Crystal City				
D1055	2	Dauphin				
D0781	21	Deloraine				
D0795	44	Elphinstone				
D1912	179	Emerson				
D1645	197	Falcon Lake				
D2132	282	Fisher Branch				



Cost Centre	DBU#	Location	Firm Yearly Rate for Period 1 - one (1) year from award of contract	Firm Yearly Rate for Period 2 – one (1) year from end of Period 1	Firm Yearly Rate for Option 1 – one (1) year from end of Period 2, if 1 <sup>st</sup> option is exercised	Firm Yearly Rate for Option 2 – one (1) year from end of 1 <sup>st</sup> option, if 2 <sup>nd</sup> option is exercised
D2146	58	Gimli				
D0643	61	Gladstone				
D4349	56	God's River - PC				
D4164	377	God's Lake Narrows				
D1673	293	Grand Marais				
D2661	156	Grand Rapids				
D2825	193	Grandview				
D3492	192	Gypsumville				
D0807	64	Hamiota				
D2167	67	Headingley				
D4350	165	Ilford - PC				
D3827	344	Island Lake				
D0657	177	Killarney				
D4351	219	Lac Brochet - PC				
D1694	352	Lac du Bonnet				
D4441	515	Little Grand Rapids				
D2181	75	Lundar				
D2696	190	Lynn Lake				
D0671	351	Manitou				
D1076	172	McCreary				
D0814	81	Melita				
D0685	185	Minnedosa				
D4442	151	Moose Lake				
D1926	257	Morden				



Cost Centre	DBU#	Location	Firm Yearly Rate for Period 1 - one (1) year from award of contract	Firm Yearly Rate for Period 2 – one (1) year from end of Period 1	Firm Yearly Rate for Option 1 – one (1) year from end of Period 2, if 1 <sup>st</sup> option is exercised	Firm Yearly Rate for Option 2 – one (1) year from end of 1 <sup>st</sup> option, if 2 <sup>nd</sup> option is exercised
D1947	85	Morris				
D2715	162	Norway House				
D1961	303	Oakbank				
D4339	47	Oxford House				
D4345	94	Pauingassi - PC				
D0299	493	Poplar River				
D1727	367	Powerview				
D4314	456	Pukatawagan				
D0821	88	Reston				
D1083	92	Roblin				
D0835	101	Rosburn				
D0842	62	Russell				
D4376	24	Selkirk				
D4211	209	Shamattawa				
D0877	184	Shoal Lake				
D2722	385	Snow Lake				
D0884	126	Souris				
D4357	146	South Indian Lake - PC				
D4358	78	Split Lake				
D2001	290	Sprague				
D2015	263	St. Pierre Jolys				
D0365	485	St. Theresa Point				
D3436	261	Ste. Rose du Lac				
D2043	76	Steinbach D				
D2207	345	Stonewall				



Cost Centre	DBU#	Location	Firm Yearly Rate for Period 1 - one (1) year from award of contract	Firm Yearly Rate for Period 2 – one (1) year from end of Period 1	Firm Yearly Rate for Option 1 – one (1) year from end of Period 2, if 1 <sup>st</sup> option is exercised	Firm Yearly Rate for Option 2 – one (1) year from end of 1 <sup>st</sup> option, if 2 <sup>nd</sup> option is exercised
D1123	240	Swan River				
D4425	27	Tadoule Lake				
D2221	127	Teulon				
D2757	371	The Pas				
D2497	211	Thompson Air Hanger				
D0725	117	Treherne				
D0917	275	Virden				
D2804	176	Wabowden				
D0746	109	Wasagaming				
D1823	111	Whitemouth				
D2064	253	Winnipeg Air Hanger				
D0399	507	Wpg Lorimer Warehouse				
D0262	531	Wpg Vehicle Storage				
D1144	39	Winnipegosis				
D4426	319	York Landing - PC				



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

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

When "As and When Requested" work is requested during the contract period, the contractor must complete and submit the Annex C "Cost Estimate Form for Extra Work". Written authorization must be obtained from the Technical Authority prior to conducting any extra work. Submit a Firm All-inclusive Labour Rate, (including Overhead, Profit, and all related Costs) in Canadian funds.

**NOTE:** In the event that travel and accommodation are required for Extra Work, the cost must be approved by the Departmental Representative in accordance with Annex A, Scope of Work, Clause 1.4.3.2.

**2.1 LABOUR:** Our firm hourly rate per qualified personnel **Certified Fire Alarm Technician** shall be:

i) Regular Hours: 08:00 to 16:00, Monday to Friday (Rate/hour)	YEAR 1	YEAR 2	OPTION 1	OPTION 2
	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR
Estimated quantity of hours per year:	275	275	275	275
Extended Price:	Extended Price: \$ _____	Extended Price: \$ _____	Extended Price: \$ _____	Extended Price: \$ _____
<b>2.1 (i) SUB-TOTAL:</b>				\$ _____



ii) Outside Regular Hours : 16:00 to 08:00, Monday to Friday (Rate/hour)	YEAR 1	YEAR 2	OPTION 1	OPTION 2
	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR
<b>Estimated quantity of hours per year:</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>
<b>Extended Price:</b>	Extended Price: \$ _____	Extended Price: \$ _____	Extended Price: \$ _____	Extended Price: \$ _____
<b>2.1 (ii) SUB-TOTAL:</b>				\$ _____

iii) Saturday, Sunday & Statutory Holidays (Rate/hour)	YEAR 1	YEAR 2	OPTION 1	OPTION 2
	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR
<b>Estimated quantity of hours per year:</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>
<b>Extended Price:</b>	Extended Price: \$ _____	Extended Price: \$ _____	Extended Price: \$ _____	Extended Price: \$ _____
<b>2.1 (iii) SUB-TOTAL:</b>				\$ _____



**2.2 LABOUR:** Our firm hourly rate per qualified personnel **Sprinkler and Fire Protection Installer** shall be:

i) Regular Hours: 08:00 to 16:00, Monday to Friday (Rate/hour)	YEAR 1	YEAR 2	OPTION 1	OPTION 2
	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR
<b>Estimated quantity of hours per year:</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>
<b>Extended Price:</b>	Extended Price: \$ _____	Extended Price: \$ _____	Extended Price: \$ _____	Extended Price: \$ _____
<b>2.2 (i) SUB-TOTAL:</b>				\$ _____

ii) Outside Regular Hours : 16:00 to 08:00, Monday to Friday (Rate/hour)	YEAR 1	YEAR 2	OPTION 1	OPTION 2
	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR
<b>Estimated quantity of hours per year:</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>
<b>Extended Price:</b>	Extended Price: \$ _____	Extended Price: \$ _____	Extended Price: \$ _____	Extended Price: \$ _____
<b>2.2 (ii) SUB-TOTAL:</b>				\$ _____





iii) Saturday, Sunday & Statutory Holidays (Rate/hour)	YEAR 1	YEAR 2	OPTION 1	OPTION 2
		\$_____ /HR	\$_____ /HR	\$_____ /HR
Estimated quantity of hours per year:	10	10	10	10
Extended Price:	Extended Price: \$_____	Extended Price: \$_____	Extended Price: \$_____	Extended Price: \$_____
<b>2.2 (iii) SUB-TOTAL:</b>				\$_____

**2.3 LABOUR:** Our firm hourly rate per qualified personnel **Certified Electrician** shall be:

i) Regular Hours: 08:00 to 16:00, Monday to Friday (Rate/hour)	YEAR 1	YEAR 2	OPTION 1	OPTION 2
		\$_____ /HR	\$_____ /HR	\$_____ /HR
Estimated quantity of hours per year:	275	275	275	275
Extended Price:	Extended Price: \$_____	Extended Price: \$_____	Extended Price: \$_____	Extended Price: \$_____
<b>2.3 (i) SUB-TOTAL:</b>				\$_____



ii) Outside Regular Hours : 16:00 to 08:00, Monday to Friday (Rate/hour)	YEAR 1	YEAR 2	OPTION 1	OPTION 2
	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR
<b>Estimated quantity of hours per year:</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>
<b>Extended Price:</b>	Extended Price: \$ _____	Extended Price: \$ _____	Extended Price: \$ _____	Extended Price: \$ _____
<b>2.3 (ii) SUB-TOTAL:</b>				\$ _____

iii) Saturday, Sunday & Statutory Holidays (Rate/hour)	YEAR 1	YEAR 2	OPTION 1	OPTION 2
	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR
<b>Estimated quantity of hours per year:</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>
<b>Extended Price:</b>	Extended Price: \$ _____	Extended Price: \$ _____	Extended Price: \$ _____	Extended Price: \$ _____
<b>2.3 (iii) SUB-TOTAL:</b>				\$ _____



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

Percentage Mark-up	YEAR 1	YEAR 2	OPTION 1	OPTION 2
	_____ %	_____ %	_____ %	_____ %
<b>Estimated Expenditure:</b>	<b>\$10,000</b>	<b>\$8,000</b>	<b>\$8,000</b>	<b>\$8,000</b>
<b>* Extended Price:</b>	Extended Price: \$ _____	Extended Price: \$ _____	Extended Price: \$ _____	Extended Price: \$ _____
<b>2.4 SUB-TOTAL:</b>				<b>\$ _____</b>

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

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

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

**AUTHORIZATION FOR DELIVERY:** The consignee shall request delivery of goods/services identified in Pricing Schedule 2., 2.1 to 2.3 (i), (ii), (iii); and 2.4 on an authorization form provided by the Technical Authority.

**TOTAL ASSESSED PROPOSAL PRICE**

**Sum of Basis of Pricing**

Pricing Schedule 1	=	<b>Subtotal</b>	\$ _____ +
Pricing Schedule 2.1 to 2.3 (i), (ii) and (iii)	=	<b>Subtotal</b>	\$ _____ +
Pricing Schedule 2.4	=	<b>Subtotal</b>	\$ _____ +
<b>Total assessed proposal price</b>	=		\$ _____



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

### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

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

### **1. Evaluation Procedures**

- a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **1.1 Technical and Financial Evaluation - Mandatory Requirements**

- 1) Submission of Evidence for all items in accordance with RFP Part 3, Section I - Technical Bid excluding 3.1.4, 3.1.5, 3.1.6, and 3.1.7; and
- 2) Submission of a Firm Price/Rate in Canadian funds for all the items listed in Part 3, Section II: Financial Bid.

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

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

## **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 the Standard Instructions identified in this solicitation. 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.

## 2. **Additional Certifications Precedent to Contract Award**

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

### 2.1 **Former Public Servant Certification (A3025T 2013-11-06)**

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 awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

#### **Definitions**

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

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

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

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the [Supplementary](#)



Retirement Benefits Act, R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c.C-17, the Defence Services Pension Continuation Act, 1970, c.D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c.R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c.R-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c.M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c.C-8.

### **Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** ( ) **No** ( )

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

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

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

### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

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

## **2.2 Workplace Safety and Insurance Board - Letter of Good Standing**

The Bidder must have an account in good standing with the applicable provincial or territorial Workplace Safety and Insurance Board.



The Bidder must provide, within four (4) days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **1. Security Requirement**

**1.1** Before award of a contract, the following conditions must be met:

- a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
- c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
- d) all individuals who require access must submit their completed paperwork within 14 days of contract award

### **2. Insurance Requirements (G1007T 2011-05-16)**

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in **Annex E**.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

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

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

### **1. Statement of Work**

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

#### **1.1 Replacement of Specific Individuals**

- a) If specific individuals are identified in the Contract to perform the work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
- b) If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for the replacing the individual and provide:



- the name, qualifications and experience of the proposed replacement; and
  - proof that the proposed replacement has the required security clearance granted by the Royal Canadian Mounted Police, if applicable.
- c) The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performance the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

**1.2 Names of Qualified Employees**

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

**1.2.1 Specific Person – Fire Alarm Technician**

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract.

Technician Name: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 Cellular Number: \_\_\_\_\_  
 Facsimile Number: \_\_\_\_\_  
 Email: \_\_\_\_\_

**1.2.2 Specific Person – Sprinkler and Fire Protection Installer**

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract.

Technician Name: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 Cellular Number: \_\_\_\_\_  
 Facsimile Number: \_\_\_\_\_  
 Email: \_\_\_\_\_

**1.2.3 Specific Person – Electrician**

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract.

Technician Name: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 Cellular Number: \_\_\_\_\_





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

Email: \_\_\_\_\_

## 2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada. Revision to Departmental Name: As this contract is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

### 2.1 General Conditions

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

Section 41 Code of Conduct and Certifications – Contract of 2035 referenced above is amended as follows:

Delete subsection 41.4 in its entirety.

## 3. Security Requirement

3.1 The following security requirement (SRCL and related clauses) applies and form part of the Contract.

All persons working on site must hold a valid “**Facility Access with Escort Clearance**” issued by RCMP Departmental Security

Contractors must complete RCMP Personnel Screening & Consent forms and documentation, provide photocopies of all applicant’s driver’s license (or other government issued photo ID), and birth certificate. This information must be provided within five (5) business day of request. Fingerprinting may also be required.

## 4. Term of Contract

### 4.1 Period of the Contract

The period of the Contract is from date of Contract for a **twenty-four (24) month period**.

### 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 **two (2) additional twelve (12) month periods** under the same terms and conditions. The Contractor agrees that during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at **least thirty (30) calendar days** before the Contract expiry date. The option may only be exercised by



the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

**4.3 Termination on Thirty Days Notice**

1. Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.
2. In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

**5. Authorities**

**5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Sandra E. Robinson – Procurement & Contracting Officer  
 Royal Canadian Mounted Police - Procurement & Contracting Services Unit  
 Telephone: 780-670-8626  
 Facsimile: 780-454-4523  
 E-mail address: [sandra.robinson@rcmp-grc.gc.ca](mailto:sandra.robinson@rcmp-grc.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 Technical Authority - "WILL BE PROVIDED AT CONTRACT AWARD"**

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

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

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

Title: \_\_\_\_\_

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

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

Cellular: \_\_\_\_\_

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 Limitation of Expenditure

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

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

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, in accordance with General Conditions 2035 16 (2012-11-19) 'Payment Period' and the following tables. Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is extra, if applicable.

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

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

Canada's total liability to the Contractor under the "as and when requested" portion of the Contract must not exceed **(to be determined)**. Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is extra, if applicable.

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

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

whichever comes first.

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



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

### **7.3 Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

## **8. Invoicing Instructions – Maintenance Services**

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

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

**8.2** The Contractor must distribute the invoices and reports as follows:

The original and one (1) copy of the invoices and quarterly maintenance reports 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.

### **9.2 Federal Contractors Program for Employment Equity - Default by the Contractor**

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and HRSDC-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by HRSDC will constitute the Contractor in default as per the terms of the Contract.

### **9.3 SACC Manual Clauses**

A3025C (2013-03-21) Proactive Disclosure of Contracts with Former Public Servants

## **10. Applicable Laws**

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



## 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 2035 (2013-06-27) - Higher Complexity - Services;
- c) Annex A, Statement of Work
- d) Annex B, Basis of Payment;
- e) Annex C, Cost Estimate Form for Extra Work
- f) Annex D, Federal Contractors Program for Employment Equity - Certification;
- g) Annex E, Insurance Requirements;
- h) the Contractor's bid dated \_\_\_\_\_, " **or** ", as amended on \_\_\_\_\_".

## 12. Procurement Ombudsman

### 12.1 Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term or condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).

### 12.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [*the supplier or the contractor or the name of the entity awarded this contract*] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).

## 13. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex "E". 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. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for



Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

All references to the Certificate of Insurance (form PWGSC-TPSGC 357) <http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/357.pdf> in the instructions, general terms, conditions and clauses identified in the Invitation to Tender (ITT) by number, date and title, and set out in the Standard Acquisition Clauses and Conditions Manual (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) are to be replaced with the "RCMP CERTIFICATE OF INSURANCE / ATTESTATION D'ASSURANCE - GRC".

**14. Cellular Phones and/ or Pagers**

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

**15. Government Site Regulations**

The Contractor must comply with all regulations, instructions, directives in forced on the the site where the work is being performed.

**16. Pre-commencement Meeting**

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

The Contractor must supply the Departmental Representative with a copy of this safety policy as required by the applicable Provincial Occupational Safety and Health Regulations.



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## ANNEX A

### Statement of Work Maintenance Services Fire Alarm, Fire Protection & Life Safety Systems

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## Part 1 General

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#### 1.1.1 Actions

- 1.1.1.1 Checking/check: visual observation to ensure the device or systems is in place and is not obviously damaged or obstructed.
- 1.1.1.2 Inspect/inspection: physical examination to determine that the device or system will perform in accordance with its intended function.
- 1.1.1.3 Testing/test: full operation of a device or system to ensure that it will perform in accordance with its intended operation or function.
- 1.1.1.4 Maintenance/maintaining: routine recurring; checking, inspecting, testing & service required to keep the components, sub-systems, systems and integrated systems as identified with Part 3 – Equipment Inventory, in such condition that they may be continuously utilized, at their original or designed capacity and efficiency for their intended purpose.
- 1.1.1.5 Service: to make fit for use, adjust, repair, or maintain in order to keep the equipment identified in Part 3 – Equipment Inventory, in an operational condition as per their original design intent.
- 1.1.1.6 Emergency call: onsite diagnosis and correction made by a qualified person(s) as outlined in 1.4.3 – Emergency Call

#### 1.1.2 Individuals

- 1.1.2.1 The Contractor's employees must be neatly dressed. Identification badges must be worn or carried at all time while on site.
- 1.1.2.2 Qualified Person
  - 1) Someone who is in possession of a valid and recognized Canadian University of College Degree, certification, license, manufacture-specific training/certification or professional standing. The University or College must have a provincial or territorial degree-granting status
  - 2) Someone having the appropriate minimum of five (5) years of experience in the related field.
- 1.1.2.3 Qualified Electrician: Someone who is in possession of a valid Certificate of Qualification for a Qualified Electrical Worker in accordance with the Province of Manitoba – Safety Services. Qualified Electrical Workers shall be registered with the Province of Manitoba – Safety Services before doing any work under this contract.
- 1.1.2.4 Sprinkler and Fire Protection Installer: Someone who is certified in the trade regulated by the Trades Qualification and Apprenticeship Act. Persons undertaking the work of the sprinkler and fire protection installer have successfully completed the apprenticeship program and are in possession of



a valid Certificate of Qualification in accordance with the provincial or territorial law in which the work is to be performed.

- 1.1.2.5** Fire Alarm Technician: Someone who is in possession of a valid Canadian Fire Alarm Association (CFAA) certificate.

## **1.2 Codes, Standards, Regulation and Requirements.**

### **1.2.1 General**

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

### **1.2.2 National and /or Territorial Codes**

- 1.2.2.1** National and Territorial Building Codes – As they pertain to the installation, verification and maintenance of Fire Alarm and Fire Protection Systems.
- 1.2.2.2** National and Territorial Fire Codes – As they pertain to the installation, verification and maintenance of Fire Alarm and Fire Protection Systems.
- 1.2.2.3** National and Territorial Electrical Safety Codes – As they pertain to the installation, verification and maintenance of Fire Alarm and Fire Protection Systems.
- 1.2.2.4** National and Territorial Health & Safety Codes – As they pertain to the works undertaken on site.

### **1.2.3 Standards**

#### **1.2.3.1 Canadian Underwriters Laboratories Canada (CAN/ULC) Standards**

- 1) CAN/ULC – S524 – Standard for the Installation of Fire Alarm System
- 2) CAN/ULC – S536 – Inspection and Testing of Fire Alarm Systems
- 3) CAN/ULC – S37 – Verification of Fire Alarm Systems

#### **1.2.3.2 Canadian Standards Association (CSA) Standards**

- 1) CSA Z460 – Control of Hazardous Energy – Lockout and other methods
- 2) CSA Z462 – Workplace Electrical Safety (Arch Flash Protection)

#### **1.2.3.3 National Fire Protection Association (NFPA) Standard**



- 1) NFPA 13 – Standard for the Installation of Sprinkler Systems
- 2) NFPA 14 – Standard for the Installation of Standpipes and Hose systems
- 3) NFPA 20 – Standard for the Installation of Stationary Pumps for Fire Protection
- 4) NFPA 25 – Standard for the Inspection, Testing, and Maintenance of Water – Based Fire Protection Systems
- 5) NFPA 1962 – Standard for the Inspection, Care, and Use of Fire Hose, Couplings, and Nozzles and the Service Testing of Fire Hose

#### **1.2.4 Health and Safety**

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

**1.2.4.2** Health Canada / Workplace Hazardous Materials Information Systems (WHIMIS)

**1.2.4.3** Material Safety Data Sheets (MSDS)

#### **1.2.5 Environmental Codes, Standards, Regulations and Requirements**

**1.2.5.1** Canadian Environmental Protection Act (CEPA) 1999 – Hazardous Waste Regulations

**1.2.5.2** Fisheries Act (R.S.C., 1985, c. F-14)

**1.2.5.3** Transportation of Dangerous Goods Regulations (TDGR)

**1.2.5.4** Waste Management

1) Provincial requirements on Waste Management

2) Municipal By-Law on the Disposal of Fire Protection Water, as per Subsection 1.6.4 – Disposal of Waste

**1.2.5.5** Guidelines related to the Discharge of Fire Protection Water

1) Canadian Council of Ministers of the Environment (1999) Canadian Water Quality Guidelines for the Protection of Aquatic Life, Reactive Chlorine Species.

#### **1.2.6 Authority Having Jurisdiction (AHJ)**

**1.2.6.1** The RCMP Fire Marshall is responsible for the provision of fire protection services. It is also responsible for the administration and enforcement of Treasury Board Policy, Standards, National Building Code, National Fire Code, and Regulations that cover fire protection under the Canada Labour Code.



**1.2.6.2** The Departmental Fire Protection Coordinator, which is a senior official designated by the Deputy Head for the purpose of overseeing the implementation of the Fire Protection Standard.

**1.2.6.3** At the invitation of the Crown, recommendations may be accepted by the local authority having jurisdiction.

### **1.3. Submittals**

#### **1.3.1 Required Permits**

##### **1.3.1.1 Electrical Inspection Permits**

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

##### **1.3.1.2 Fire Protection Water Discharge Permit**

- 1) The Contractor must provide a Municipal Permit, approval letter, or acknowledgement to proceed to discharge Fire Protection Water to a municipal non-sanitary sewer as per Article **1.6.4 - Disposal of Waste**.

#### **1.3.2 Site/Work Specific Implementation Plan**

**1.3.2.1** The Contractor must submit a detailed, site/work specific, implementation plan to the Technical Authority twenty (20) working days prior to the commencement of work as identified in the Contract.

- 1) The site/work specific, implementation plan must include:
  - a) A detailed specific, inspection schedule.
  - b) A detailed work plan and sequence of operation for the annual inspection.
  - c) The site - specific Health and Safety Plan.
  - d) Hazardous Waste Management Plan
  - e) Samples of relevant inspection checklists.
- 2) As part of the site/work specific, implementation plan the Contractor must perform:
  - a) A site-specific safety hazard assessment;
  - b) A health and safety risk/hazard analysis for site tasks and operations found within the implementation plan.
  - c) A Hazardous Waste Audit

**1.3.2.2** The Technical Authority will review the Contractor's site/work specific implementation plan and provide comments to the Contractor within ten working days after the receipt of plan.



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

### **1.3.3 Site –Specific Inspection Schedule**

- 1.3.3.1** As part of the site/work specific, implementation plan, and every subsequent year after, the Contractor must submit to the Technical Authority a detailed site-specific, inspection schedule.
  - 1) The schedule must include the additional monthly, semi-annual and annual requirements as defined in Part 2 – Additional Requirement
- 1.3.3.2** The Technical Authority's reserves the right to amend the inspection schedule at any time due to operational requirements and must sign off on all amendments to the plan, in consultation with the Contractor.
- 1.3.3.3** The Technical Authority reserves the right to amend the inspection schedule at any time due to operational requirements and must sign off on all amendments to the plan, in consultation with the contractor.

### **1.3.4 Work Plan and Sequence of Operation for the Annual Inspection**

- 1.3.4.1** As part of the site/work specific, implementation plan the Contractor must submit to the Technical Authority, a detailed work plan including a sequence of operation for all of the events covered under the annual inspection. This work plan must include but is not limited to:
  - a) Lockout-tag out procedures
  - b) Site –Specific Electrical Inspection Procedures
  - c) Spill Containment Procedures
  - d) Dechlorination of Fire Protection Water Procedures
  - e) Quantities of Hazardous Waste Products to be produced during the annual inspection.
- 1.3.4.2** The Technical Authority reserves the right to amend the Work Plan at any time due to operational requirements and must sign off on all amendments to the plan, in consultation with the Contractor.

### **1.3.5 Health and Safety**

- 1.3.5.1** Site-Specific Health and Safety Plan



- 1) As part of the site/work specification implementation plan, the Contractor must submit to the Technical Authority their site-specific Health and Safety Plan.
- 2) The Health and Safety Plan must include:
  - a) Results of site-specific safety hazard assessment;
  - b) Results of health and safety risk or hazard analysis tasks and operations found in work plan.
- 3) The Technical Authority's review of Contractor's final Health and Safety plan should not be construed as approved and does not reduce the Contractor's overall responsibility for Health and Safety.

**1.3.5.2** Accident Report

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

**1.3.5.3** Correction – Health and Safety Issues

- 1) The Contractor must provide the Technical Authority within two (2) working days with written report of action to correct non-compliance of Health and Safety issues.

**1.3.5.4** Hazardous Material (WHMIS-MSDS)

- 1) The Contractor must submit any and all Workplace Hazardous Material System (WHMIS) Material Safety Data Sheets (MSDS) for Hazardous Materials used on site to the Technical Authority five (5) working days before such material are brought to site.

**1.3.6** **Inspection Checklists**

**1.3.6.1** Sample inspection checklists are available from the Technical Authority upon request.

**1.3.6.2** The Contractor is responsible for providing and completing the inspection checklists required by the Contract. These inspection checklists must be in conformance with the minimum requirements defined by the applicable Codes, Standards, Regulations and Requirements as per Section 1.2.

**1.3.6.3** Additional inspections, checks and tests, as identified in Part 2 – Execution, must also be recorded on the Contractor's checklists.

**1.3.6.4** The inspection checklists must be submitted to and approved by the Technical Authority as part of the site/work specific, implementation plan.

**1.3.6.5** The inspection checklists must be used to record the work performed at the inspection and must identify the specific tasks undertaken.

**1.3.6.6** The completed original inspection checklists must be submitted to the Technical Authority and become the property of Canada.



### **1.3.7 Building Life Safety Compliance Testing Manual**

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

### **1.3.8 Material Removal Records**

- 1.3.8.1** The Contractor must submit to the Technical Authority within five (5) working days records for all removal from site, for both material designated for alternative disposal and general waste as defined by the Canadian Environmental Protection Act (CEPA) 1999, Hazardous Waste Regulations and other applicable provincial, municipal or territorial legislation.

### **1.3.9 Reports for Tests, Checks, Maintenance and Service**

#### **1.3.9.1 Monthly and Semi-Annual Reports**

- 1) A detailed and comprehensive signed inspection report must be submitted to the Technical Authority five (5) working days following the completion of any monthly and semi-annual tests, checks, maintenance and service defined within this Statement of Work.
- 2) A detailed and comprehensive signed computerized or hard copy report of the monthly and semi-annual test procedures carried out must be submitted to the Technical Authority within ten working days following the completion of the inspection, tests, checks, maintenance and service defined within this Statement of Work.
- 3) The report must include the major and minor deficiencies noted during the inspections, tests, checks, maintenance and service defined within this Statement of Work.

#### **1.3.9.2 Annual Report**

- 1) A detailed and comprehensive signed computerized or hard copy of the annual inspection reports must be submitted to the Technical Authority no later than fifteen working days following the completion of the annual inspection, tests, checks, maintenance and service.
- 2) The Annual Report must also include major and minor deficiencies noted during the inspections, tests, checks, maintenance and service.

## **1.4 General Requirements**

### **1.4.1 Purpose**

- 1.4.1.1** It is the intent of these conditions and Specifications that the work herein described shall be undertaken in every detail designated by the Department. The maintenance and service of building components, sub-systems and integrated systems is of utmost importance to ensure the successful operation of the installed services and utilities.



**1.4.1.2** The maintenance shall not be considered completed until it can be demonstrated to the Technical Authority that the work defined within this Statement of Work has been satisfactorily performed by the Contractor.

**1.4.2 Objective**

**1.4.2.1** The objective of this Statement of Work is to engage a Contractor to provide maintenance services on the Fire Alarm/Fire Protection/Life Safety Systems, to ensure the integrity and uninterrupted performance of the systems as indicated in Part 3 – Equipment Inventory.

It is the intent of these Conditions and Specifications that the work herein described shall be undertaken in every detail designated by the Department.

To check, test, inspect and verify existing fire detection/alarm systems and emergency/exit lighting systems as specified. This may require removing devices that are secured on with pick resistant caulking material. If a device like this is removed, the caulking material must be replaced upon completion of the device being checked.

To establish present conditions of the systems and to obtain detailed information for remedial program(s) necessary to upgrade and improve the fire, life, safety and quality of such systems when required.

To perform immediate remedial work on existing fire detection/alarm systems and emergency/exit lighting systems as required to repair such systems to acceptable operating conditions.

To provide, at pre-selected intervals, a program of maintenance/test, inspection services as required to maintain existing fire detection/alarm systems and emergency/exit lighting systems in acceptable operating condition.

**1.4.3 Emergency Calls**

**1.4.3.1** Request for service shall only be accepted from \_\_\_\_\_, local RCMP representative.

**1.4.3.2** The Contractor must provide a qualified person(s) as defined by Section 1.1 – Definitions, to respond, on site, on a twenty –four hour, seven day a week, and twelve months of the year basis at no extra cost to Canada for up to 20 incidents during the period of this contract including extensions. Once the qualified person(s) determine the problem, labour and material expenses to make the system 100% operational will be paid for by Canada once approved by the Technical Authority.

**1.4.4 Problem Escalation**

**1.4.4.1** If within the first four hours of working on the equipment, the Contractor's service technician has not been able to make significant progress of repairing the equipment, they shall then contact their technical support manager, service manager or engineering manager for advice on a further course of action.





**1.4.4.2** If the problem is not corrected within a total of eight (8) hours, the service technician must contact their technical support manager, service manager or engineering manager, who must arrange to have the manufacturer engineer provide technical support onsite.

**1.4.4.3** The Contractor shall provide clear and concise rationale of the events leading up to the failure of any component, sub system, system or integrated system.

#### **1.4.5 Notification**

**1.4.5.1** An annually approved schedule is required before start of the first test and every subsequent year thereafter.

**1.4.5.2** The Technical Authority must be notified a minimum of fifteen working days prior to tentative tests to allow time to make necessary arrangements.

**1.4.5.3** The Contractor must ensure that proper notification procedures are in place to avoid false alarms during service, repairs and testing of the equipment identified in Part 3 – Equipment Inventory. **1.4.5.4** The Contractor must ensure that proper notification procedures are in place to avoid any miscommunication. The list of minimum contacts includes but is not limited to:

- Technical Authority
- Monitoring Service
- Fire Department
- Site Security

**1.4.5.5** When service or repairs are required, the Technical Authority must be notified and the Fire Alarm/Fire Protection/Life Safety Systems must be temporarily bypassed to prevent possible false alarms.

**1.4.5.6** The Technical Authority and the local Fire Department must be notified, in writing, of any actions taken to disable the Fire Alarm/Fire Protection/Life Safety Systems.

#### **1.4.6 Operational Requirements**

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

#### **1.4.7 Extra Work**

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

**1.4.7.2** For any repairs associated with the Equipment Inventory, the Contractor must submit to the Technical Authority for review, within twenty – four hours, a comprehensive part & labour cost summary and the reason for repair(s). If



the request is deemed fair and reasonable by the Technical Authority, compensation will be provided to the Contractor as per the As and When Requested Work Pricing Schedule 2 in the Contract. The proposed repairs must not proceed without prior consent in writing from the Technical Authority.

- 1.4.7.3** While the Contractor is on site, deficiencies discovered that can be repaired with available material from the Contractor's stock must be billed as per the As and When Requested Work Pricing Schedule 2 in the Contract. The approval to proceed with this corrective work can only be authorized by the Technical Authority.
- 1.4.7.4** Components used to repair or replace existing system components must be new, compatible with the existing inventory, Canada Underwriters Laboratories of Canada(ULC) and/or Canadian Standards Association(CSA) listed and must comply with the applicable provisions of the codes, standards, regulations and requirements identified in Section 1.2 – Required Codes, Standards, Regulations and Requirements.
- 1.4.7.5** The Contractor is to identify modifications or improvements to the equipment or system(s) that will enhance equipment serviceability, life expectancy and/or efficiency. The Contractor must submit an estimated cost of the repairs based on the 'As and When Requested Work' Pricing Schedule 2 in the Contract.

#### **1.4.8 Building Access Hours**

- 1.4.8.1** Regular, Silent and Weekend Building Working Hours
  - 1) Regular working building hours are from 08:00 – 16:00 (times may vary by location), Monday to Friday
  - 2) Silent building hours are from 16:00 to 08:00, Monday to Friday
  - 3) Weekend building working hours are from 08:00 – 16:00 (times may vary by location), Saturday & Sunday
- 1.4.8.2** Inspections, Maintenance, Testing and Service
  - 1) The maintenance as defined by this Statement of Work must be carried out as such a time as to not inadvertently interfere with the operation of any equipment within the building (e.g. cause the shut-down of the computers or any other integrated building systems.)
  - 2) The inspections, maintenance, testing and service to the fire Alarm / Fire / Protection/ Life Safety Systems which may cause disruption to the building occupants and/ or systems and may interfere with the operation of any equipment within the building cannot be carried out during regular working hours as defined in article 1.4.8.1 Regular, Silent and Weekend Working Hours.
  - 3) Disruptive tasks include audible signals, testing of ancillary functions, or other tests and services identified by the Technical Authority.



**1.4.8.3 Testing**

- 1) Testing required by this Contract must only take place during regular building hours

**1.4.8.4 Service**

- 1) Service required by this contract must only take place during regular building hours

**1.5 Responsibilities**

**1.5.1 Completion of the Statement of Work**

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

**1.5.2 Negligence on the Part of Canada and Other Parties**

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

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

**1.5.3 Documentation**

- 1.5.3.1** It is the responsibility of the Contractor to document the tasks and activities associated with maintenance, service and repairs as identified within the Statement of Work.

- 1.5.3.2** The documentation as a result of the above is to be provided to the Technical Authority in accordance to the procedures identified within Section 1.3 – Submittals.

- 1.5.3.3** Checks, tests, maintenance and service must be documented as identified within this Statement of Work and must be demonstrated as being correct and complete to the satisfaction of the Technical Authority.

**1.5.4 Health and Safety**

- 1.5.4.1** Site Specific Health and Safety Plan: See Section 1.3 – Submittals

- 1.5.4.2** It is the responsibility of the Contractor to ensure the health and safety of persons on site, safety of property on site and protection of persons adjacent to the site and environment to the extent that they may be affected by conduct of work.



- 1.5.4.3** It is the responsibility of the Contractor to comply with and enforce compliance by employees with safety requirements of the Statement of Work documents, applicable Federal, Provincial, Territorial and local statutes, regulations, ordinances, and with site –specific Health and Safety Plan.
- 1.5.4.4** It is the responsibility of the Contractor to comply with the Canada Labour Code Part II, and the associated Canada Occupational Health and Safety Regulations.
- 1.5.4.5** It is the responsibility of the Contractor to comply with the National Building Code and Fire Codes.
- 1.5.4.6** It is the responsibility of the Contractor to remove from the site any person employed on the site by the Contractor that, in the opinion of the Technical Authority, is a security risk, has been conducting himself improperly or has violated the requirements of the site specific Health and Safety Plan. The Contractor must replace the removed individual with another individual with the same mandatory qualifications within twenty – four (24) hours.

#### **1.5.5 Work Alone Policy**

- 1.5.5.1** It is the responsibility of the Contractor to ensure that an escort is to be provided by Canada during any job function. The Contractor must coordinate with the Technical Authority for arrangements of any escort for each visit. If no escort is available, work must not proceed.

### **1.6 Summary of Work**

#### **1.6.1 Inclusions of the Statement of Work**

- 1) Verify accuracy and correct if required, RCMP inventory of Fire Alarm and Emergency Lighting Equipment.
- 2) Supervised systems - test system circuits for faults, shorts, and grounds including removal (or disconnect) or operating components to confirm functional features are in order. Correct/repair as necessary.
- 3) Circuit polarities - check and identify where polarities have not been observed. Correct/repair as necessary.
- 4) System wiring conductors - check conductor terminations at all equipment and each device. Record type of terminations (terminal strips/joints, etc.) and type of workmanship. Correct repair as necessary.
- 5) Equipment examination - inspect all equipment for field modifications which may not comply with governing code regulations. Record/report all items which do not comply in writing to Authorized Representative.
- 6) Equipment labels - inspect/ensure all equipment for ULC/CSA labels as applicable to equipment involved. Record/report all such items which are not in compliance in writing to Authorized Representative.



- 7) Each and every smoke detector, thermal detector, duct detector, signal bell, resistor, fire phone, speaker, annunciator and any other component in the system will be identified by zone and component numbers. Numbers will be printed on sticker type identification labels which will be attached to each and every component existing in the system.
- 8) Numbering system will be prepared in a manner so as to identify the zone for each specific component in addition to a component identification number.
- 9) Label system control panel with a dated "Certificate of Verification" attached on the outside of the "Main" panel cover.
- 10) Certificate will include Contractor's name, address, emergency service telephone number and two (2) names of technical staff responsible for and assigned to the specific system involved.
- 11) Label shall be attached to the control panel after final acceptance of system verification tests as instructed by the Authorized Representative.

#### 1.6.1.1 Work Procedures

All procedures listed herein shall be expedited under the direct control of the Contractor's supervisor. Procedures listed include conditions applicable to a variety of types of fire alarm systems and equipment and combinations thereof which are in existence at the various sites. Contractor shall apply the specific procedure as applicable to each system involved.

(a) Manual Stations (pull type and/or key operated)

Remove each and every station in the system for wiring/connections inspection, check for the component damage, check mechanical/electrical condition, initiate actual alarm from each station to control panel. Check/test and record zones on annunciators (or codes on recorders), operation of smoke door holders, operation of fan shutdown circuit(s), operation of alarm signals, operation of electric door locks, operation of visual alarm indicators, external supervisory circuit to supervisory facility and auxiliaries/accessories as may be existing and applicable to the specific type of system involved. Contractor will prepare all audible signals for "silent test" for the initial individual station check out - all stations shall be replaced and reconnected and all signal devices shall be set up for audible alarm condition for the final check out(s) of the system.

(b) Automatic Alarm Initiating Detectors- (fixed temperature/fixed temperature rate of rise/area smoke detectors/in duct smoke detectors/flame detectors)

Remove each and every detector in the system for wiring/connections inspection, check for component damage, check mechanical/electrical condition/initiate actual alarm for each detector to control panel. Check/test and record zone(s) on annunciators (or codes on recorders), operation of smoke door holders, operation of fan shutdown circuit(s), operation of alarm signals, operation of electric door locks, function of visual alarm indicators, external supervisory circuit(s) to supervising



facility and auxiliaries/accessories as may be existing and applicable to the specific type of system involved.

Contractor will prepare all audible alarm signals for “silent test” for the initial individual detector check out.

Each detector shall be tested at its specific connection point by simulating its intended function for alarm initiation - open or close circuits at heat detectors points - generate smoke at smoke detectors (adjust sensitivity - where existing - on detectors as may be directed) - controlled open flame at flame detectors and other specific method or combination thereof as per system manufacturer’s recommendation and as per code requirements.

Detectors located in hazardous areas shall be de-energized, removed and tested outside the area.

Pick resistant caulking will have to be removed from detectors located in cell or interview rooms and replaced with a new application once testing is completed. If there is no caulking on a device prior to testing, it should be applied after testing at no additional cost to the RCMP.

Osculation and ionization type smoke detectors shall be vacuumed/cleaned and sensitivity adjusted where necessary/possible. Detectors with calibration features shall be instrument calibrated to the manufacturer’s specifications.

Check sampling tubes for in duct smoke detectors for obstruction by foreign matter. Clean and reset.

Products deemed harmful to the function of smoke detectors shall not be used for testing such detectors. Smoke detectors damaged in any manner due to the use of unapproved testing products shall be replaced by the Contractor at no cost to the Department.

All inoperative smoke detectors removed from a building/system shall be disposed of by the Contractor in a manner as directed by the Authorized Representative.

(c) Sprinkler System Alarm Initiating Switches

Check/test each and every system flow switch, pressure switch, main supervisory switch, etc., as existing in the system by simulating the operation of each specific device.

Check, test and record sprinkler for zones on annunciators (or codes on recorders) and/or control panel. Check, test and record operation of electrical door locks, operation of visual alarm indicators, external supervisory circuit to supervising facility and auxiliaries/accessories as may be existing and applicable to the specific type of system involved.

Contractor will prepare all alarm signals for “silent test” for the initial system checkout - signals shall be set up for audible alarm condition for the final check out(s) of the system.



(d) Door Holders

Remove each and every door holder (floor or wall mounted), for wiring/connections inspection, check for component damage, check mechanical/electrical condition.

Check/test continuity of door holder circuitry through to system control panel. Replace and connect holders, set relative doors in open position for final system check outs. Holders located in door hardware shall be identified as to manufacturer, checked for approval label and check/tested for circuit continuity and operation of same as described for floor or wall mounted units. Make any adjustments to holders as may be necessary to maintain proper degree of door opening position. Check/test "hold open" capacity of each holder in the system, make adjustments to hardware as may be necessary to maintain proper degree of door opening position at each smoke separation point in the building.

(e) Alarm Signals (all types)

Check/test each and every alarm unit in the system for audible/mechanical or visual function in conjunction with the operation of alarm initiating devices in the system. Where possible, audible alarm signals shall be tested in "silent test" position during the complete test stage. When completed, alarm signals shall be positioned to audible alarm condition and all alarm signals sounded by activating devices in the system. Replace all inoperative lamps in all visual alarm signals.

(f) Fire Detection/Alarm Annunciators (Main and remote)

Check/test all zone indicators in all annunciators in the system relative to the specific alarm initiating circuits operated in the course of the maintenance/service inspection, including trouble circuit components, status indicators, and lamp test features.

Check/test supervisory circuits as may be existing, replace all deficient lamps in each annunciator. Tests shall include a check out of zone comparatives between the control panel and all annunciators. Record the specific zones included in each test for filing in the "Permanent Service/Maintenance Records".

(g) Fire Detection/Alarm Control Panels

Check/test panel for correct zone reception and indications relative to the specific alarm initiating circuits operated in the course of the maintenance/service inspection and including zone comparatives between panel and all annunciators in the system.

Check/test supervisory circuits, status indicators and external supervisory circuits where applicable, and trouble indicator components and accessories as existing.



Instrument check end of line resistors and set balancing resistors as required. Record specific zones included in each test for filing in the "Permanent Service/Maintenance Records".

(h) Fire Detection/Alarm Power Supplies

Check /test power supply(s) from the control panel(s) through to each relative energy source for the system. Test circuit(s) continuity, voltage characteristics, supervisory/alarm facilities and status indicators, as applicable. Test emergency generator power to system as may be arranged by Authorized Representative.

Check/test D.C. battery power supply, relative charging and supervisory circuits, simulate normal power failure and transfer to D.C. power source. Test D.C. supply capacity (capacity required equals system power for 2 hours plus 5 minute alarm operation).

Record/report immediately any battery facility where voltage under maximum load conditions reaches minimum rated discharge.

(i) Voice Communication System Speakers

Check/test each and every speaker unit in the system where available for audio performance and range capability.

Test supervisory circuits through to control panel, speaker zoning functions and timing.

(j) Voice Communication System Fire Phones

Check/test each and every fire phone in the system where available for paging function to speakers, continuity of circuits to other fire phones for point to point two way voice communication.

Check/test phone supervisory circuits including signal silencing operations and timing including area zoning functions.

(k) Voice Communication System Control Panel

Check/test panel supervisory circuits, status indicators, power supply, continuity of speaker and fire phone circuits including relative functions and zoning. Test function of signals silencing operation, override and timing. Test audio amplifiers under maximum loading, including D.C. supply function and capacity (rated load cycle as per ULC standard S524-1978). Record/report immediately any battery facility where battery capacities are inadequate.

(l) Smoke Dampers/Fan Units

Check/test all control circuits and "off" functions from the control panel through to each damper and fan unit connected to the system. Restore all dampers and fan units to normal status, "open" or "on" at completion of test.

(m) Emergency/Exit Lighting





Record brand name and model number, system wattage and voltages on initial analysis sheet if not already listed. Check for physical damage to exterior of unit (test switch, pilot lamp, lamps or unserviceable heads etc.). List any defects. Open units; check tightness and cleanliness of battery terminals and/or all wiring terminations, check for unserviceable lamps, etc. Clean tighten and grease (if wet cell type) as required. Check fluid level in all batteries. Record any markings on battery and any physical damage. Record battery voltages and list at FLOAT VOLTAGE. Remove AC power to units. Check to ensure lighting load remains on the record battery voltage at end of 5 minute interval.

Compare battery voltage with discharge industry. Chart specifications and evaluate whether replacement or corrective action is warranted. Attach battery simulator into charger circuit; measure charger float voltage and record. If setting is out of tolerance, reset charger output by adjustments as required, Re-apply AC power to unit and verify that the charger light turns on bright and lamps turn off. Test all options (if applicable) and list and indicate any failures.

(o) Maintenance/Test Inspection Acceptance Procedures

Refer to paragraph "P" "Corrective Procedures" for additional requirements prior to expediting acceptance procedures. Submit a documented and itemized record/report in typed form of all work performed on each specific fire alarm system in compliance with requirements described in Section C 3.00 paragraph 1 "Work Procedures", all of which shall be prepared for inclusion in the "Permanent Service/Maintenance Records" files.

Provide and attached to the control panel an "Inspection" tag prepared on hard paper material listing: "date of the inspection"; "system inspector"; and "witnessed by" in index form. Tag size sufficient for twelve (12) inspections. Fill in necessary information on tag, after each accepted inspection. "Inspection tag(s) shall also be filled in after any/each emergency service call.

(p) Corrective Procedures

Expedite total work and requirements as described in these documents and perform all operations/checks/tests, etc. in compliance with "Work Procedures" and to all applicable code regulations. Repair/replace/install/wire and connect all defective equipment/materials and components for each fire detection/alarm system as required to retain and maintain the existing systems in approved and operative condition for the duration of the contract period.

Supply and install all new lamacoid signs, directories, zone identification, labels, lamps, tags and miscellany as indicated. Repair all faulty connections at all equipment, components and terminal points to approved conditions. Upgrade wiring standards in any and all control panels and annunciators where poor workmanship exists.



Provide approved and proper terminal/circuit identification tags as an assist to continuing maintenance in the systems.

Clean/duct/vacuum all relay contacts and other component parts essential to system function and including annunciator, control and other cabinet panels, etc.

(q) Work Not Included

The following servicing facilities will be provided by the Department at no cost to the Contractor.

Scaffolding or ladders in building areas where floor to ceiling height is in excess of 160" and where such may be required for service personnel to service system components located above the noted height.

Access to "locked" areas, elevator shafts and/or "off limit" areas where system components require servicing. Use of building elevators where such exist. Contractor shall give RCMP Property Management adequate notice of his "intent of service" and receive confirmation that such services are available prior to proceeding with the work. Failure to do so may result in a repeat work procedure at the site which may be performed at no additional cost to the Department.

During normal maintenance inspections the following system components and materials which prove defective will be identified and negotiated per Schedule "B & C". Control relays, P.C. boards. "Area" or "in-duct" smoke detectors. Sprinkler system flow and pressure switches. Door holders and door locks. System D.C. battery power supplies and/or relative charger units. All defective automatic detectors, manual stations, and bells which cannot be suitably repaired. Whenever possible, such items as smoke detectors and D.C. battery power supplies and charger units will be immediately installed, wired and connected by the Contractor during the course of work. Parts and labor from Contractor shall be guaranteed in writing by the Contractor for a period of twelve (12) months from the date installed.

(r) System Review

The Contractor will list all defects and remedial action taken in the expedition of work for each fire detection/alarm system included in the contract. All such lists will be submitted in a clear legible form. The Contractor will in addition provide a separate list for each system which would include a general summary of system deficiencies which may be encountered on site.

**1.6.1.2** Labour

- 1) The labour for all inspections, testing, cleaning, maintenance, services and contract administration expenses must be provided by the Contractor at no extra cost to Canada
- 2) The labour for emergency calls must be provided by the Contractor as per Sub-Section 1.4.3 – Emergency Calls on a 7 days a week/ 24 hours a day basis.



**1.6.1.3** Tools, equipment and services

- 1) The Contractor must furnish all necessary Personal Protection Equipment (PPE), tools, equipment, and services necessary to execute the tasks and activities required for the maintenance, service and repair of the equipment identified in Part 3 – Equipment Inventory.

**1.6.1.4** Consumable Material

- 1) The Contractor must provide all necessary consumable materials required for the maintenance and service of the equipment as identified in Part 2 – Execution. This includes but is not limited to:
  - Distilled water
  - Pilot lights
  - Fuses
  - Cleaning material
  - Light bulbs

**1.6.2** **Schedule**

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

- a) Monthly;
- b) Quarterly;
- c) Semi-Annually; and
- d) Annually, as applicable, to be first quarterly.

**1.6.3** **Hazardous Waste Management Plan**

**1.6.3.2** General

- 1) The Contractor must comply with the Canadian Environmental Protection Act and applicable Provincial and Territorial Codes, Standards and Requirements as per Section 1.2 – Required Codes, Standards, Regulations and Requirement, including local hazardous waste management programs.
- 2) The Contractor must conduct a hazardous waste audit to determine the hazardous waste generated during maintenance, service or repair activities over the duration of the Contract, and prepare a written hazardous waste management plan as part of the Site/Work Specification Implementation Plan under Section 1.3 – Submittals. The hazardous waste audit must include steps regarding the discharge of dechlorinated fire protection water as included in sub-sections 1.2.5 – Environmental Codes, Standards, Regulations and Requirements and 1.3.4 - Work Plan and Sequence of Operations.
- 3) All maintenance personnel must be fully briefed on the hazardous waste management work plan and must be required to conform to it for all aspects of the work. The Contractor shall be responsible for the enforcement of this requirement. The Technical Authority reserves the



right to require the dismissal from the site of personnel who fail to comply with the requirements of the hazardous waste management plan.

**1.6.3.3 Scheduling**

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

**1.6.3.4 Execution of Work**

- 1) Hazardous waste includes but is not limited to:
  - Batteries
  - Smoke detectors
- 2) Hazardous waste materials must be handled in accordance with the appropriate Codes, Standards, Regulations and Requirements as identified within Section 1.2 – Codes, Standards, Regulations and Requirements.
- 3) The Contractor must clean up work area as work progresses.
- 4) The Contractor must remove tools on completion of work, and leave work areas in clean and orderly condition.
- 5) Mechanical and electrical equipment, sub – systems and systems must be protected from damage and blockage.

**1.6.3.5 Health and Safety**

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



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

#### **1.6.4 Disposal of Waste**

- 1.6.4.1** Burying of rubbish and waste materials by the Contractor is prohibited.
- 1.6.4.2** Disposal of waste, volatile materials, mineral spirits, paint thinners or petroleum products into waterways, storm or sanitary sewers is prohibited as outlined in 1.2.5 – Environmental Codes, Standards, Regulations and Requirements.
- 1.6.4.3** Water generated from the back flush of sprinkler systems must be disposed of in accordance with municipal, provincial and federal requirements, as per Sub-Sections 1.2.5 - Environmental Codes, Standards, Regulations and Requirements.
- 1.6.4.4** Disposal of the water generated from the back flush of the sprinkler systems into waterways, storm or sanitary sewers is prohibited, unless specific approval to discharge into the sanitary sewer is provided by the municipality. Transportation of this liquid waste by licensed hauler and disposal to an approved wastewater treatment facility may be required.
- 1.6.4.5** Fire Protection Water Dechlorination
  - 1) Discharge of fire protection water, including potable water being utilized for fire pump testing, must be in accordance with **municipal guidelines**.
  - 2) Quality Requirement
    - a) Analytical test results of a sample of raw fire protection water from the building will be provided to the Contractor by Canada. If the results exceed 0.005 milligrams per litre (mg/L) Reactive Chlorine Species (or Total Residual Chlorine), the Contractor must dechlorinate the fire protection water prior to discharging.
    - b) Fire protection water, including potable water being utilized for fire pump testing, must be dechlorinated via dechlorination equipment, such that water released to storm sewers or ground during the annual tests does not exceed 0.005 milligrams per litre (mg/L) Reactive Chlorine Species (or Total Residual Chlorine).
  - 3) Measurement and Dechlorination Material
    - a) Discharged fire protection water must be tested using a colorimetric kit or meter capable of measuring Total Residual Chlorine at concentration of 0 to 3.0 mg/L as a minimum. An acceptable Total Residual Chlorine reading for discharge would be less than 0.005 mg/L, or 0 mg/L (depending on instrument sensitivity).
    - b) The dechlorinating agents used to dechlorinate the fire protection water shall be free of any ingredients that are harmful or toxic to aquatic environment.
  - 4) Dechlorination Reports



- a) The dechlorination process must form part of the Contractor's Hazardous Waste Audit and must be included in the Site / Work Specific Implementation Plan or per Sub – Section 1.3.2 – Site Specific Implementation Plan
- b) Annual discharged fire protection water test results must be incorporated into the Annual Report as per Article 1.3.9.2 – Annual Report

**1.6.4.6** Unless specified otherwise, materials for removal become the Contractor's property.

## **1.7 Work Restrictions**

### **1.7.1 Use of site and facilities**

**1.7.1.1** Work must be done with the least possible interference or disturbance to normal use of premises. Arrangement with Technical Authority must be made to facilitate work.

**1.7.1.2** The Contractor must maintain security measures established by the existing facility and as approved by the Technical Authority.

### **1.7.2 Maintenance of existing services**

**1.7.2.1** The Contractor must provide the following in order to maintain existing building services:

- 1) Safety barricades, signage and all precautionary measures required to assure the continued use to building access and services.
- 2) Where building security is reduced by the work, temporary means of maintaining security must be provided i.e. posting a person or persons to monitor entry to the building.

### **1.7.3 Interruption of Building Services**

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

## **Part 2 Execution**

### **2.1 General**

#### **2.1.1 Performance**

**2.1.1.1** All work must be performed in accordance with applicable Federal, Provincial or Territorial building, fire and electrical codes as identified in Section 1.2 – Codes, Standards, Regulations and Requirements.

**2.1.1.2** The Contractor must execute such work in a careful and workmanlike manner.



**2.1.1.3** Each component, sub-system, system and integrated system associated with the Emergency Electrical Power Supply Systems as identified within Part 3 – Equipment Inventory, must be checked, inspected and tested as per Section 1.2 applicable Codes, Standards, Regulations and Requirements. This may require removing devices that are secured on with pick resistant caulking material. If a device like this is removed, the caulking material must be replaced upon completion of the device being checked.

## **2.1.2 Scheduling and Planning**

### **2.1.2.1 Maintenance Implementation Strategy**

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

### **2.1.2.2 Inspection, Checks and Tests**

- 1) Daily and weekly inspections, checks and tests to be performed by others, unless they coincide with a scheduled monthly, quarterly, semi-annual or annual inspection, check or test.
- 2) The monthly inspections, checks and tests shall include the daily and weekly inspection, check or test.
- 3) The quarterly inspections, checks and tests shall include the daily, weekly and monthly inspection, check or test.
- 4) The semi-annual inspections, checks and tests shall include the daily, weekly, monthly and quarterly inspection, check or test.
- 5) The annual inspections, checks and tests shall include the daily, weekly, monthly, quarterly and semi-annual inspections, check or test.

## **2.1.3 Inspection Closeout Tasks**

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

### **2.1.3.2 Normal Situations**

- 1) At the conclusion of a test, the following shall be ensured:
  - a) Primary power indication lamp is on;
  - b) System trouble signal and indicator is off;
  - c) Control panel is locked;
  - d) AC power switch enclosure (where applicable) is locked;
  - e) All components of the system, including ancillary and auxiliary devices, are reset or returned to the normal standby mode;



- f) The appropriate Fire Department and remote monitoring station are notified that the work undertaken as part of this Contract is completed.

#### **2.1.3.3 Abnormal Situations**

- 1) The Contractor shall restore the systems as identified in Part 3 – Equipment Inventory to the operational state as recorded prior to the commencement of the scheduled checks, inspections and tests included in this Contract.

#### **2.1.4 Personnel on Site**

##### **2.1.4.1 Electrical Work**

- 1) Electrical work must be performed by qualified electrician(s), as per Section 1.1 – Definition

##### **2.1.4.2 Monthly, Bi-monthly, Quarterly and Semi-Annual required personnel:**

- 1) The following is the minimum number of qualified personnel as identified in Section 1.1 – Definitions, required on site during inspections, checks, and testing:
  - a) One Canadian Fire Alarm Association (CFAA) certified fire alarm technician must be present for fire alarm related work.
  - b) Sprinkler and fire protection installer must be present for sprinklers and standpipe related work when required by the various codes and standards.
  - c) If the contractor has employees who are trained on more than one system, the contractor can reduce the number of employees required to attend each monthly up to a minimum of one employee.

##### **2.1.4.3 Annual Inspection Required Personnel**

- 1) Personnel required for the annual inspection:
  - a) One qualified person must have a valid CFAA certificate.
  - b) One qualified person must have a valid Sprinkler and Fire Protection Installer certification.
  - c) Provide any other additional qualified persons to complete the work required.
  - d) If the contractor has employees who are trained on more than one system, the contractor can reduce the number of employees required to attend the annual up to a minimum of one employee.

##### **2.1.4.4 Additional Requirements**

- 1) The checks, inspections, tests, maintenance and service must include but must not be limited to the additional requirements listed in the





sections following and must involve all of the verification and test procedures recommended by the Manufacturer.

## **2.2. Fire Alarm Systems – with or without Emergency Voice Communication Capabilities**

### **2.2.1 Performance**

**2.2.1.1** Each component, sub-system, system and integrated system associated with the Fire Alarm, Fire Protection and Life Safety Systems as identified within Part 2 – Execution, must be checked, inspected and tested as per the applicable Codes, Standards, Regulations and Requirements in Section 1.2.

### **2.2.2 Additional Requirements**

#### **2.2.2.1 Annual Requirements**

- 1) Control Unit or Transponder and Display and Control Center (DCC)
  - a) The Control Unit(s) or Transponder(s) and DCC(s) must be inspected, tested and verified to ensure that all audio amplifiers and associated supervisory circuits have their output wattages measured and recorded to ensure they are operating within the manufacturer's specifications for that system.
- 2) Circuits Using Fire Alarm System Power
  - a) The tests must be conducted to determine that the field devices at the electrically furthest point from the power source in every circuit receives rated operating power as per rated electrical characteristics in accordance with the manufacturer's specification.

## **2.3 Water Base Fire Protection System**

### **2.3.1 Performance**

**2.3.1.1** Each component, sub-system, system and integrated system associated with the Fire Alarm, Fire Protection and Life Safety Systems as identified within Part 2 – Execution, must be checked, inspected, and tested as per the applicable Codes, Standards, Regulation and Requirements in Section 1.2.

### **2.3.2 Additional Annual Requirements**

**2.3.2.1** The components, sub-systems, systems and integrated systems that make up the Battery Powered Emergency Lighting identified within Part 2 – Execution must be checked, inspected and tested once during each Contract year.

## **2.4 Battery Powered Emergency Lighting**

### **2.4.1 Performance**

**2.4.1.1** The components, sub systems, systems and integrated systems that make up the Battery Powered Emergency Lighting identified within Part 2 –



Execution must be checked, inspected and tested once during each Contract year.

## **2.4.2 Additional Requirements**

### **2.4.2.1 Annual Requirements**

- 1) Emergency lighting units and exit lights are to be disconnected from normal AC-power and tested for a period of time as defined in the relevant Codes, Standards, Regulations and Requirements identified in Section 1.2.
- 2) The Contractor must ensure the following:
  - a) Verify battery voltage prior to 120 volt AC disconnection.
  - b) Verify battery voltage when 120 volt AC is disconnected, and ensure changeover to VDC (as applicable).
  - c) Verify proper changeover from normal to battery power ensure that all heads are operating and aligned as to provide adequate light in intended area.
  - d) Verify battery terminal voltage at the end of the test, before restoring normal power. Recording the results in the report.
  - e) Verify that voltage 120 volts AC is restored to unit and changeover to VDC has occurred.
  - f) If it is discovered that the battery voltage drops to below 85% of its rated capacity, the Contractor is to notify the Technical Authority immediately in writing.

## **Part 3 Equipment Inventory**

### **3.1 General**

#### **3.1.1 Inventory**

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

### **3.2 Government of Canada Building**

- 3.2.1** Building Information – Detachment addresses will be provided at time of Contract award.



**3.2.2 Fire Alarm and Emergency Lights System per location:**

LOCATION: <b>NORTH SERVICE AREA</b>	Fire Alarm System as Specified Emergency Lighting varies per location <b>** addressable panel</b>
Churchill Det.	GE EST3 Multi zone **
Cranberry Portage Det.	Mircom FA-1008K
Cross Lake Det.	Mircom FA-1008KA
God's Lake Narrows Det.	Edwards EST QuickStart **
Grand Rapids Det.	Mircom FA-1008K
Island Lake Det.	Mircom FA-204E multi-zone
Lynn Lake Det.	Mircom FA-301-8LW
Moose Lake Det.	GE-EST 10500 (GC)
Norway House Det.	GE-EST 10500 (GC)
Oxford House Det.	Edwards EST-6616 multi-zone
Pukatawagan Det.	Simplex 4010 **
Shamattawa Det.	Edwards 6616 multi-zone
Snow Lake Det.	Main – Mircom FA-1008KA Cell – GE-FSP302G
St. Theresa Point	Mircom FA-202A
The Pas Det.	Mircom FA-1008K
Thompson Air Hanger	Mircom FA-204
Wabowden Det.	Mircom FA-204E multi-zone



<b>LOCATION: EAST SERVICE AREA</b>	<b>Fire Alarm System as Specified</b> <b>Emergency Lighting varies per location</b> <b>** addressable panel</b>
Altona Det.	Mircom FA-1008K
Arborg Det.	Edwards EST 1-2Z6 multi-zone
Ashern Det.	Mircom FX-2003-6A
Beausejour Det.	Edwards 1527 single-zone
Emerson Det.	Mircom FA-204E
Falcon Lake Det.	Edwards EST 1-2Z6 multi-zone
Fisher Branch Det.	Mircom FA-1008K
Gimli Det.	GE Edwards FSP-1004
Grand Marais Det.	Edwards EST1-2Z6
Gypsumville Det.	GE FSP1004
Headingley Det,	Edwards EST1 -2Z6 single-zone
Lac du Bonnet Det.	Main – Mircom FA-1008KA Cell - Mircom FA-204E
Little Grand Rapids Det.	GE QS4-CPUZ
Lundar Det.	Mircom FA-1008K
Morris Det.	Mircom FA-1008K
Oakbank Det.	Main – GE FSP1004G Cell - GE FSP 203G
Powerview Det.	Simplex 4008
Selkirk	Edwards EST2 **
Sprague Det.	Edwards EST 1-2Z3C
St. Pierre-Jolys Det.	Main - GE FSP 502G Cell – GE FSP 302G
Steinbach Det.	Main - Mircom FA 301-8LW Cell - GE FSP 506G
Stonewall Det.	Main - Mircom FA1008K Cell – Edwards FA-101T
Teulon Det.	Mircom FA-101A
Whitemouth Det.	Edwards 1527 single-zone
Winnipeg Air Hanger	Edwards 2280 multi-zone
Winnipeg Lorimer Warehouse	Mircom FX-2001-6K
Winnipeg Vehicle Storage	Mircom FX-2000 **



<b>LOCATION: WEST SERVICE AREA</b>	<b>Fire Alarm System as Specified</b> <b>Emergency Lighting varies per location</b> <b>** addressable panel</b>
Amaranth Det.	Admin – Edwards Fireshield Cell - FA 101A single-zone
Boissevain Det.	Edwards 6601 Single-zone
Brandon (Blue Hills)	Edwards FS-305
Carberry Det.	Mircom FA 1008K
Carman Det.	Admin - Edwards 6616 Cell - Mircom FA-102
Crystal City Det.	Mircom FA-101A
Dauphin	Edwards EST-2 Series **
Deloraine Det.	No FA Panel at this location
Elphinstone Det.	No FA Panel at this location
Gladstone Det.	Mircom FA-101T
Grandview Det.	Mircom FA- 1025A multi-zone
Hamiota Det.	No FA Panel at this location
Killarney Det.	Edwards EST 1-2Z3 multi-zone
Manitou Det.	Mircom FA-204E multi-zone
McCreary Det.	Mircom FA-1025 multi-zone
Melita Det.	No FA Panel at this location
Minnedosa Det.	Mircom FA-1008KA
Morden Det.	GE Quickstart QS-C-CPU-2
Reston Det.	No FA Panel at this location
Roblin Det.	Mircom FA-101A single zone
Rosburn Det.	Mircom FA-204E multi-zone
Russell Det.	Mircom FA-204E multi-zone
Shoal Lake Det.	EST1-2Z3 multi-zone
Souris Det.	Edwards 1527 single-zone
Ste. Rose du Lac Det.	Admin - Edwards FS-502 Cell - Mircom FA-1025A
Swan River Det.	Mircom Model FA - 1025A
Treherne Det.	Mircom FA-101T single zone
Viriden Det.	Admin – Mircom 1527 Cell - Mircom 2280
Wasagaming Det.	Mircom FA-204E multi-zone FA-101T single zone
Winnipegosis Det.	Edwards EST1-2Z6



<b>LOCATION: PATROL CABINS</b>	<b>Fire Alarm System as Specified</b> <b>Emergency Lighting varies per location</b> <b>** addressable panel</b>
Berens River	Mircom FA-101A Single Stage
Bloodvein	Simplex 4008
Brochet	Mircom FA-204 multi-zone
God's River	No FA Panel at this location
Ilford	No FA Panel at this location
Lac Brochet	Mircom FA-204 multi-zone
Pauingassi	No FA Panel at this location
South Indian Lake	Mircom FA-1025A multi-zone
Split Lake	No FA Panel at this location
Tadoule Lake	Mircom FA-204E multi-zone
York Landing	Mircom FA-202 multi-zone



**Appendix A – Locations**

<b>Cost Centre</b>	<b>DBU#</b>	<b>Location</b>
D1872	268	Altona
D0582	271	Amaranth
D2104	128	Arborg
D2111	120	Ashern
D1617	14	Beausejour
D0298	112	Berens River - PC
D0596	187	Boissevain
D0296	494	Bloodvein
D0767	74	Brandon
D4348	141	Brochet - PC
D0601	18	Carberry
D1886	305	Carman
D2593	490	Churchill
D2605	284	Cranberry Portage
D3546	30	Cross Lake
D0636	36	Crystal City
D1055	2	Dauphin
D0781	21	Deloraine
D0795	44	Elphinstone
D1912	179	Emerson
D1645	197	Falcon Lake
D2132	282	Fisher Branch
D2146	58	Gimli
D0643	61	Gladstone
D4349	56	God's River - PC
D4164	377	God's Lake Narrows
D1673	293	Grand Marais



<b>Cost Centre</b>	<b>DBU#</b>	<b>Location</b>
D2661	156	Grand Rapids
D2825	193	Grandview
D3492	192	Gypsumville
D0807	64	Hamiota
D2167	67	Headingley
D4350	165	Ilford - PC
D3827	344	Island Lake
D0657	177	Killarney
D4351	219	Lac Brochet - PC
D1694	352	Lac du Bonnet
D4441	515	Little Grand Rapids
D2181	75	Lundar
D2696	190	Lynn Lake
D0671	351	Manitou
D1076	172	McCreary
D0814	81	Melita
D0685	185	Minnedosa
D4442	151	Moose Lake
D1926	257	Morden
D1947	85	Morris
D2715	162	Norway House
D1961	303	Oakbank
D4339	47	Oxford House
D4345	94	Pauingassi - PC
D0299	493	Poplar River
D1727	367	Powerview
D4314	456	Pukatawagan
D0821	88	Reston
D1083	92	Roblin
D0835	101	Rosburn





<b>Cost Centre</b>	<b>DBU#</b>	<b>Location</b>
D0842	62	Russell
D4376	24	Selkirk
D4211	209	Shamattawa
D0877	184	Shoal Lake
D2722	385	Snow Lake
D0884	126	Souris
D4357	146	South Indian Lake - PC
D4358	78	Split Lake
D2001	290	Sprague
D2015	263	St. Pierre Jolys
D0365	485	St. Theresa Point
D3436	261	Ste. Rose du Lac
D2043	76	Steinbach D
D2207	345	Stonewall
D1123	240	Swan River
D4425	27	Tadoule Lake
D2221	127	Teulon
D2757	371	The Pas
D2497	211	Thompson Air Hanger
D0725	117	Treherne
D0917	275	Virден
D2804	176	Wabowden
D0746	109	Wasagaming
D1823	111	Whitemouth
D2064	253	Winnipeg Air Hanger
D0399	507	Wpg Lorimer Warehouse
D0262	531	Wpg Vehicle Storage
D1144	39	Winnipegosis
D4426	319	York Landing - PC



<b>Appendix B – Table of System Components</b>	
<b>A.</b>	EDWARDS model 270-SPO Pull Station
	Alternate: MIRCOM model MS-401 Pull Station
<b>B.</b>	EDWARDS model 439D-10AWC Alarm Bell
	Alternate: MIRCOM model BL-10 Alarm Bell
<b>C.</b>	EDWARD model 1400A Smoke Detector
	Alternate: MIRCOM model 1400A
<b>D.</b>	EDWARDS model 1451A Smoke Detector
	Alternate: MIRCOM model 1451A
<b>E.</b>	EDWARDS model 2400A Photo-electric Deceptor
	Alternate: MIRCOM model 2400A
<b>F.</b>	EDWARDS model 281C-135 Rate of rise Detector
	Alternate: MIRCOM model CR-135 Rate of rise Detector
<b>G.</b>	EDWARDS model 284a-200 Fixed Temperature Detector
	Alternate: MIRCOM model CF-135 or CF-200 Fixed Temperature
	SOTA 12 Volt 4 Amp Hour Battery
	Battery charger set-up
<b>I.</b>	SOTA 12 Volt 7 Amp Hour Battery
	Battery charger set-up
<b>J.</b>	SOTA 12 volt 12 Amp Hour Battery
	Battery charger set-up
<b>K.</b>	SOTA 24 Volt 24 Amp Hour Battery
	Battery charger set-up
<b>L.</b>	Material or equipment not listed
<b>M.</b>	EDWARDS model 6501 -1AL Receiving Module
<b>N.</b>	EDWARDS model 01526-0053 Maintenance Free Gel-Cell Batteries
<b>O.</b>	EDWARDS model 06531-0027 Maintenance Free Gel-Cell Batteries
<b>P.</b>	EDWARDS model 06531-0028 Maintenance Free Gell-Cell Batteries



**Cost Estimate Form for Extra Work - Appendix C**

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

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

Description of Work: (Please attach a separate sheet if required)					
		Hourly Rate as per Contract			
1. Direct Costs	Number of Hours	Fire Alarm Technician	Sprinkler & Fire Protection Installer	Electrician	Total
<b>1. Direct Labour</b>					
Repair Work Labour					
Emergency Call Labour					
Total Direct Other Labour (Specify: _____)					\$ _____
<b>ii) Direct Material Costs</b>					
Replacement Parts					
Repair Parts					
Other Material (Specify: _____)					
Total Direct Material Costs					\$ _____
<b>iii) Other Direct Costs</b>					
Other Specify: _____)					
Total Other Direct Costs					\$ _____
<b>II Total Price ( i+ii+iii)</b>					\$ _____
<b>II Total Price ( i+ii+iii) Including GST/HST</b>					\$ _____

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

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

Signature: \_\_\_\_\_  
(Please print your complete name.)



**ANNEX B - BASIS OF PAYMENT**

**Pricing Schedule 1:** Firm all inclusive prices including all necessary tools, services, replacement or repair parts, materials, labour and all related costs (including Travel and Living Costs) as detailed in Annex "A", Statement of Work.

<b>INSPECTIONS – FIRM FIXED RATE PER LOCATION</b>						
<b>Cost Centre</b>	<b>DBU#</b>	<b>Location</b>	<b>Firm Yearly Rate for Period 1 - one (1) year from award of contract</b>	<b>Firm Yearly Rate for Period 2 – one (1) year from end of Period 1</b>	<b>Firm Yearly Rate for Option 1 – one (1) year from end of Period 2, if 1<sup>st</sup> option is exercised</b>	<b>Firm Yearly Rate for Option 2 – one (1) year from end of 1<sup>st</sup> option, if 2<sup>nd</sup> option is exercised</b>
D1872	268	Altona				
D0582	271	Amaranth				
D2104	128	Arborg				
D2111	120	Ashern				
D1617	14	Beausejour				
D0298	112	Berens River - PC				
D0596	187	Boissevain				
D0296	494	Bloodvein				
D0767	74	Brandon				
D4348	141	Brochet - PC				
D0601	18	Carberry				
D1886	305	Carman				
D2593	490	Churchill				
D2605	284	Cranberry Portage				
D3546	30	Cross Lake				
D0636	36	Crystal City				
D1055	2	Dauphin				
D0781	21	Deloraine				
D0795	44	Elphinstone				
D1912	179	Emerson				
D1645	197	Falcon Lake				



Cost Centre	DBU#	Location	Firm Yearly Rate for Period 1 - one (1) year from award of contract	Firm Yearly Rate for Period 2 – one (1) year from end of Period 1	Firm Yearly Rate for Option 1 – one (1) year from end of Period 2, if 1 <sup>st</sup> option is exercised	Firm Yearly Rate for Option 2 – one (1) year from end of 1 <sup>st</sup> option, if 2 <sup>nd</sup> option is exercised
D2132	282	Fisher Branch				
D2146	58	Gimli				
D0643	61	Gladstone				
D4349	56	God's River - PC				
D4164	377	God's Lake Narrows				
D1673	293	Grand Marais				
D2661	156	Grand Rapids				
D2825	193	Grandview				
D3492	192	Gypsumville				
D0807	64	Hamiota				
D2167	67	Headingley				
D4350	165	Ilford - PC				
D3827	344	Island Lake				
D0657	177	Killarney				
D4351	219	Lac Brochet - PC				
D1694	352	Lac du Bonnet				
D4441	515	Little Grand Rapids				
D2181	75	Lundar				
D2696	190	Lynn Lake				
D0671	351	Manitou				
D1076	172	McCreary				
D0814	81	Melita				
D0685	185	Minnedosa				
D4442	151	Moose Lake				



Cost Centre	DBU#	Location	Firm Yearly Rate for Period 1 - one (1) year from award of contract	Firm Yearly Rate for Period 2 – one (1) year from end of Period 1	Firm Yearly Rate for Option 1 – one (1) year from end of Period 2, if 1 <sup>st</sup> option is exercised	Firm Yearly Rate for Option 2 – one (1) year from end of 1 <sup>st</sup> option, if 2 <sup>nd</sup> option is exercised
D1926	257	Morden				
D1947	85	Morris				
D2715	162	Norway House				
D1961	303	Oakbank				
D4339	47	Oxford House				
D4345	94	Pauingassi - PC				
D0299	493	Poplar River				
D1727	367	Powerview				
D4314	456	Pukatawagan				
D0821	88	Reston				
D1083	92	Roblin				
D0835	101	Rosburn				
D0842	62	Russell				
D4376	24	Selkirk				
D4211	209	Shamattawa				
D0877	184	Shoal Lake				
D2722	385	Snow Lake				
D0884	126	Souris				
D4357	146	South Indian Lake - PC				
D4358	78	Split Lake				
D2001	290	Sprague				
D2015	263	St. Pierre Jolys				
D0365	485	St. Theresa Point				
D3436	261	Ste. Rose du Lac				
D2043	76	Steinbach D				



Cost Centre	DBU#	Location	Firm Yearly Rate for Period 1 - one (1) year from award of contract	Firm Yearly Rate for Period 2 – one (1) year from end of Period 1	Firm Yearly Rate for Option 1 – one (1) year from end of Period 2, if 1 <sup>st</sup> option is exercised	Firm Yearly Rate for Option 2 – one (1) year from end of 1 <sup>st</sup> option, if 2 <sup>nd</sup> option is exercised
D2207	345	Stonewall				
D1123	240	Swan River				
D4425	27	Tadoule Lake				
D2221	127	Teulon				
D2757	371	The Pas				
D2497	211	Thompson Air Hanger				
D0725	117	Treherne				
D0917	275	Virden				
D2804	176	Wabowden				
D0746	109	Wasagaming				
D1823	111	Whitemouth				
D2064	253	Winnipeg Air Hanger				
D0399	507	Wpg Lorimer Warehouse				
D0262	531	Wpg Vehicle Storage				
D1144	39	Winnipegosis				
D4426	319	York Landing - PC				

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

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

When "As and When Requested" work is requested during the contract period, the contractor must complete and submit the Annex C "Cost Estimate Form for Extra Work". Written authorization must be obtained from the Technical Authority prior to conducting any extra work. Submit a Firm All-inclusive Labour Rate, (including Overhead, Profit, and all related Costs) in Canadian funds.



**NOTE:** In the event that travel and accommodation are required for Extra Work, the cost must be approved by the Departmental Representative in accordance with Annex A, Scope of Work, Clause 1.4.3.2.

**2.1 LABOUR:** Our firm hourly rate per qualified personnel **Certified Fire Alarm Technician** shall be:

i) Regular Hours: 08:00 to 16:00, Monday to Friday (Rate/hour)	YEAR 1	YEAR 2	OPTION 1	OPTION 2
		\$ _____ /HR	\$ _____ /HR	\$ _____ /HR
Estimated quantity of hours per year:	275	275	275	275
Extended Price:	Extended Price: \$ _____	Extended Price: \$ _____	Extended Price: \$ _____	Extended Price: \$ _____
<b>2.1 (i) SUB-TOTAL:</b>				\$ _____

ii) Outside Regular Hours : 16:00 to 08:00, Monday to Friday (Rate/hour)	YEAR 1	YEAR 2	OPTION 1	OPTION 2
		\$ _____ /HR	\$ _____ /HR	\$ _____ /HR
Estimated quantity of hours per year:	30	30	30	30
Extended Price:	Extended Price: \$ _____	Extended Price: \$ _____	Extended Price: \$ _____	Extended Price: \$ _____
<b>2.1 (ii) SUB-TOTAL:</b>				\$ _____





ii) Saturday, Sunday & Statutory Holidays (Rate/hour)	YEAR 1	YEAR 2	OPTION 1	OPTION 2
		\$_____ /HR	\$_____ /HR	\$_____ /HR
Estimated quantity of hours per year:	10	10	10	10
Extended Price:	Extended Price: \$_____	Extended Price: \$_____	Extended Price: \$_____	Extended Price: \$_____
<b>2.1 (iii) SUB-TOTAL:</b>				\$_____

**2.2 LABOUR:** Our firm hourly rate per qualified personnel **Sprinkler and Fire Protection Installer** shall be:

i) Regular Hours: 08:00 to 16:00, Monday to Friday (Rate/hour)	YEAR 1	YEAR 2	OPTION 1	OPTION 2
		\$_____ /HR	\$_____ /HR	\$_____ /HR
Estimated quantity of hours per year:	100	100	100	100
Extended Price:	Extended Price: \$_____	Extended Price: \$_____	Extended Price: \$_____	Extended Price: \$_____
<b>2.2 (i) SUB-TOTAL:</b>				\$_____



ii) Outside Regular Hours : 16:00 to 08:00, Monday to Friday (Rate/hour)	YEAR 1	YEAR 2	OPTION 1	OPTION 2
		\$_____ /HR	\$_____ /HR	\$_____ /HR
Estimated quantity of hours per year:	100	100	100	100
Extended Price:	Extended Price: \$_____	Extended Price: \$_____	Extended Price: \$_____	Extended Price: \$_____
<b>2.2 (ii) SUB-TOTAL:</b>				\$_____

ii) Saturday, Sunday & Statutory Holidays (Rate/hour)	YEAR 1	YEAR 2	OPTION 1	OPTION 2
		\$_____ /HR	\$_____ /HR	\$_____ /HR
Estimated quantity of hours per year:	10	10	10	10
Extended Price:	Extended Price: \$_____	Extended Price: \$_____	Extended Price: \$_____	Extended Price: \$_____
<b>2.2 (iii) SUB-TOTAL:</b>				\$_____



**2.3 LABOUR:** Our firm hourly rate per qualified personnel **Certified Electrician** shall be:

i) Regular Hours: 08:00 to 16:00, Monday to Friday (Rate/hour)	YEAR 1	YEAR 2	OPTION 1	OPTION 2
	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR
Estimated quantity of hours per year:	<b>275</b>	<b>275</b>	<b>275</b>	<b>275</b>
Extended Price:	Extended Price: \$ _____	Extended Price: \$ _____	Extended Price: \$ _____	Extended Price: \$ _____
<b>2.3 (i) SUB-TOTAL:</b>				\$ _____

ii) Outside Regular Hours : 16:00 to 08:00, Monday to Friday (Rate/hour)	YEAR 1	YEAR 2	OPTION 1	OPTION 2
	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR
Estimated quantity of hours per year:	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>
Extended Price:	Extended Price: \$ _____	Extended Price: \$ _____	Extended Price: \$ _____	Extended Price: \$ _____
<b>2.3 (ii) SUB-TOTAL:</b>				\$ _____



ii) Saturday, Sunday & Statutory Holidays (Rate/hour)	YEAR 1	YEAR 2	OPTION 1	OPTION 2
		\$_____ /HR	\$_____ /HR	\$_____ /HR
Estimated quantity of hours per year:	10	10	10	10
Extended Price:	Extended Price: \$_____	Extended Price: \$_____	Extended Price: \$_____	Extended Price: \$_____
<b>2.3 (iii) SUB-TOTAL:</b>				\$_____

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

Percentage Mark-up	YEAR 1	YEAR 2	OPTION 1	OPTION 2
		_____ %	_____ %	_____ %
Estimated Expenditure:	\$10,000	\$8,000	\$8,000	\$8,000
* Extended Price:	Extended Price: \$_____	Extended Price: \$_____	Extended Price: \$_____	Extended Price: \$_____
<b>2.4 SUB-TOTAL:</b>				\$_____

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

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

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



discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

**AUTHORIZATION FOR DELIVERY:** The consignee shall request delivery of goods/services identified in Pricing Schedule 2., 2.1 to 2.3 (i), (ii), (iii); and 2.4 on an authorization form provided by the Technical Authority.

**TOTAL ASSESSED PROPOSAL PRICE**

**Sum of Basis of Pricing**

Pricing Schedule 1	=	Subtotal	\$ _____ +
Pricing Schedule 2.1 to 2.3 (i), (ii) and (iii)	=	Subtotal	\$ _____ +
Pricing Schedule 2.4	=	Subtotal	\$ _____ +
<b>Total assessed proposal price</b>	=		<b>\$ _____</b>

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

**INSERT THE FOLLOWING:**

**PART 1 - GENERAL INFORMATION**

**2. Summary**

- ii) Mandatory Response Time

As per Annex A, Statement of Work, 1.4.3, Emergency Calls, items 1.4.3.1 and 1.4.3.2, it is a mandatory requirement of the contract that:

- b) The Contractor must provide twenty-four (24) hour, seven (7) days a week emergency call back service for the duration of the contract at no extra cost.

**NOTE:** This Statement of Work includes twenty emergency calls for the full term of the contract per site at no extra cost to Canada. Any additional emergency calls will be at extra cost to Canada. In the event that travel and accommodations are required for the twenty (20) included Emergency Calls, the cost must be approved by the Royal Canadian Mounted Police (RCMP) Project Authority in Accordance with Annex A, Scope of Work, clause 1.4.3.2.. Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".



## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

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

Section I: Technical Bid (One (1) hard copy)

Section II: Financial Bid (One (1) hard copy)

Section III: Certifications (One (1) hard copy)

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: Technical Bid

- 6) Bidders shall duly complete and **SIGN** the first page of their Invitation to Tender document, or upon request from the Contracting Authority.
- 7) Submission of Evidence as described in **Section I 3. Mandatory Employee Experience and Past Performance** MUST be included with the bidder's proposal at time of bid closing. Failure to do so will result in the bid being deemed noncompliant and no further consideration will be given.

The evidence provided by the bidder may be verified. The Royal Canadian Mounted Police (RCMP) reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided.

#### 8) Mandatory Employee Experience and Past Performance

To carry out the work on this requirement the bidder must provide one (1) certified Fire Alarm Technician and one (1) certified Electrician.

Please Note: Certified service personnel may be cross-trained in multiple trades.

The bidder must provide evidence that demonstrates that the service personnel proposed to perform maintenance of Fire Alarm equipment have five (5) years experience and past performance within the last eight (8) years by referencing



two (2) similar projects/contracts whereby the service personnel have performed satisfactorily.

The bidder must complete the following form for each technician who will be performing work on this requirement in order to demonstrate that each proposed technician has the required experience.

Example:

Project 1: started on 2008 January 1<sup>st</sup> and ended 2008 May 31<sup>st</sup> = 4 months

Project 2: started on 2008 January 1<sup>st</sup> and ended 2010 December 31<sup>st</sup> = 36 months

Project 3: started on 2008 January 1<sup>st</sup> and ended 2010 December 31<sup>st</sup> = 36 months

Total period for three projects will count as 36 months and not 76 months because the period of January, 2008 to December, 2009 has already been counted in Project 2 and 3. This employee does not meet the required minimum of five (5) years or recent experience.

In the event where the information for any of the technicians cannot be confirmed by the client contacts named in the proposal, the proposal will be considered non-responsive and no further consideration will be given to the proposal. If the bidder submits names of technicians in excess of the stated requirement, only the references up to the identified limit of four (4) service personnel will be assessed. The four (4) service personnel listed in the proposal will be considered for evaluation.

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



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

4) **Card and Licensing Documentation**

Valid copies of the following cards and licensing documentation should be submitted for each proposed service personnel with the bid by the bid solicitation closing date. However, if the following is not submitted with the bid by the bid solicitation closing date, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non – responsive.

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

- d) **Fire Alarm Technician** - One (1) service personnel with:
  - a valid Canadian Fire Alarm Association (CFAA) certification.
- e) **Certified Electrician** - One (1) service personnel with:
  - a valid Certificate of Qualification for a Qualified Electrical Worker in accordance to the requirements in the Province of Manitoba.





5) **Company Information**

- 5.1 A letter(s) from the OEM(s) (Original Equipment Manufacturer) of the equipment detailed below, (see Annex A, Statement of Work) should be submitted with the bid by the bid solicitation closing date. However, if the following is not submitted with the bid by the bid solicitation closing date, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

If there is more than one OEM, letters are required from each OEM.

- Fire Alarm Control Unit

The letter must confirm that the Bidder:

1. is the Original Equipment Manufacturer (OEM); **OR**
2. is an authorized service agent of the Original Equipment Manufacturer; **OR**
3. has a valid sub-contracting agreement with the OEM; **AND**
4. has access to the following in order to, service and maintain the components, sub-systems, systems and integrated systems identified above and within the attached inventory, Annex A, Statement of Work:
  - 4.1 Service and maintenance tools and materials;
  - 4.2 Compatible parts;
  - 4.3 Software;
  - 4.4 Hardware;
  - 4.5 Firmware; **AND**
5. has access to the complete operational and adjustment procedures of the OEM for all components, sub-systems, systems, integrated systems and related equipment identified within the attached inventory. This includes direct access to manufacturer's technical support services and service bulletins.

**AND/OR**

- 5.2 Should the Bidder not be the OEM or the authorized service agent of the OEM(s) or not have a valid sub-contracting agreement with the OEM for the above equipment, a letter(s) from the authorized service agent of the OEM(s) of this equipment should be submitted with the bid by the bid solicitation closing date. However, if the following is not submitted with the bid by the bid solicitation closing date, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.



If there is more than one OEM, letters are required from each authorized service agent of each OEM.

- Fire Alarm Control Unit

The letter must confirm that the Bidder:

1. has a valid sub-contracting agreement with the authorized service agent; **OR**
2. has access to the following in order to, service and maintain the components, sub-systems, systems and integrated systems identified above and within the attached inventory, Annex A, Statement of Work:
  - 2.1 Service and maintenance tools and materials;
  - 2.2 Compatible parts;
  - 2.3 Software;
  - 2.4 Hardware;
  - 2.5 Firmware; **AND**
3. has access to the complete operational and adjustment procedures of the OEM for all components, sub-systems, systems, integrated systems and related equipment identified within the attached inventory. This includes direct access to manufacturer's technical support services and service bulletins.

The Bidder must also submit a letter(s) issued to the authorized service agent(s) by the OEM(s) confirming the name of the authorized service agent(s).

**Section II: Financial Bid**

- 1.1 Bidder must submit the financial bid in accordance with the Pricing Schedule detailed in Annex B – Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

**Pricing Schedule 1:** Firm all inclusive prices including all necessary tools, services, replacement or repair parts, materials, labour and all related costs (including Travel and Living Costs) as detailed in Annex "A", Statement of Work



<b>INSPECTIONS – FIRM FIXED RATE PER LOCATION</b>						
<b>Cost Centre</b>	<b>DBU#</b>	<b>Location</b>	<b>Firm Yearly Rate for Period 1 - one (1) year from award of contract</b>	<b>Firm Yearly Rate for Period 2 – one (1) year from end of Period 1</b>	<b>Firm Yearly Rate for Option 1 – one (1) year from end of Period 2, if 1<sup>st</sup> option is exercised</b>	<b>Firm Yearly Rate for Option 2 – one (1) year from end of 1<sup>st</sup> option, if 2<sup>nd</sup> option is exercised</b>
D1872	268	Altona				
D0582	271	Amaranth				
D2104	128	Arborg				
D2111	120	Ashern				
D1617	14	Beausejour				
D0298	112	Berens River - PC				
D0596	187	Boissevain				
D0767	74	Brandon				
D4348	141	Brochet - PC				
D0601	18	Carberry				
D1886	305	Carman				
D2593	490	Churchill				
D2605	284	Cranberry Portage				
D3546	30	Cross Lake				
D0636	36	Crystal City				
D1055	2	Dauphin				
D0781	21	Deloraine				
D0795	44	Elphinstone				



Cost Centre	DBU#	Location	Firm Yearly Rate for Period 1 - one (1) year from award of contract	Firm Yearly Rate for Period 2 – one (1) year from end of Period 1	Firm Yearly Rate for Option 1 – one (1) year from end of Period 2, if 1 <sup>st</sup> option is exercised	Firm Yearly Rate for Option 2 – one (1) year from end of 1 <sup>st</sup> option, if 2 <sup>nd</sup> option is exercised
D1912	179	Emerson				
D1645	197	Falcon Lake				
D2132	282	Fisher Branch				
D2146	58	Gimli				
D0643	61	Gladstone				
D4349	56	God's River - PC				
D4164	377	God's Lake Narrows				
D1673	293	Grand Marais				
D2661	156	Grand Rapids				
D2825	193	Grandview				
D3492	192	Gypsumville				
D0807	64	Hamiota				
D2167	67	Headingley				
D4350	165	Ilford - PC				
D3827	344	Island Lake				
D0657	177	Killarney				
D4351	219	Lac Brochet - PC				
D1694	352	Lac du Bonnet				
D4441	515	Little Grand Rapids				
D2181	75	Lundar				
D2696	190	Lynn Lake				
D0671	351	Manitou				
D1076	172	McCreary				
D0814	81	Melita				



Cost Centre	DBU#	Location	Firm Yearly Rate for Period 1 - one (1) year from award of contract	Firm Yearly Rate for Period 2 – one (1) year from end of Period 1	Firm Yearly Rate for Option 1 – one (1) year from end of Period 2, if 1 <sup>st</sup> option is exercised	Firm Yearly Rate for Option 2 – one (1) year from end of 1 <sup>st</sup> option, if 2 <sup>nd</sup> option is exercised
D0685	185	Minnedosa				
D4442	151	Moose Lake				
D1926	257	Morden				
D1947	85	Morris				
D2715	162	Norway House				
D1961	303	Oakbank				
D4339	47	Oxford House				
D4345	94	Pauingassi - PC				
D1727	367	Powerview				
D4314	456	Pukatawagan				
D0821	88	Reston				
D1083	92	Roblin				
D0835	101	Rosburn				
D0842	62	Russell				
D4376	24	Selkirk				
D4211	209	Shamattawa				
D0877	184	Shoal Lake				
D2722	385	Snow Lake				
D0884	126	Souris				
D4357	146	South Indian Lake - PC				
D4358	78	Split Lake				
D2001	290	Sprague				
D2015	263	St. Pierre Jolys				
D0365	485	St. Theresa Point				
D3436	261	Ste. Rose du Lac				



Cost Centre	DBU#	Location	Firm Yearly Rate for Period 1 - one (1) year from award of contract	Firm Yearly Rate for Period 2 – one (1) year from end of Period 1	Firm Yearly Rate for Option 1 – one (1) year from end of Period 2, if 1 <sup>st</sup> option is exercised	Firm Yearly Rate for Option 2 – one (1) year from end of 1 <sup>st</sup> option, if 2 <sup>nd</sup> option is exercised
D2043	76	Steinbach D				
D2207	345	Stonewall				
D1123	240	Swan River				
D4425	27	Tadoule Lake				
D2221	127	Teulon				
D2757	371	The Pas				
D2497	211	Thompson Air Hanger				
D0725	117	Treherne				
D0917	275	Virden				
D2804	176	Wabowden				
D0746	109	Wasagaming				
D1823	111	Whitemouth				
D2064	253	Winnipeg Air Hanger				
D0399	507	Wpg Lorimer Warehouse				
D0262	531	Wpg Vehicle Storage				
D1144	39	Winnipegosis				
D4426	319	York Landing - PC				



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

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

When "As and When Requested" work is requested during the contract period, the contractor must complete and submit the Annex C "Cost Estimate Form for Extra Work". Written authorization must be obtained from the Technical Authority prior to conducting any extra work. Submit a Firm All-inclusive Labour Rate, (including Overhead, Profit, and all related Costs) in Canadian funds.

**NOTE:** In the event that travel and accommodation are required for Extra Work, the cost must be approved by the Departmental Representative in accordance with Annex A, Scope of Work, Clause 1.4.3.2.. Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

**2.1 LABOUR:** Our firm hourly rate per qualified personnel **Certified Fire Alarm Technician** shall be:

i) Regular Hours: 08:00 to 16:00, Monday to Friday (Rate/hour)	YEAR 1	YEAR 2	OPTION 1	OPTION 2
	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR
Estimated quantity of hours per year:	275	275	275	275
Extended Price:	Extended Price: \$ _____	Extended Price: \$ _____	Extended Price: \$ _____	Extended Price: \$ _____
<b>2.1 (i) SUB-TOTAL:</b>				\$ _____



ii) Outside Regular Hours : 16:00 to 08:00, Monday to Friday (Rate/hour)	YEAR 1	YEAR 2	OPTION 1	OPTION 2
	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR
<b>Estimated quantity of hours per year:</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>
<b>Extended Price:</b>	Extended Price: \$ _____	Extended Price: \$ _____	Extended Price: \$ _____	Extended Price: \$ _____
<b>2.1 (ii) SUB-TOTAL:</b>				\$ _____

iii) Saturday, Sunday & Statutory Holidays (Rate/hour)	YEAR 1	YEAR 2	OPTION 1	OPTION 2
	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR
<b>Estimated quantity of hours per year:</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>
<b>Extended Price:</b>	Extended Price: \$ _____	Extended Price: \$ _____	Extended Price: \$ _____	Extended Price: \$ _____
<b>2.1 (iii) SUB-TOTAL:</b>				\$ _____





**2.2 LABOUR:** Our firm hourly rate per qualified personnel **Certified Electrician** shall be:

i) Regular Hours: 08:00 to 16:00, Monday to Friday (Rate/hour)	YEAR 1	YEAR 2	OPTION 1	OPTION 2
	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR
<b>Estimated quantity of hours per year:</b>	<b>275</b>	<b>275</b>	<b>275</b>	<b>275</b>
<b>Extended Price:</b>	Extended Price: \$_____	Extended Price: \$_____	Extended Price: \$_____	Extended Price: \$_____
<b>2.2 (i) SUB-TOTAL:</b>				\$_____

ii) Outside Regular Hours : 16:00 to 08:00, Monday to Friday (Rate/hour)	YEAR 1	YEAR 2	OPTION 1	OPTION 2
	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR
<b>Estimated quantity of hours per year:</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>
<b>Extended Price:</b>	Extended Price: \$_____	Extended Price: \$_____	Extended Price: \$_____	Extended Price: \$_____
<b>2.2 (ii) SUB-TOTAL:</b>				\$_____



iii) Saturday, Sunday & Statutory Holidays (Rate/hour)	YEAR 1	YEAR 2	OPTION 1	OPTION 2
		\$_____ /HR	\$_____ /HR	\$_____ /HR
Estimated quantity of hours per year:	10	10	10	10
Extended Price:	Extended Price: \$_____	Extended Price: \$_____	Extended Price: \$_____	Extended Price: \$_____
<b>2.2 (iii) SUB-TOTAL:</b>				<b>\$_____</b>

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

Percentage Mark-up	YEAR 1	YEAR 2	OPTION 1	OPTION 2
		_____ %	_____ %	_____ %
Estimated Expenditure:	\$10,000	\$8,000	\$8,000	\$8,000
* Extended Price:	Extended Price: \$_____	Extended Price: \$_____	Extended Price: \$_____	Extended Price: \$_____
<b>2.3 SUB-TOTAL:</b>				<b>\$_____</b>

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

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



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

**AUTHORIZATION FOR DELIVERY:** The consignee shall request delivery of goods/services identified in Pricing Schedule 2., 2.1 to 2.2 (i), (ii), (iii); and 2.3 on an authorization form provided by the Technical Authority.

**TOTAL ASSESSED PROPOSAL PRICE**

**Sum of Basis of Pricing**

<b>Pricing Schedule 1</b>	<b>=</b>	<b>Subtotal</b>	<b>\$ _____ +</b>
<b>Pricing Schedule 2.1 to 2.2 (i), (ii) and (iii)</b>	<b>=</b>	<b>Subtotal</b>	<b>\$ _____ +</b>
<b>Pricing Schedule 2.3</b>	<b>=</b>	<b>Subtotal</b>	<b>\$ _____ +</b>
<b>Total assessed proposal price</b>	<b>=</b>		<b>\$ _____</b>

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

**Section III: Certifications**

Bidders must submit the certifications required under Part 5.

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

**1. Evaluation Procedures**

- a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- b) An evaluation team composed of representatives of Canada will evaluate the bids.

**1.1 Technical and Financial Evaluation - Mandatory Requirements**

- 1) Submission of Evidence for all items in accordance with RFP Part 3, Section I - Technical Bid excluding 3.1.4, 3.1.5, 3.1.6, and 3.1.7; and
- 2) Submission of a Firm Price/Rate in Canadian funds for all the items listed in Part 3, Section II: Financial Bid.

**2. Basis of Selection**

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



## **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 the Standard Instructions identified in this solicitation. 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" list ([http://www.labour.gc.ca/eng/standards\\_equality/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equality/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.

### **2. Additional Certifications Precedent to Contract Award**

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

#### **2.1 Former Public Servant Certification (A3025T 2013-11-06)**

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 awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.



## 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:

- e. an individual;
- f. an individual who has incorporated;
- g. a partnership made of former public servants; or
- h. 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:

- c. name of former public servant;
- d. 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:

- h. name of former public servant;
- i. conditions of the lump sum payment incentive;
- j. date of termination of employment;
- k. amount of lump sum payment;
- l. rate of pay on which lump sum payment is based;
- m. period of lump sum payment including start date, end date and number of weeks;
- n. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

## **2.2 Workplace Safety and Insurance Board - Letter of Good Standing**

The Bidder must have an account in good standing with the applicable provincial or territorial Workplace Safety and Insurance Board.

The Bidder must provide, within four (4) days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **1. Security Requirement**

**1.1** Before award of a contract, the following conditions must be met:

- a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
- c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
- d) all individuals who require access must submit their completed paperwork within 14 days of contract award

### **2. Insurance Requirements (G1007T 2011-05-16)**

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in **Annex E**.



If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

**PART 7 - RESULTING CONTRACT CLAUSES**

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

**1. Statement of Work**

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

**1.1 Replacement of Specific Individuals**

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

**1.2 Names of Qualified Employees**

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

**1.2.1 Specific Person – Fire Alarm Technician**

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract.

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

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

Cellular Number: \_\_\_\_\_

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

Email: \_\_\_\_\_



### 1.2.2 Specific Person – Electrician

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract.

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

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

Cellular Number: \_\_\_\_\_

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

Email: \_\_\_\_\_

## 2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada. Revision to Departmental Name: As this contract is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

### 2.1 General Conditions

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

Section 41 Code of Conduct and Certifications – Contract of 2035 referenced above is amended as follows:

Delete subsection 41.4 in its entirety.

## 3. Security Requirement

3.1 The following security requirement (SRCL and related clauses) applies and form part of the Contract.

All persons working on site must hold a valid “**Facility Access with Escort Clearance**” issued by RCMP Departmental Security

Contractors must complete RCMP Personnel Screening & Consent forms and documentation, provide photocopies of all applicant’s driver’s license (or other government issued photo ID), and birth certificate. This information must be provided within five (5) business day of request. Fingerprinting may also be required.

## 4. Term of Contract

### 4.1 Period of the Contract

The period of the Contract is from date of Contract for a **twenty-four (24) month period**.





## 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 **two (2) additional twelve (12) month periods** under the same terms and conditions. The Contractor agrees that during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

## 4.3 Termination on Thirty Days Notice

1. Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.
2. In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

## 5. Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Sandra E. Robinson – Procurement & Contracting Officer  
Royal Canadian Mounted Police - Procurement & Contracting Services Unit  
Telephone: 780-670-8626  
Facsimile: 780-454-4523  
E-mail address: [sandra.robinson@rcmp-grc.gc.ca](mailto:sandra.robinson@rcmp-grc.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 Technical Authority

#### “WILL BE PROVIDED AT CONTRACT AWARD”

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

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

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

Title: \_\_\_\_\_

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

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

Cellular: \_\_\_\_\_

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 Limitation of Expenditure

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

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

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, in accordance with General Conditions 2035 16 (2012-11-19) 'Payment Period' and the following tables. Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is extra, if applicable.

c) Firm rates will be paid in accordance with Pricing Schedule 1 in four (4) equal quarterly payments.

d) As and When Requested Work:

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



Canada's total liability to the Contractor under the "as and when requested" portion of the Contract must not exceed **(to be determined)**. Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is extra, if applicable.

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

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

whichever comes first.

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

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

### **7.3 Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

## **8. Invoicing Instructions – Maintenance Services**

- 8.1** The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the quarterly maintenance described in the Statement of Work of the Contract.

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

- 8.2** The Contractor must distribute the invoices and reports as follows:

The original and one (1) copy of the invoices and maintenance reports 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.



## **9.2 Federal Contractors Program for Employment Equity - Default by the Contractor**

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and HRSDC-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by HRSDC will constitute the Contractor in default as per the terms of the Contract.

## **9.3 SACC Manual Clauses**

A3025C (2013-03-21) Proactive Disclosure of Contracts with Former Public Servants

## **10. Applicable Laws**

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

## **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 2035 (2013-06-27) - Higher Complexity - Services;
- c) Annex A, Statement of Work
- d) Annex B, Basis of Payment;
- e) Annex C, Cost Estimate Form for Extra Work
- f) Annex D, Federal Contractors Program for Employment Equity - Certification;
- g) Annex E, Insurance Requirements;
- h) the Contractor's bid dated \_\_\_\_\_, " **or** ", as amended on \_\_\_\_\_".

## **12. Procurement Ombudsman**

### **12.1 Dispute Resolution Services**

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term or condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).

### **12.2 Contract Administration**

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [*the supplier or the contractor or the name of the entity awarded this contract*] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement*



*Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).

### **13. Insurance Requirements**

The Contractor must comply with the insurance requirements specified in Annex "E". 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. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

All references to the Certificate of Insurance (form PWGSC-TPSGC 357) <http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/357.pdf> in the instructions, general terms, conditions and clauses identified in the Invitation to Tender (ITT) by number, date and title, and set out in the Standard Acquisition Clauses and Conditions Manual (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) are to be replaced with the "RCMP CERTIFICATE OF INSURANCE / ATTESTATION D'ASSURANCE - GRC".

### **14. Cellular Phones and/ or Pagers**

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

### **15. Government Site Regulations**

The Contractor must comply with all regulations, instructions, directives in forced on the the site where the work is being performed.

### **16. Pre-commencement Meeting**

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

The Contractor must supply the Departmental Representative with a copy of this safety policy as required by the applicable Provincial Occupational Safety and Health Regulations.



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## ANNEX A

### Statement of Work Maintenance Services Fire Alarm, Fire Protection & Life Safety Systems

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## Part 1 General

### 1.1 Definitions

#### 1.1.1 Actions

- 1.1.1.1 Checking/check: visual observation to ensure the device or systems is in place and is not obviously damaged or obstructed.
- 1.1.1.2 Inspect/inspection: physical examination to determine that the device or system will perform in accordance with its intended function.
- 1.1.1.3 Testing/test: full operation of a device or system to ensure that it will perform in accordance with its intended operation or function.
- 1.1.1.4 Maintenance/maintaining: routine recurring; checking, inspecting, testing & service required to keep the components, sub-systems, systems and integrated systems as identified with Part 3 – Equipment Inventory, in such condition that they may be continuously utilized, at their original or designed capacity and efficiency for their intended purpose.
- 1.1.1.5 Service: to make fit for use, adjust, repair, or maintain in order to keep the equipment identified in Part 3 – Equipment Inventory, in an operational condition as per their original design intent.
- 1.1.1.6 Emergency call: onsite diagnosis and correction made by a qualified person(s) as outlined in 1.4.3 – Emergency Call

#### 1.1.2 Individuals

- 1.1.2.1 The Contractor's employees must be neatly dressed. Identification badges must be worn or carried at all time while on site.
- 1.1.2.2 **Qualified Person**
  - 1) Someone who is in possession of a valid and recognized Canadian University or College Degree, certification, license, manufacture-specific training/certification or professional standing. The University or College must have a provincial or territorial degree-granting status
  - 2) Someone having the appropriate minimum of five (5) years of experience in the related field.
- 1.1.2.3 **Qualified Electrician:** Someone who is in possession of a valid Certificate of Qualification for a Qualified Electrical Worker in accordance with the Province of Manitoba – Safety Services. Qualified Electrical Workers shall be registered with the Province of Manitoba – Safety Services before doing any work under this contract.
- 1.1.2.4 **Fire Alarm Technician:** Someone who is in possession of a valid Canadian Fire Alarm Association (CFAA) certificate.





## **1.2 Codes, Standards, Regulation and Requirements.**

### **1.2.1 General**

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

### **1.2.2 National and /or Territorial Codes**

- 1.2.2.1** National and Territorial Building Codes – As they pertain to the installation, verification and maintenance of Fire Alarm and Fire Protection Systems.
- 1.2.2.2** National and Territorial Fire Codes – As they pertain to the installation, verification and maintenance of Fire Alarm and Fire Protection Systems.
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- 1.2.2.4** National and Territorial Health & Safety Codes – As they pertain to the works undertaken on site.

### **1.2.3 Standards**

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- 1) CAN/ULC – S524 – Standard for the Installation of Fire Alarm System
- 2) CAN/ULC – S536 – Inspection and Testing of Fire Alarm Systems
- 3) CAN/ULC – S37 – Verification of Fire Alarm Systems

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### **1.2.4 Health and Safety**

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**1.2.5.4 Waste Management**

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**1.2.6 Authority Having Jurisdiction (AHJ)**

**1.2.6.1** The RCMP Fire Marshall is responsible for the provision of fire protection services. It is also responsible for the administration and enforcement of Treasury Board Policy, Standards, National Building Code, National Fire Code, and Regulations that cover fire protection under the Canada Labour Code.

**1.2.6.2** The Departmental Fire Protection Coordinator, which is a senior official designated by the Deputy Head for the purpose of overseeing the implementation of the Fire Protection Standard.

**1.2.6.3** At the invitation of the Crown, recommendations may be accepted by the local authority having jurisdiction.

**1.3. Submittals**

**1.3.1 Required Permits**

**1.3.1.1 Electrical Inspection Permits**

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



### **1.3.2 Site/Work Specific Implementation Plan**

- 1.3.2.1** The Contractor must submit a detailed, site/work specific, implementation plan to the Technical Authority twenty (20) working days prior to the commencement of work as identified in the Contract.
- 1) The site/work specific, implementation plan must include:
    - a) A detailed specific, inspection schedule.
    - b) A detailed work plan and sequence of operation for the annual inspection.
    - c) The site - specific Health and Safety Plan.
    - d) Hazardous Waste Management Plan
    - e) Samples of relevant inspection checklists.
  - 2) As part of the site/work specific, implementation plan the Contractor must perform:
    - a) A site-specific safety hazard assessment;
    - b) A health and safety risk/hazard analysis for site tasks and operations found within the implementation plan.
    - c) A Hazardous Waste Audit
- 1.3.2.2** The Technical Authority will review the Contractor's site/work specific implementation plan and provide comments to the Contractor within ten working days after the receipt of plan.
- 1.3.2.3** The Contractor must revise the site/work specific implementation plan as appropriate and resubmit the plan to the Technical Authority within ten working days after receipt of comments.
- 1.3.2.4** The Technical Authority's review of the Contractor's detailed site/work specific implementation plan should not be construed as final and does not reduce that Contractor's overall responsibility for providing the personnel required in the implementation plan.
- 1.3.2.5** The Technical Authority reserves the right to amend the site/work specification implementation plan at any time due to operational requirements and must sign off on all amendments to the plan, in consultation with the Contractor.

### **1.3.3 Site –Specific Inspection Schedule**

- 1.3.3.1** As part of the site/work specific, implementation plan, and every subsequent year after, the Contractor must submit to the Technical Authority a detailed site-specific, inspection schedule.
- 1.3.3.2** The Technical Authority's reserves the right to amend the inspection schedule at any time due to operational requirements and must sign off on all amendments to the plan, in consultation with the Contractor.



**1.3.3.3** The Technical Authority reserves the right to amend the inspection schedule at any time due to operational requirements and must sign off on all amendments to the plan, in consultation with the contractor.

### **1.3.4 Work Plan and Sequence of Operation for the Annual Inspection**

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

- a) Lockout-tag out procedures
- b) Site –Specific Electrical Inspection Procedures
- c) Spill Containment Procedures
- d) Quantities of Hazardous Waste Products to be produced during the annual inspection.

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

### **1.3.5 Health and Safety**

#### **1.3.5.1 Site-Specific Health and Safety Plan**

- 1) As part of the site/work specification implementation plan, the Contractor must submit to the Technical Authority their site-specific Health and Safety Plan.
- 2) The Health and Safety Plan must include:
  - a) Results of site-specific safety hazard assessment;
  - b) Results of health and safety risk or hazard analysis tasks and operations found in work plan.
- 3) The Technical Authority's review of Contractor's final Health and Safety plan should not be construed as approved and does not reduce the Contractor's overall responsibility for Health and Safety.

#### **1.3.5.2 Accident Report**

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

#### **1.3.5.3 Correction – Health and Safety Issues**

- 1) The Contractor must provide the Technical Authority within two (2) working days with written report of action to correct non-compliance of Health and Safety issues.



#### **1.3.5.4 Hazardous Material (WHMIS-MSDS)**

- 1) The Contractor must submit any and all Workplace Hazardous Material System (WHMIS) Material Safety Data Sheets (MSDS) for Hazardous Materials used on site to the Technical Authority five (5) working days before such material are brought to site.

#### **1.3.6 Inspection Checklists**

- 1.3.6.1** Sample inspection checklists are available from the Technical Authority upon request.
- 1.3.6.2** The Contractor is responsible for providing and completing the inspection checklists required by the Contract. These inspection checklists must be in conformance with the minimum requirements defined by the applicable Codes, Standards, Regulations and Requirements as per Section 1.2.
- 1.3.6.3** Additional inspections, checks and tests, as identified in Part 2 – Execution, must also be recorded on the Contractor's checklists.
- 1.3.6.4** The inspection checklists must be submitted to and approved by the Technical Authority as part of the site/work specific, implementation plan.
- 1.3.6.5** The inspection checklists must be used to record the work performed at the inspection and must identify the specific tasks undertaken.
- 1.3.6.6** The completed original inspection checklists must be submitted to the Technical Authority and become the property of Canada.

#### **1.3.7 Building Life Safety Compliance Testing Manual**

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

#### **1.3.8 Material Removal Records**

- 1.3.8.1** The Contractor must submit to the Technical Authority within five (5) working days records for all removal from site, for both material designated for alternative disposal and general waste as defined by the Canadian Environmental Protection Act (CEPA) 1999, Hazardous Waste Regulations and other applicable provincial, municipal or territorial legislation.

#### **1.3.9 Reports for Tests, Checks, Maintenance and Service**

##### **1.3.9.1 Annual Report**

- 1) A detailed and comprehensive signed computerized or hard copy of the annual inspection reports must be submitted to the Technical Authority no later than fifteen working days following the completion of the annual inspection, tests, checks, maintenance and service.



- 2) The Annual Report must also include major and minor deficiencies noted during the inspections, tests, checks, maintenance and service.

## 1.4 General Requirements

### 1.4.1 Purpose

**1.4.1.1** It is the intent of these conditions and Specifications that the work herein described shall be undertaken in every detail designated by the Department. The maintenance and service of building components, sub-systems and integrated systems is of utmost importance to ensure the successful operation of the installed services and utilities.

**1.4.1.2** The maintenance shall not be considered completed until it can be demonstrated to the Technical Authority that the work defined within this Statement of Work has been satisfactorily performed by the Contractor.

### 1.4.2 Objective

**1.4.2.1** The objective of this Statement of Work is to engage a Contractor to provide maintenance services on the Fire Alarm/Fire Protection/Life Safety Systems, to ensure the integrity and uninterrupted performance of the systems as indicated in Part 3 – Equipment Inventory.

It is the intent of these Conditions and Specifications that the work herein described shall be undertaken in every detail designated by the Department.

To check, test, inspect and verify existing fire detection/alarm systems and emergency/exit lighting systems as specified. This may require removing devices that are secured on with pick resistant caulking material. If a device like this is removed, the caulking material must be replaced upon completion of the device being checked. Caulking must be replaced with the following approved epoxy:

- Tremco – Permaquik 2252
- Sika Anchor Fix 3
- Pecora Dynapoxy EP – 430 Fast

To establish present conditions of the systems and to obtain detailed information for remedial program(s) necessary to upgrade and improve the fire, life, safety and quality of such systems when required.

To perform immediate remedial work on existing fire detection/alarm systems and emergency/exit lighting systems as required to repair such systems to acceptable operating conditions.

To provide, at pre-selected intervals, a program of maintenance/test, inspection services as required to maintain existing fire detection/alarm systems and emergency/exit lighting systems in acceptable operating condition.



### **1.4.3 Emergency Calls**

**1.4.3.1** Request for service shall only be accepted from \_\_\_\_\_, local RCMP representative.

**1.4.3.2** The Contractor must provide a qualified person(s) as defined by Section 1.1 – Definitions, to respond, on site, on a twenty –four hour, seven day a week, and twelve months of the year basis at no extra cost to Canada for up to 20 incidents during the period of this contract including extensions. Once the qualified person(s) determine the problem, labour and material expenses to make the system 100% operational will be paid for by Canada once approved by the Technical Authority.

### **1.4.4 Problem Escalation**

**1.4.4.1** If within the first four hours of working on the equipment, the Contractor's service technician has not been able to make significant progress of repairing the equipment, they shall then contact their technical support manager, service manager or engineering manager for advice on a further course of action.

**1.4.4.2** If the problem is not corrected within a total of eight (8) hours, the service technician must contact their technical support manager, service manager or engineering manager, who must arrange to have the manufacturer engineer provide technical support onsite.

**1.4.4.3** The Contractor shall provide clear and concise rationale of the events leading up to the failure of any component, sub system, system or integrated system.

### **1.4.5 Notification**

**1.4.5.1** An annually approved schedule is required before start of the first test and every subsequent year thereafter.

**1.4.5.2** The Technical Authority must be notified a minimum of fifteen working days prior to tentative tests to allow time to make necessary arrangements.

**1.4.5.3** The Contractor must ensure that proper notification procedures are in place to avoid false alarms during service, repairs and testing of the equipment identified in Part 3 – Equipment Inventory. 1.4.5.4 The Contractor must ensure that proper notification procedures are in place to avoid any miscommunication. The list of minimum contacts includes but is not limited to:

- Technical Authority
- Monitoring Service
- Fire Department
- Site Security



**1.4.5.5** When service or repairs are required, the Technical Authority must be notified and the Fire Alarm/Fire Protection/Life Safety Systems must be temporarily by passed to prevent possible false alarms.

**1.4.5.6** The Technical Authority and the local Fire Department must be notified, in writing, of any actions taken to disable the Fire Alarm/Fire Protection/Life Safety Systems.

#### **1.4.6 Operational Requirements**

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

#### **1.4.7 Extra Work**

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

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

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

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

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

#### **1.4.8 Building Access Hours**

**1.4.8.1 Regular, Silent and Weekend Building Working Hours**





- 1) Regular working building hours are from 08:00 – 16:00 (times may vary by location), Monday to Friday
- 2) Silent building hours are from 16:00 to 08:00, Monday to Friday
- 3) Weekend building working hours are from 08:00 – 16:00 (times may vary by location), Saturday & Sunday

#### **1.4.8.2 Inspections, Maintenance, Testing and Service**

- 1) The maintenance as defined by this Statement of Work must be carried out as such a time as to not inadvertently interfere with the operation of any equipment within the building (e.g. cause the shut-down of the computers or any other integrated building systems.)
- 2) Disruptive tasks include audible signals, testing of ancillary functions, or other tests and services identified by the Technical Authority.

#### **1.4.8.3 Testing**

- 1) Testing required by this Contract must only take place during regular building hours.

#### **1.4.8.4 Service**

- 1) Service required by this contract must only take place during regular building hours.

### **1.5 Responsibilities**

#### **1.5.1 Completion of the Statement of Work**

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

#### **1.5.2 Negligence on the Part of Canada and Other Parties**

- 1.5.2.1 The contractor is not required, as part of his Statement of Work, to make renewals or repairs necessitated by reason of the negligent operation or misuse of the equipment by Canada or other parties or by reason of any other cause beyond the Contractor's control.
- 1.5.2.2 The Contractor must notify the Technical Authority by telephone within an hour and subsequently to follow up with a written report by fax or email within twenty –four hours of any negligent operation or misuse of the equipment by Canada and other parties. The Contractor may be required to make repair or replace components necessitated by such occurrence at extra cost.

#### **1.5.3 Documentation**

- 1.5.3.1 It is the responsibility of the Contractor to document the tasks and activities associated with maintenance, service and repairs as identified within the Statement of Work.



**1.5.3.2** The documentation as a result of the above is to be provided to the Technical Authority in accordance to the procedures identified within Section 1.3 – Submittals.

**1.5.3.3** Checks, tests, maintenance and service must be documented as identified within this Statement of Work and must be demonstrated as being correct and complete to the satisfaction of the Technical Authority.

#### **1.5.4 Health and Safety**

**1.5.4.1** Site Specific Health and Safety Plan: See Section 1.3 – Submittals

**1.5.4.2** It is the responsibility of the Contractor to ensure the health and safety of persons on site, safety of property on site and protection of persons adjacent to the site and environment to the extent that they may be affected by conduct of work.

**1.5.4.3** It is the responsibility of the Contractor to comply with and enforce compliance by employees with safety requirements of the Statement of Work documents, applicable Federal, Provincial, Territorial and local statutes, regulations, ordinances, and with site –specific Health and Safety Plan.

**1.5.4.4** It is the responsibility of the Contractor to comply with the Canada Labour Code Part II, and the associated Canada Occupational Health and Safety Regulations.

**1.5.4.5** It is the responsibility of the Contractor to comply with the National Building Code and Fire Codes.

**1.5.4.6** It is the responsibility of the Contractor to remove from the site any person employed on the site by the Contractor that, in the opinion of the Technical Authority, is a security risk, has been conducting himself improperly or has violated the requirements of the site specific Health and Safety Plan. The Contractor must replace the removed individual with another individual with the same mandatory qualifications within twenty – four (24) hours.

#### **1.5.5 Work Alone Policy**

**1.5.5.1** It is the responsibility of the Contractor to ensure that an escort is to be provided by Canada during any job function. The Contractor must coordinate with the Technical Authority for arrangements of any escort for each visit. If no escort is available, work must not proceed.

### **1.6 Summary of Work**

#### **1.6.1 Inclusions of the Statement of Work**

- 1) Verify accuracy and correct if required, RCMP inventory of Fire Alarm and Emergency Lighting Equipment.
- 2) Supervised systems - test system circuits for faults, shorts, and grounds including removal (or disconnect) or operating components to confirm functional features are in order. Correct/repair as necessary.



- 3) Circuit polarities - check and identify where polarities have not been observed. Correct/repair as necessary.
- 4) System wiring conductors - check conductor terminations at all equipment and each device. Record type of terminations (terminal strips/joints, etc.) and type of workmanship. Correct repair as necessary.
- 5) Equipment examination - inspect all equipment for field modifications which may not comply with governing code regulations. Record/report all items which do not comply in writing to Authorized Representative.
- 6) Equipment labels - inspect/ensure all equipment for ULC/CSA labels as applicable to equipment involved. Record/report all such items which are not in compliance in writing to Authorized Representative.
- 7) Each and every smoke detector, thermal detector, duct detector, signal bell, resistor, fire phone, speaker, annunciator and any other component in the system will be identified by zone and component numbers. Numbers will be printed on sticker type identification labels which will be attached to each and every component existing in the system.
- 8) Numbering system will be prepared in a manner so as to identify the zone for each specific component in addition to a component identification number.
- 9) Label system control panel with a dated "Certificate of Verification" attached on the outside of the "Main" panel cover.
- 10) Certificate will include Contractor's name, address, emergency service telephone number and two (2) names of technical staff responsible for and assigned to the specific system involved.
- 11) Label shall be attached to the control panel after final acceptance of system verification tests as instructed by the Authorized Representative.

#### **1.6.1.1 Work Procedures**

All procedures listed herein shall be expedited under the direct control of the Contractor's supervisor. Procedures listed include conditions applicable to a variety of types of fire alarm systems and equipment and combinations thereof which are in existence at the various sites. Contractor shall apply the specific procedure as applicable to each system involved.

(a) **Manual Stations** - (pull type and/or key operated)

Remove each and every station in the system for wiring/connections inspection, check for the component damage, check mechanical/electrical condition, initiate actual alarm from each station to control panel. Check/test and record zones on annunciators (or codes on recorders), operation of smoke door holders, operation of fan shutdown circuit(s), operation of alarm signals, operation of electric door locks, operation of visual alarm indicators, external supervisory circuit to supervisory facility and auxiliaries/accessories as may be existing and applicable to the specific type of system involved. Contractor will



prepare all audible signals for “silent test” for the initial individual station check out - all stations shall be replaced and reconnected and all signal devices shall be set up for audible alarm condition for the final check out(s) of the system.

- (b) **Automatic Alarm Initiating Detectors** - (fixed temperature/fixed temperature rate of rise/area smoke detectors/in duct smoke detectors/flame detectors)

Remove each and every detector in the system for wiring/connections inspection, check for component damage, check mechanical/electrical condition/initiate actual alarm for each detector to control panel. Check/test and record zone(s) on annunciators (or codes on recorders), operation of smoke door holders, operation of fan shutdown circuit(s), operation of alarm signals, operation of electric door locks, function of visual alarm indicators, external supervisory circuit(s) to supervising facility and auxiliaries/accessories as may be existing and applicable to the specific type of system involved.

Contractor will prepare all audible alarm signals for “silent test” for the initial individual detector check out.

Each detector shall be tested at its specific connection point by simulating its intended function for alarm initiation - open or close circuits at heat detectors points - generate smoke at smoke detectors (adjust sensitivity - where existing - on detectors as may be directed) - controlled open flame at flame detectors and other specific method or combination thereof as per system manufacturer’s recommendation and as per code requirements.

Detectors located in hazardous areas shall be de-energized, removed and tested outside the area.

Pick resistant caulking will have to be removed from detectors located in cell or interview rooms and replaced with a new application once testing is completed. If there is no caulking on a device prior to testing, it should be applied after testing at no additional cost to the RCMP.

Osculation and ionization type smoke detectors shall be vacuumed / cleaned and sensitivity adjusted where necessary/possible. Detectors with calibration features shall be instrument calibrated to the manufacturer’s specifications.

Check sampling tubes for in duct smoke detectors for obstruction by foreign matter. Clean and reset.

Products deemed harmful to the function of smoke detectors shall not be used for testing such detectors. Smoke detectors damaged in any manner due to the use of unapproved testing products shall be replaced by the Contractor at no cost to the Department.

All inoperative smoke detectors removed from a building/system shall be disposed of by the Contractor in a manner as directed by the Authorized Representative.



(c) **Door Holders**

Remove each and every door holder (floor or wall mounted), for wiring/connections inspection, check for component damage, check mechanical/electrical condition.

Check/test continuity of door holder circuitry through to system control panel. Replace and connect holders, set relative doors in open position for final system check outs. Holders located in door hardware shall be identified as to manufacturer, checked for approval label and check/tested for circuit continuity and operation of same as described for floor or wall mounted units. Make any adjustments to holders as may be necessary to maintain proper degree of door opening position. Check/test "hold open" capacity of each holder in the system, make adjustments to hardware as may be necessary to maintain proper degree of door opening position at each smoke separation point in the building.

(d) **Alarm Signals (all types)**

Check/test each and every alarm unit in the system for audible/mechanical or visual function in conjunction with the operation of alarm initiating devices in the system. Where possible, audible alarm signals shall be tested in "silent test" position during the complete test stage. When completed, alarm signals shall be positioned to audible alarm condition and all alarm signals sounded by activating devices in the system. Replace all inoperative lamps in all visual alarm signals.

(e) **Fire Detection/Alarm Annunciators (Main and remote)**

Check/test all zone indicators in all annunciators in the system relative to the specific alarm initiating circuits operated in the course of the maintenance/service inspection, including trouble circuit components, status indicators, and lamp test features.

Check/test supervisory circuits as may be existing, replace all deficient lamps in each annunciator. Tests shall include a check out of zone comparatives between the control panel and all annunciators. Record the specific zones included in each test for filing in the "Permanent Service/Maintenance Records".

(f) **Fire Detection/Alarm Control Panels**

Check/test panel for correct zone reception and indications relative to the specific alarm initiating circuits operated in the course of the maintenance/service inspection and including zone comparatives between panel and all annunciators in the system.

Check/test supervisory circuits, status indicators and external supervisory circuits where applicable, and trouble indicator components and accessories as existing.



Instrument check end of line resistors and set balancing resistors as required. Record specific zones included in each test for filing in the "Permanent Service/Maintenance Records".

**(g) Fire Detection/Alarm Power Supplies**

Check /test power supply(s) from the control panel(s) through to each relative energy source for the system. Test circuit(s) continuity, voltage characteristics, supervisory/alarm facilities and status indicators, as applicable. Test emergency generator power to system as may be arranged by Authorized Representative.

Check/test D.C. battery power supply, relative charging and supervisory circuits, simulate normal power failure and transfer to D.C. power source. Test D.C. supply capacity (capacity required equals system power for two (2) hours plus 5 minute alarm operation).

Record/report immediately any battery facility where voltage under maximum load conditions reaches minimum rated discharge.

**(h) Voice Communication System Speakers**

Check/test each and every speaker unit in the system where available for audio performance and range capability.

Test supervisory circuits through to control panel, speaker zoning functions and timing.

**(i) Voice Communication System Fire Phones**

Check/test each and every fire phone in the system where available for paging function to speakers, continuity of circuits to other fire phones for point to point two way voice communication.

Check/test phone supervisory circuits including signal silencing operations and timing including area zoning functions.

**(j) Voice Communication System Control Panel**

Check/test panel supervisory circuits, status indicators, power supply, continuity of speaker and fire phone circuits including relative functions and zoning. Test function of signals silencing operation, override and timing. Test audio amplifiers under maximum loading, including D.C. supply function and capacity (rated load cycle as per ULC standard S524-1978). Record/report immediately any battery facility where battery capacities are inadequate.

**(k) Smoke Dampers/Fan Units**

Check/test all control circuits and "off" functions from the control panel through to each damper and fan unit connected to the system. Restore all dampers and fan units to normal status, "open" or "on" at completion of test.

**(l) Emergency/Exit Lighting**



Record brand name and model number, system wattage and voltages on initial analysis sheet if not already listed. Check for physical damage to exterior of unit (test switch, pilot lamp, lamps or unserviceable heads etc.). List any defects. Open units; check tightness and cleanliness of battery terminals and/or all wiring terminations, check for unserviceable lamps, etc. Clean tighten and grease (if wet cell type) as required. Check fluid level in all batteries. Record any markings on battery and any physical damage. Record battery voltages and list at FLOAT VOLTAGE. Remove AC power to units. Check to ensure lighting load remains on the record battery voltage at end of 5 minute interval.

Compare battery voltage with discharge industry. Chart specifications and evaluate whether replacement or corrective action is warranted. Attach battery simulator into charger circuit; measure charger float voltage and record. If setting is out of tolerance, reset charger output by adjustments as required, Re-apply AC power to unit and verify that the charger light turns on bright and lamps turn off. Test all options (if applicable) and list and indicate any failures.

(m) **Maintenance/Test Inspection Acceptance Procedures**

Refer to paragraph "P" "Corrective Procedures" for additional requirements prior to expediting acceptance procedures. Submit a documented and itemized record/report in typed form of all work performed on each specific fire alarm system in compliance with requirements described in Section C 3.00 paragraph 1 "Work Procedures", all of which shall be prepared for inclusion in the "Permanent Service/Maintenance Records" files.

Provide and attached to the control panel an "Inspection" tag prepared on hard paper material listing: "date of the inspection"; "system inspector"; and "witnessed by" in index form. Tag size sufficient for twelve (12) inspections. Fill in necessary information on tag, after each accepted inspection. "Inspection tag(s) shall also be filled in after any/each emergency service call.

(n) **Corrective Procedures**

Expedite total work and requirements as described in these documents and perform all operations/checks/tests, etc. in compliance with "Work Procedures" and to all applicable code regulations. Repair/replace/install/wire and connect all defective equipment/materials and components for each fire detection/alarm system as required to retain and maintain the existing systems in approved and operative condition for the duration of the contract period.

Supply and install all new lamacoid signs, directories, zone identification, labels, lamps, tags and miscellany as indicated. Repair all faulty connections at all equipment, components and terminal points to approved conditions. Upgrade wiring standards in any and all control panels and annunciators where poor workmanship exists. Provide approved and proper terminal/circuit identification tags as an assist to continuing maintenance in the systems.



Clean/duct/vacuum all relay contacts and other component parts essential to system function and including annunciator, control and other cabinet panels, etc.

(o) **Work Not Included**

The following servicing facilities will be provided by the Department at no cost to the Contractor.

Scaffolding or ladders in building areas where floor to ceiling height is in excess of 160" and where such may be required for service personnel to service system components located above the noted height.

Access to "locked" areas, elevator shafts and/or "off limit" areas where system components require servicing. Use of building elevators where such exist. Contractor shall give RCMP Property Management adequate notice of his "intent of service" and receive confirmation that such services are available prior to proceeding with the work. Failure to do so may result in a repeat work procedure at the site which may be performed at no additional cost to the Department.

During normal maintenance inspections the following system components and materials which prove defective will be identified and negotiated per Schedule "B & C". Control relays, P.C. boards. "Area" or "in-duct" smoke detectors Door holders and door locks. System D.C. battery power supplies and/or relative charger units. All defective automatic detectors, manual stations, and bells which cannot be suitably repaired. Whenever possible, such items as smoke detectors and D.C. battery power supplies and charger units will be immediately installed, wired and connected by the Contractor during the course of work. Parts and labor from Contractor shall be guaranteed in writing by the Contractor for a period of twelve (12) months from the date installed.

(p) **System Review**

The Contractor will list all defects and remedial action taken in the expedition of work for each fire detection/alarm system included in the contract. All such lists will be submitted in a clear legible form. The Contractor will in addition provide a separate list for each system which would include a general summary of system deficiencies which may be encountered on site.

**1.6.1.2 Labour**

- 1) The labour for all inspections, testing, cleaning, maintenance, services and contract administration expenses must be provided by the Contractor at no extra cost to Canada
- 2) The labour for emergency calls must be provided by the Contractor as per Sub-Section 1.4.3 – Emergency Calls on a 7 days a week/ 24 hours a day basis.





### **1.6.1.3 Tools, equipment and services**

- 1) The Contractor must furnish all necessary Personal Protection Equipment (PPE), tools, equipment, and services necessary to execute the tasks and activities required for the maintenance, service and repair of the equipment identified in Part 3 – Equipment Inventory.

### **1.6.1.4 Consumable Material**

- 1) The Contractor must provide all necessary consumable materials required for the maintenance and service of the equipment as identified in Part 2 – Execution. This includes but is not limited to:
  - Distilled water
  - Pilot lights
  - Fuses
  - Cleaning material
  - Light bulbs
  - Caulking

## **1.6.2 Schedule**

- 1.6.2.2** The first inspection and test must be carried out fifteen working days following the work start date as identified in this Statement of Work, with each successive test following annually.

## **1.6.3 Hazardous Waste Management Plan**

### **1.6.3.2 General**

- 1) The Contractor must comply with the Canadian Environmental Protection Act and applicable Provincial and Territorial Codes, Standards and Requirements as per Section 1.2 – Required Codes, Standards, Regulations and Requirement, including local hazardous waste management programs.
- 2) The Contractor must conduct a hazardous waste audit to determine the hazardous waste generated during maintenance, service or repair activities over the duration of the Contract, and prepare a written hazardous waste management plan as part of the Site/Work Specification Implementation Plan under Section 1.3 – Submittals. All maintenance personnel must be fully briefed on the hazardous waste management work plan and must be required to conform to it for all aspects of the work. The Contractor shall be responsible for the enforcement of this requirement. The Technical Authority reserves the right to require the dismissal from the site of personnel who fail to comply with the requirements of the hazardous waste management plan.

### **1.6.3.3 Scheduling**

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



#### **1.6.3.4 Execution of Work**

- 1) Hazardous waste includes but is not limited to:
  - Batteries
  - Smoke detectors
- 2) Hazardous waste materials must be handled in accordance with the appropriate Codes, Standards, Regulations and Requirements as identified within Section 1.2 – Codes, Standards, Regulations and Requirements.
- 3) The Contractor must clean up work area as work progresses.
- 4) The Contractor must remove tools on completion of work, and leave work areas in clean and orderly condition.
- 5) Mechanical and electrical equipment, sub – systems and systems must be protected from damage and blockage.

#### **1.6.3.5 Health and Safety**

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

#### **1.6.4 Disposal of Waste**

**1.6.4.1** Burying of rubbish and waste materials by the Contractor is prohibited.

**1.6.4.2** Disposal of waste, volatile materials, mineral spirits, paint thinners or petroleum products into waterways, storm or sanitary sewers is prohibited as



outlined in 1.2.5 – Environmental Codes, Standards, Regulations and Requirements.

- 1.6.4.3** Unless specified otherwise, materials for removal become the Contractor's property.

## **1.7 Work Restrictions**

### **1.7.1 Use of site and facilities**

**1.7.1.1** Work must be done with the least possible interference or disturbance to normal use of premises. Arrangement with Technical Authority must be made to facilitate work.

**1.7.1.2** The Contractor must maintain security measures established by the existing facility and as approved by the Technical Authority.

### **1.7.2 Maintenance of existing services**

**1.7.2.1** The Contractor must provide the following in order to maintain existing building services:

- 1) Safety barricades, signage and all precautionary measures required to assure the continued use to building access and services.
- 2) Where building security is reduced by the work, temporary means of maintaining security must be provided i.e. posting a person or persons to monitor entry to the building.

### **1.7.3 Interruption of Building Services**

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

## **Part 2 Execution**

### **2.1 General**

#### **2.1.1 Performance**

**2.1.1.1** All work must be performed in accordance with applicable Federal, Provincial or Territorial building, fire and electrical codes as identified in Section 1.2 – Codes, Standards, Regulations and Requirements.

**2.1.1.2** The Contractor must execute such work in a careful and workmanlike manner.

**2.1.1.3** Each component, sub-system, system and integrated system associated with the Emergency Electrical Power Supply Systems as identified within Part 3 – Equipment Inventory, must be checked, inspected and tested as per Section 1.2 applicable Codes, Standards, Regulations and Requirements. This may require removing devices that are secured on with pick resistant caulking material. If a device like this is removed, the caulking material must be replaced upon completion of the device being checked.



## **2.1.2 Scheduling and Planning**

### **2.1.2.1 Maintenance Implementation Strategy**

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

## **2.1.3 Inspection Closeout Tasks**

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

### **2.1.3.2 Normal Situations**

- 1) At the conclusion of a test, the following shall be ensured:
  - a) Primary power indication lamp is on;
  - b) System trouble signal and indicator is off;
  - c) Control panel is locked;
  - d) AC power switch enclosure (where applicable) is locked;
  - e) All components of the system, including ancillary and auxiliary devices, are reset or returned to the normal standby mode;
  - f) The appropriate Fire Department and remote monitoring station are notified that the work undertaken as part of this Contract is completed.

### **2.1.3.3 Abnormal Situations**

- 1) The Contractor shall restore the systems as identified in Part 3 – Equipment Inventory to the operational state as recorded prior to the commencement of the scheduled checks, inspections and tests included in this Contract.

## **2.1.4 Personnel on Site**

### **2.1.4.1 Electrical Work**

- 1) Electrical work must be performed by qualified electrician(s), as per Section 1.1 – Definition

### **2.1.4.2 Annual Inspection Required Personnel**

- 1) Personnel required for the annual inspection:
  - a) One qualified person must have a valid CFAA certificate.
  - b) Provide any other additional qualified persons to complete the work required.



- d) If the contractor has employees who are trained on more than one system, the contractor can reduce the number of employees required to attend the annual up to a minimum of one employee.

#### **2.1.4.4 Additional Requirements**

- 2) The checks, inspections, tests, maintenance and service must include but must not be limited to the additional requirements listed in the sections following and must involve all of the verification and test procedures recommended by the Manufacturer.

### **2.2. Fire Alarm Systems – with or without Emergency Voice Communication Capabilities**

#### **2.2.1 Performance**

- 2.2.1.1 Each component, sub-system, system and integrated system associated with the Fire Alarm, Fire Protection and Life Safety Systems as identified within Part 2 – Execution, must be checked, inspected and tested as per the applicable Codes, Standards, Regulations and Requirements in Section 1.2.

#### **2.2.2 Additional Requirements**

##### **2.2.2.1 Annual Requirements**

- 1) **Control Unit or Transponder and Display and Control Center (DCC)**
  - b) The Control Unit(s) or Transponder(s) and DCC(s) must be inspected, tested and verified to ensure that all audio amplifiers and associated supervisory circuits have their output wattages measured and recorded to ensure they are operating within the manufacturer's specifications for that system.
- 2) **Circuits Using Fire Alarm System Power**
  - b) The tests must be conducted to determine that the field devices at the electrically furthest point from the power source in every circuit receives rated operating power as per rated electrical characteristics in accordance with the manufacturer's specification.

### **2.3 Battery Powered Emergency Lighting**

#### **2.3.1 Performance**

- 2.3.1.1 The components, sub systems, systems and integrated systems that make up the Battery Powered Emergency Lighting identified within Part 2 – Execution must be checked, inspected and tested once during each Contract year.

#### **2.3.2 Additional Requirements**

##### **2.3.2.1 Annual Requirements**

- 2) Emergency lighting units and exit lights are to be disconnected from normal AC-power and tested for a period of time as defined in the



relevant Codes, Standards, Regulations and Requirements identified in Section 1.2.

- 2) The Contractor must ensure the following:
  - a) Verify battery voltage prior to 120 volt AC disconnection.
  - b) Verify battery voltage when 120 volt AC is disconnected, and ensure changeover to VDC (as applicable).
  - c) Verify proper changeover from normal to battery power ensure that all heads are operating and aligned as to provide adequate light in intended area.
  - d) Verify battery terminal voltage at the end of the test, before restoring normal power. Recording the results in the report.
  - e) Verify that voltage 120 volts AC is restored to unit and changeover to VDC has occurred.
  - f) If it is discovered that the battery voltage drops to below 85% of its rated capacity, the Contractor is to notify the Technical Authority immediately in writing.

### **Part 3 Equipment Inventory**

#### **3.1 General**

##### **3.1.1 Inventory**

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

#### **3.2 Government of Canada Building**

**3.2.1** Building Information – Detachment addresses will be provided at time of Contract award.



**3.2.2 Fire Alarm and Emergency Lights System per location:**

LOCATION: <b>NORTH SERVICE AREA</b>	Fire Alarm System as Specified Emergency Lighting varies per location <b>** addressable panel</b>
Churchill Det.	GE EST3 Multi zone **
Cranberry Portage Det.	Mircom FA-1008K
Cross Lake Det.	Mircom FA-1008KA
God's Lake Narrows Det.	Edwards EST QuickStart **
Grand Rapids Det.	Mircom FA-1008K
Island Lake Det.	Mircom FA-204E multi-zone
Lynn Lake Det.	Mircom FA-301-8LW
Moose Lake Det.	GE-EST 10500 (GC)
Norway House Det.	GE-EST 10500 (GC)
Oxford House Det.	Edwards EST-6616 multi-zone
Pukatawagan Det.	Simplex 4010 **
Shamattawa Det.	Edwards 6616 multi-zone
Snow Lake Det.	Main – Mircom FA-1008KA Cell – GE-FSP302G
St. Theresa Point	Mircom FA-202A
The Pas Det.	Mircom FA-1008K
Thompson Air Hanger	Mircom FA-204
Wabowden Det.	Mircom FA-204E multi-zone



<b>LOCATION: EAST SERVICE AREA</b>	<b>Fire Alarm System as Specified</b> <b>Emergency Lighting varies per location</b> <b>** addressable panel</b>
Altona Det.	Mircom FA-1008K
Arborg Det.	Edwards EST 1-2Z6 multi-zone
Ashern Det.	Mircom FX-2003-6A
Beausejour Det.	Edwards 1527 single-zone
Emerson Det.	Mircom FA-204E
Falcon Lake Det.	Edwards EST 1-2Z6 multi-zone
Fisher Branch Det.	Mircom FA-1008K
Gimli Det.	GE Edwards FSP-1004
Grand Marais Det.	Edwards EST1-2Z6
Gypsumville Det.	GE FSP1004
Headingley Det,	Edwards EST1 -2Z6 single-zone
Lac du Bonnet Det.	Main – Mircom FA-1008KA Cell - Mircom FA-204E
Little Grand Rapids Det.	GE QS4-CPUZ
Lundar Det.	Mircom FA-1008K
Morris Det.	Mircom FA-1008K
Oakbank Det.	Main – GE FSP1004G Cell - GE FSP 203G
Powerview Det.	Simplex 4008
Selkirk	Edwards EST2 **
Sprague Det.	Edwards EST 1-2Z3C
St. Pierre-Jolys Det.	Main - GE FSP 502G Cell – GE FSP 302G
Steinbach Det.	Main - Mircom FA 301-8LW Cell - GE FSP 506G
Stonewall Det.	Main - Mircom FA1008K Cell – Edwards FA-101T
Teulon Det.	Mircom FA-101A
Whitemouth Det.	Edwards 1527 single-zone
Winnipeg Air Hanger	Edwards 2280 multi-zone
Winnipeg Lorimer Warehouse	Mircom FX-2001-6K
Winnipeg Vehicle Storage	Mircom FX-2000 **





<b>LOCATION: WEST SERVICE AREA</b>	<b>Fire Alarm System as Specified</b> <b>Emergency Lighting varies per location</b> <b>** addressable panel</b>
Amaranth Det.	Admin – Edwards Fireshield Cell - FA 101A single-zone
Boissevain Det.	Edwards 6601 Single-zone
Brandon (Blue Hills)	Edwards FS-305
Carberry Det.	Mircom FA 1008K
Carman Det.	Admin - Edwards 6616 Cell - Mircom FA-102
Crystal City Det.	Mircom FA-101A
Dauphin	Edwards EST-2 Series **
Deloraine Det.	No FA Panel at this location
Elphinstone Det.	No FA Panel at this location
Gladstone Det.	Mircom FA-101T
Grandview Det.	Mircom FA- 1025A multi-zone
Hamiota Det.	No FA Panel at this location
Killarney Det.	Edwards EST 1-2Z3 multi-zone
Manitou Det.	Mircom FA-204E multi-zone
McCreary Det.	Mircom FA-1025 multi-zone
Melita Det.	No FA Panel at this location
Minnedosa Det.	Mircom FA-1008KA
Morden Det.	GE Quickstart QS-C-CPU-2
Reston Det.	No FA Panel at this location
Roblin Det.	Mircom FA-101A single zone
Rosburn Det.	Mircom FA-204E multi-zone
Russell Det.	Mircom FA-204E multi-zone
Shoal Lake Det.	EST1-2Z3 multi-zone
Souris Det.	Edwards 1527 single-zone
Ste. Rose du Lac Det.	Admin - Edwards FS-502 Cell - Mircom FA-1025A
Swan River Det.	Mircom Model FA - 1025A
Treherne Det.	Mircom FA-101T single zone
Virден Det.	Admin – Mircom 1527 Cell - Mircom 2280
Wasagaming Det.	Mircom FA-204E multi-zone FA-101T single zone
Winnipegosis Det.	Edwards EST1-2Z6



<b>LOCATION: PATROL CABINS</b>	<b>Fire Alarm System as Specified</b> <b>Emergency Lighting varies per location</b> <b>** addressable panel</b>
Berens River	Mircom FA-101A Single Stage
Brochet	Mircom FA-204 multi-zone
God's River	No FA Panel at this location
Ilford	No FA Panel at this location
Lac Brochet	Mircom FA-204 multi-zone
Pauingassi	No FA Panel at this location
South Indian Lake	Mircom FA-1025A multi-zone
Split Lake	No FA Panel at this location
Tadoule Lake	Mircom FA-204E multi-zone
York Landing	Mircom FA-202 multi-zone



**Appendix A – Locations**

<b>Cost Centre</b>	<b>DBU#</b>	<b>Location</b>
D1872	268	Altona
D0582	271	Amaranth
D2104	128	Arborg
D2111	120	Ashern
D1617	14	Beausejour
D0298	112	Berens River - PC
D0596	187	Boissevain
D0767	74	Brandon
D4348	141	Brochet - PC
D0601	18	Carberry
D1886	305	Carman
D2593	490	Churchill
D2605	284	Cranberry Portage
D3546	30	Cross Lake
D0636	36	Crystal City
D1055	2	Dauphin
D0781	21	Deloraine
D0795	44	Elphinstone
D1912	179	Emerson
D1645	197	Falcon Lake
D2132	282	Fisher Branch
D2146	58	Gimli
D0643	61	Gladstone
D4349	56	God's River - PC
D4164	377	God's Lake Narrows
D1673	293	Grand Marais



<b>Cost Centre</b>	<b>DBU#</b>	<b>Location</b>
D2661	156	Grand Rapids
D2825	193	Grandview
D3492	192	Gypsumville
D0807	64	Hamiota
D2167	67	Headingley
D4350	165	Ilford - PC
D3827	344	Island Lake
D0657	177	Killarney
D4351	219	Lac Brochet - PC
D1694	352	Lac du Bonnet
D4441	515	Little Grand Rapids
D2181	75	Lundar
D2696	190	Lynn Lake
D0671	351	Manitou
D1076	172	McCreary
D0814	81	Melita
D0685	185	Minnedosa
D4442	151	Moose Lake
D1926	257	Morden
D1947	85	Morris
D2715	162	Norway House
D1961	303	Oakbank
D4339	47	Oxford House
D4345	94	Pauingassi - PC
D1727	367	Powerview
D4314	456	Pukatawagan
D0821	88	Reston
D1083	92	Roblin
D0835	101	Rosburn



<b>Cost Centre</b>	<b>DBU#</b>	<b>Location</b>
D0842	62	Russell
D4376	24	Selkirk
D4211	209	Shamattawa
D0877	184	Shoal Lake
D2722	385	Snow Lake
D0884	126	Souris
D4357	146	South Indian Lake - PC
D4358	78	Split Lake
D2001	290	Sprague
D2015	263	St. Pierre Jolys
D0365	485	St. Theresa Point
D3436	261	Ste. Rose du Lac
D2043	76	Steinbach D
D2207	345	Stonewall
D1123	240	Swan River
D4425	27	Tadoule Lake
D2221	127	Teulon
D2757	371	The Pas
D2497	211	Thompson Air Hanger
D0725	117	Treherne
D0917	275	Viriden
D2804	176	Wabowden
D0746	109	Wasagaming
D1823	111	Whitemouth
D2064	253	Winnipeg Air Hanger
D0399	507	Wpg Lorimer Warehouse
D0262	531	Wpg Vehicle Storage
D1144	39	Winnipegosis
D4426	319	York Landing - PC



<b>Appendix B – Table of System Components</b>	
<b>A.</b>	EDWARDS model 270-SPO Pull Station
	Alternate: MIRCOM model MS-401 Pull Station
<b>B.</b>	EDWARDS model 439D-10AWC Alarm Bell
	Alternate: MIRCOM model BL-10 Alarm Bell
<b>C.</b>	EDWARD model 1400A Smoke Detector
	Alternate: MIRCOM model 1400A
<b>D.</b>	EDWARDS model 1451A Smoke Detector
	Alternate: MIRCOM model 1451A
<b>E.</b>	EDWARDS model 2400A Photo-electric Deceptor
	Alternate: MIRCOM model 2400A
<b>F.</b>	EDWARDS model 281C-135 Rate of rise Detector
	Alternate: MIRCOM model CR-135 Rate of rise Detector
<b>G.</b>	EDWARDS model 284a-200 Fixed Temperature Detector
	Alternate: MIRCOM model CF-135 or CF-200 Fixed Temperature
	SOTA 12 Volt 4 Amp Hour Battery
	Battery charger set-up
<b>I.</b>	SOTA 12 Volt 7 Amp Hour Battery
	Battery charger set-up
<b>J.</b>	SOTA 12 volt 12 Amp Hour Battery
	Battery charger set-up
<b>K.</b>	SOTA 24 Volt 24 Amp Hour Battery
	Battery charger set-up
<b>L.</b>	Material or equipment not listed
<b>M.</b>	EDWARDS model 6501 -1AL Receiving Module
<b>N.</b>	EDWARDS model 01526-0053 Maintenance Free Gel-Cell Batteries
<b>O.</b>	EDWARDS model 06531-0027 Maintenance Free Gel-Cell Batteries
<b>P.</b>	EDWARDS model 06531-0028 Maintenance Free Gell-Cell Batteries



**Cost Estimate Form for Extra Work - Appendix C**

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

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

Description of Work: (Please attach a separate sheet if required)				
		Hourly Rate as per Contract		
2.	Direct Costs	Number of Hours	Fire Alarm Technician	Electrician
3. <i>Direct Labour</i>				
	Repair Work Labour			
	Emergency Call Labour			
Total Direct Other Labour (Specify: _____)				\$ _____
<i>ii) Direct Material Costs</i>				
	Replacement Parts			
	Repair Parts			
	Other Material (Specify: _____)			
Total Direct Material Costs				\$ _____
<i>iii) Other Direct Costs</i>				
	Other Specify: _____)			
Total Other Direct Costs				\$ _____
II Total Price ( i+ii+iii)				\$ _____
II Total Price ( i+ii+iii) Including GST/HST				\$ _____

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

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Please print your complete name.)



**ANNEX B - BASIS OF PAYMENT**

**Pricing Schedule 1:** Firm all inclusive prices including all necessary tools, services, replacement or repair parts, materials, labour and all related costs (including Travel and Living Costs) as detailed in Annex "A", Statement of Work.

<b>INSPECTIONS – FIRM FIXED RATE PER LOCATION</b>						
<b>Cost Centre</b>	<b>DBU#</b>	<b>Location</b>	<b>Firm Yearly Rate for Period 1 - one (1) year from award of contract</b>	<b>Firm Yearly Rate for Period 2 – one (1) year from end of Period 1</b>	<b>Firm Yearly Rate for Option 1 – one (1) year from end of Period 2, if 1<sup>st</sup> option is exercised</b>	<b>Firm Yearly Rate for Option 2 – one (1) year from end of 1<sup>st</sup> option, if 2<sup>nd</sup> option is exercised</b>
D1872	268	Altona				
D0582	271	Amaranth				
D2104	128	Arborg				
D2111	120	Ashern				
D1617	14	Beausejour				
D0298	112	Berens River - PC				
D0596	187	Boissevain				
D0767	74	Brandon				
D4348	141	Brochet - PC				
D0601	18	Carberry				
D1886	305	Carman				
D2593	490	Churchill				
D2605	284	Cranberry Portage				
D3546	30	Cross Lake				
D0636	36	Crystal City				
D1055	2	Dauphin				
D0781	21	Deloraine				
D0795	44	Elphinstone				
D1912	179	Emerson				
D1645	197	Falcon Lake				





Cost Centre	DBU#	Location	Firm Yearly Rate for Period 1 - one (1) year from award of contract	Firm Yearly Rate for Period 2 – one (1) year from end of Period 1	Firm Yearly Rate for Option 1 – one (1) year from end of Period 2, if 1 <sup>st</sup> option is exercised	Firm Yearly Rate for Option 2 – one (1) year from end of 1 <sup>st</sup> option, if 2 <sup>nd</sup> option is exercised
D2132	282	Fisher Branch				
D2146	58	Gimli				
D0643	61	Gladstone				
D4349	56	God's River - PC				
D4164	377	God's Lake Narrows				
D1673	293	Grand Marais				
D2661	156	Grand Rapids				
D2825	193	Grandview				
D3492	192	Gypsumville				
D0807	64	Hamiota				
D2167	67	Headingley				
D4350	165	Ilford - PC				
D3827	344	Island Lake				
D0657	177	Killarney				
D4351	219	Lac Brochet - PC				
D1694	352	Lac du Bonnet				
D4441	515	Little Grand Rapids				
D2181	75	Lundar				
D2696	190	Lynn Lake				
D0671	351	Manitou				
D1076	172	McCreary				
D0814	81	Melita				
D0685	185	Minnedosa				
D4442	151	Moose Lake				



Cost Centre	DBU#	Location	Firm Yearly Rate for Period 1 - one (1) year from award of contract	Firm Yearly Rate for Period 2 – one (1) year from end of Period 1	Firm Yearly Rate for Option 1 – one (1) year from end of Period 2, if 1 <sup>st</sup> option is exercised	Firm Yearly Rate for Option 2 – one (1) year from end of 1 <sup>st</sup> option, if 2 <sup>nd</sup> option is exercised
D1926	257	Morden				
D1947	85	Morris				
D2715	162	Norway House				
D1961	303	Oakbank				
D4339	47	Oxford House				
D4345	94	Pauingassi - PC				
D1727	367	Powerview				
D4314	456	Pukatawagan				
D0821	88	Reston				
D1083	92	Roblin				
D0835	101	Rosburn				
D0842	62	Russell				
D4376	24	Selkirk				
D4211	209	Shamattawa				
D0877	184	Shoal Lake				
D2722	385	Snow Lake				
D0884	126	Souris				
D4357	146	South Indian Lake - PC				
D4358	78	Split Lake				
D2001	290	Sprague				
D2015	263	St. Pierre Jolys				
D0365	485	St. Theresa Point				
D3436	261	Ste. Rose du Lac				
D2043	76	Steinbach D				



Cost Centre	DBU#	Location	Firm Yearly Rate for Period 1 - one (1) year from award of contract	Firm Yearly Rate for Period 2 – one (1) year from end of Period 1	Firm Yearly Rate for Option 1 – one (1) year from end of Period 2, if 1 <sup>st</sup> option is exercised	Firm Yearly Rate for Option 2 – one (1) year from end of 1 <sup>st</sup> option, if 2 <sup>nd</sup> option is exercised
D2207	345	Stonewall				
D1123	240	Swan River				
D4425	27	Tadoule Lake				
D2221	127	Teulon				
D2757	371	The Pas				
D2497	211	Thompson Air Hanger				
D0725	117	Treherne				
D0917	275	Virden				
D2804	176	Wabowden				
D0746	109	Wasagaming				
D1823	111	Whitemouth				
D2064	253	Winnipeg Air Hanger				
D0399	507	Wpg Lorimer Warehouse				
D0262	531	Wpg Vehicle Storage				
D1144	39	Winnipegosis				
D4426	319	York Landing - PC				

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

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

When "As and When Requested" work is requested during the contract period, the contractor must complete and submit the Annex C "Cost Estimate Form for Extra Work". Written authorization must be obtained from the Technical Authority prior to conducting any extra work. Submit a Firm All-inclusive Labour Rate, (including Overhead, Profit, and all related Costs) in Canadian funds.

**NOTE:** In the event that travel and accommodation are required for Extra Work, the cost must be approved by the Departmental Representative in accordance with Annex A, Scope of Work,



**Clause 1.4.3.2. Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".**

**2.1 LABOUR:** Our firm hourly rate per qualified personnel **Certified Fire Alarm Technician** shall be:

i) Regular Hours: 08:00 to 16:00, Monday to Friday (Rate/hour)	YEAR 1	YEAR 2	OPTION 1	OPTION 2
	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR
Estimated quantity of hours per year:	<b>275</b>	<b>275</b>	<b>275</b>	<b>275</b>
Extended Price:	Extended Price: \$ _____	Extended Price: \$ _____	Extended Price: \$ _____	Extended Price: \$ _____
<b>2.1 (i) SUB-TOTAL:</b>				\$ _____

ii) Outside Regular Hours : 16:00 to 08:00, Monday to Friday (Rate/hour)	YEAR 1	YEAR 2	OPTION 1	OPTION 2
	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR
Estimated quantity of hours per year:	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>
Extended Price:	Extended Price: \$ _____	Extended Price: \$ _____	Extended Price: \$ _____	Extended Price: \$ _____
<b>2.1 (ii) SUB-TOTAL:</b>				\$ _____



ii) Saturday, Sunday & Statutory Holidays (Rate/hour)	YEAR 1	YEAR 2	OPTION 1	OPTION 2
		\$_____ /HR	\$_____ /HR	\$_____ /HR
Estimated quantity of hours per year:	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>
Extended Price:	Extended Price: \$_____	Extended Price: \$_____	Extended Price: \$_____	Extended Price: \$_____
<b>2.1 (iii) SUB-TOTAL:</b>				\$_____

**2.2 LABOUR:** Our firm hourly rate per qualified personnel **Certified Electrician** shall be:

i) Regular Hours: 08:00 to 16:00, Monday to Friday (Rate/hour)	YEAR 1	YEAR 2	OPTION 1	OPTION 2
		\$_____ /HR	\$_____ /HR	\$_____ /HR
Estimated quantity of hours per year:	<b>275</b>	<b>275</b>	<b>275</b>	<b>275</b>
Extended Price:	Extended Price: \$_____	Extended Price: \$_____	Extended Price: \$_____	Extended Price: \$_____
<b>2.2 (i) SUB-TOTAL:</b>				\$_____



ii) Outside Regular Hours : 16:00 to 08:00, Monday to Friday (Rate/hour)	YEAR 1	YEAR 2	OPTION 1	OPTION 2
	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR
Estimated quantity of hours per year:	30	30	30	30
Extended Price:	Extended Price: \$ _____	Extended Price: \$ _____	Extended Price: \$ _____	Extended Price: \$ _____
<b>2.2 (ii) SUB-TOTAL:</b>				\$ _____

ii) Saturday, Sunday & Statutory Holidays (Rate/hour)	YEAR 1	YEAR 2	OPTION 1	OPTION 2
	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR
Estimated quantity of hours per year:	10	10	10	10
Extended Price:	Extended Price: \$ _____	Extended Price: \$ _____	Extended Price: \$ _____	Extended Price: \$ _____
<b>2.2 (iii) SUB-TOTAL:</b>				\$ _____



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

Percentage Mark-up	YEAR 1	YEAR 2	OPTION 1	OPTION 2
	_____ %	_____ %	_____ %	_____ %
Estimated Expenditure:	<b>\$10,000</b>	<b>\$8,000</b>	<b>\$8,000</b>	<b>\$8,000</b>
* Extended Price:	Extended Price: \$_____	Extended Price: \$_____	Extended Price: \$_____	Extended Price: \$_____
<b>2.3 SUB-TOTAL:</b>				\$_____

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

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

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

**AUTHORIZATION FOR DELIVERY:** The consignee shall request delivery of goods/services identified in Pricing Schedule 2., 2.1 to 2.2 (i), (ii), (iii); and 2.3 on an authorization form provided by the Technical Authority.

**TOTAL ASSESSED PROPOSAL PRICE**

**Sum of Basis of Pricing**

Pricing Schedule 1	=	<b>Subtotal</b>	\$_____+
Pricing Schedule 2.1 to 2.2 (i), (ii) and (iii)	=	<b>Subtotal</b>	\$_____+
Pricing Schedule 2.3	=	<b>Subtotal</b>	\$_____+
<b>Total assessed proposal price</b>	=		\$_____

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

**All other terms and conditions remain the same. <<<END>>>**