

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
**11 LaurierSt./ 11, rue Laurier**  
**Place du Portage, Phase III**  
**Core 0B2 / Noyau 0B2**  
**Gatineau**  
**Québec**  
**K1A 0S5**  
**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> JUSTICE BLDG. SPRINKLERS		
<b>Solicitation No. - N° de l'invitation</b> EJ196-150380/A	<b>Date</b> 2015-06-04	
<b>Client Reference No. - N° de référence du client</b> 20150380		
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$FK-280-67440		
<b>File No. - N° de dossier</b> fk280.EJ196-150380	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-07-15</b>		<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>		
<b>Address Enquiries to: - Adresser toutes questions à:</b> Grogan, Lynn		<b>Buyer Id - Id de l'acheteur</b> fk280
<b>Telephone No. - N° de téléphone</b> (819) 956-2796 ( )		<b>FAX No. - N° de FAX</b> (819) 956-3600
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> <div>Specified Herein Précisé dans les présentes</div>		

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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

**Issuing Office - Bureau de distribution**  
Maintenance & Professional Consulting Services Division  
(FK)  
11 Laurier St./ 11, rue Laurier  
3C2, Place du Portage, Phase III  
Gatineau  
Québec  
K1A 0S5

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## **IMPORTANT NOTICE TO BIDDERS**

### **Security**

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

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

Additional information on PWGSC security can be found on the following web site:

<http://ssi-iss.tpsgc-pwgsc.gc.ca> or by dialing 1-866-368-4646 (Toll free).

### **Support the use of apprentices**

Through Canada's Economic Action Plan 2013, the Government of Canada proposes to support the employment of apprentices in federal construction and maintenance projects. To support this initiative, a voluntary certification signaling the Contractor's commitment to hire and train apprentices is available at Annex E.

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## TABLE OF CONTENTS

### **PART 1 - GENERAL INFORMATION**

- 1.1 Introduction
- 1.2 Summary
- 1.3 Debriefings

### **PART 2 - BIDDER INSTRUCTIONS**

- 2.1 Standard Instructions, Clauses and Conditions
- 2.2 Submission of Bids
- 2.3 Former Public Servant
- 2.4 Enquiries - Bid Solicitation
- 2.5 Applicable Laws
- 2.6 Mandatory Site Visit

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

- 3.1 Bid Preparation Instructions
  - Section I Technical Bid
  - Section II Financial Bid
  - Section III Certifications

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

- 4.1 Evaluation Procedures
- 4.2 Basis of Selection

### **PART 5 - CERTIFICATIONS**

- 5.1 Certifications Required Precedent to Contract Award
- 5.2 Additional Certifications Precedent to Contract Award

### **PART 6 - SECURITY REQUIREMENT**

- 6.1 Security Requirement
- 6.2 Employee Information for Security

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

- 7.1 Statement of Work
- 7.2 Standard Clauses and Conditions
- 7.3 Security Requirement
- 7.4 Term of Contract
- 7.5 Authorities
- 7.6 Proactive Disclosure of Contracts with Former Public Servants (*if applicable*)
- 7.7 Payment
- 7.8 Invoicing Instructions - Maintenance Services
- 7.9 Certifications
- 7.10 Applicable Laws

- 7.11 Priority of Documents
- 7.12 Insurance - Specific Requirements
- 7.13 Cellular Phones and/or Pagers
- 7.14 Site Regulations
- 7.15 Pre-commencement Meeting

**List of Annexes:**

- Annex A Statement of Work
- Annex B Security Requirements Check List (SRCL)
- Annex C Cost Estimate Form for Extra Work
- Annex D Reminder to provide a Complete List of names of all individuals who are currently directors of the Bidder
- Annex E Voluntary Certification to Support the Use of Apprentices

## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include the Statement of Work, the Security Requirement Check List, Cost Estimate Form for Extra Work, a Reminder to provide a Complete List of names of all individuals who are currently directors of the Bidder and a Voluntary Certification to Support the Use of Apprentices.

### **1.2 Summary**

(i) To provide preventive maintenance services on the Water Based Fire Protection and Life Safety Systems, including all necessary tools, equipment and services, materials, labour for all Inspections, transportation, testing, cleaning, maintenance services in accordance with the Statement of Work attached herein as Annex A.

There are certain tasks that shall require the cooperation and services of/and coordination with Canada's contractor for the supply and maintenance of the Fire Alarm System. See section Annex "A", 1.5.1.2 of the Statement of Work. The separate contractor (if applicable) will be identified upon award and contact Coordinates provided.

(ii) This requirement is for Public Works and Government Services Canada (PWGSC) located at **Justice Building, 249 Wellington Street, Ottawa, Ontario.**

(iii) Mandatory Response Time

As per Annex A, Statement of Work, 1.4.3 Service Calls, it is a mandatory requirement of the contract that:

1. 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 basis at no extra labour cost to Canada.

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

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

4. All service calls will be at extra cost to Canada and shall be calculated based on the As and When Requested Work Pricing Schedule 2 in the Contract. Billable hours begin when the responding qualified person(s) are on site. Upon completion of the required service work, billable time ends. Canada will accept a minimum charge of one (1) hour. Canada will not accept Truck/Travel or Fuel charges.

(iv) The period of any resulting Contract will be for a period five (5) years. The services must be provided in accordance with Statement of Work, attached herein as Annex A.

(v) There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial and Security Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website".

(vi) Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.

(vii) For services requirements, Bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.

(viii) The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA) and the Agreement on Internal Trade (AIT), the Canada-Chile FTA, the Canada-Colombia FTA, and the Canada-Peru FTA).

### 1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## **PART 2 - BIDDER INSTRUCTIONS**

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

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

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

The 2003 (2014-09-25) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

- The text under Subsection 4 of Section 05 - Submission of Bids of 2003 referenced above is amended as follows:

Delete: sixty (60) days

Insert: one hundred twenty (120) days

### **2.2 Submission of Bids**

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

### **2.3 Former Public Servant**

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

Solicitation No. - N° de l'invitation

EJ196-150380/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk280

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

20150380

fk280EJ196-150380

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"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of



various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970 c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c. M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c. C-8.

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

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

**YES ( ) NO ( )**

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

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

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

### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

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

## 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **five (5)** calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

## 2.5 Applicable Laws

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

## 2.6 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for site visit to be **June 23, 2015 at 10:00 am**. Bidders are to meet at the **Main Entrance of the Justice Building, 249 Wellington Street, Ottawa, Ontario**.

Personnel security screening is required prior to gaining authorized access to *PROTECTED information, and/or CLASSIFIED information or assets*. **Bidders must communicate with the Contracting Authority no later than June 15, 2015 at 2:00 pm to confirm attendance and provide the name(s) and the date(s) of birth of the person(s) who will attend.** The Bidder's Company Security Officer (CSO) must ensure that their representatives hold a valid security clearance at the required level for the site visit. Failure to comply with the security requirements will result in the representative(s) being denied access to the site.

Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

It is mandatory that bidders **provide and wear safety boots for the site visit**. Bidders who do not comply with this requirement will not be permitted to attend the site visit.

**A maximum of two (2) representatives per bidder will be permitted to examine the sites.**

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

#### **3.1 Bid Preparation Instructions**

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

Section I Technical Bid (1 hard copy);

Section II Financial Bid (1 hard copy); and

Section III Certifications (1 hard copy)

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

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

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

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

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

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

**Section I: Technical Bid** - see Part 4, subsection 4.1.1

**Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Pricing Schedule detailed below. The total amount of Applicable Taxes is to be shown separately.

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

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

#### **Pricing Schedule 1 - Firm Price**

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

Solicitation No. - N° de l'invitation

EJ196-150380/A

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

20150380

Amd. No. - N° de la modif.

File No. - N° du dossier

fk280EJ196-150380

Buyer ID - Id de l'acheteur

fk280

CCC No./N° CCC - FMS No/ N° VME

No. of Units		Year 1	Year 2	Year 3	Year 4	Year 5
1 lot	Sprinkler System and Components, as per Part 3 Equipment Inventory of the Statement of Work.	\$	\$	\$	\$	\$
15	Flow Switches	\$	\$	\$	\$	\$
26	Supervised Valves - Tamper Switches	\$	\$	\$	\$	\$
1 lot	Fire Pump Assemblies & Controllers	\$	\$	\$	\$	\$
2	Fire Pump Transfer Switch	\$	\$	\$	\$	\$
1 lot	Jockey Pump Assembly & Controllers	\$	\$	\$	\$	\$
53	Portable Fire Extinguishers	\$	\$	\$	\$	\$
5	Emergency Battery Lighting	\$	\$	\$	\$	\$
<b>Subtotal</b>		\$	\$	\$	\$	\$

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

**Summary of Pricing Schedule 1 (Table 1)**

Period	Firm Quarterly Rate	Number of Months	Firm Price
Year 1	\$	x 12	\$
Year 2	\$	x 12	\$
Year 3	\$	x 12	\$
Year 4	\$	x 12	\$
Year 5	\$	x 12	\$
<b>Total for Year 1 to 5</b>			\$

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

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

When "As and When Requested" work is requested during the contract period, the contractor must complete and submit the Annex 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) and material cost in Canadian funds.

**2.1 LABOUR: Our fixed hourly rate per Certified Fire Alarm Technician shall be:**

<b>i) Regular Time:</b> <i>Monday to Friday 06.00 until 18.00</i>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Rate/Hour</b>	\$ /HR	\$ /HR	\$ /HR	\$ /HR	\$ /HR
<b>Estimated quantity of hours per year</b>	4	4	4	4	4
<b>Extended Price</b>	\$	\$	\$	\$	\$
<b>2.1(i) SUB-TOTAL:</b>					\$

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

<b>iii) Sunday &amp; Statutory Holidays, Double Time (2.0 x Reg. Hourly Rate)</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Rate/Hour</b>	\$ /HR	\$ /HR	\$ /HR	\$ /HR	\$ /HR
<b>Estimated quantity of hours per year</b>	2	2	2	2	2
<b>Extended Price</b>	\$	\$	\$	\$	\$
<b>2.1(iii) SUB-TOTAL:</b>					\$

**2.2 LABOUR:** Our fixed hourly rate per **Certified Sprinkler Technician** shall be:

<b>Regular Time: Monday to Friday 06.00 until 18.00</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Rate/Hour</b>	\$ /HR	\$ /HR	\$ /HR	\$ /HR	\$ /HR
<b>Estimated quantity of hours per year</b>	4	4	4	4	4
<b>Extended Price</b>	\$	\$	\$	\$	\$
<b>2.2(i) SUB-TOTAL:</b>					\$

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

<b>iii) Sunday &amp; Statutory Holidays, Double Time (2.0 x Reg. Hourly Rate))</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Rate/Hour</b>	\$ /HR	\$ /HR	\$ /HR	\$ /HR	\$ /HR
<b>Estimated quantity of hours per year</b>	2	2	2	2	2
<b>Extended Price</b>	\$	\$	\$	\$	\$
<b>2.2(iii) SUB-TOTAL:</b>					\$

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

<b>Regular Time:</b> <i>Monday to Friday 06.00 until 18.00</i>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Rate/Hour</b>	\$ /HR	\$ /HR	\$ /HR	\$ /HR	\$ /HR
<b>Estimated quantity of hours per year</b>	4	4	4	4	4
<b>Extended Price</b>	\$	\$	\$	\$	\$
<b>2.3(i) SUB-TOTAL:</b>					\$

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

<b>iii) Sunday &amp; Statutory Holidays, Double Time (2.0 x Reg. Hourly Rate)</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Rate/Hour</b>	\$ /HR	\$ /HR	\$ /HR	\$ /HR	\$ /HR
<b>Estimated quantity of hours per year</b>	2	2	2	2	2
<b>Extended Price</b>	\$	\$	\$	\$	\$
<b>2.3(iii) SUB-TOTAL:</b>					\$

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

<b>Regular Time:</b> <i>Monday to Friday 06.00 until 18.00</i>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Rate/Hour</b>	\$ /HR	\$ /HR	\$ /HR	\$ /HR	\$ /HR
<b>Estimated quantity of hours per year</b>	4	4	4	4	4

Solicitation No. - N° de l'invitation

EJ196-150380/A

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

20150380

Amd. No. - N° de la modif.

File No. - N° du dossier

fk280EJ196-150380

Buyer ID - Id de l'acheteur

fk280

CCC No./N° CCC - FMS No/ N° VME

<b>Extended Price</b>	\$	\$	\$	\$	\$
<b>2.4(i) SUB-TOTAL:</b>					\$

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

<b>iii) Sunday &amp; Statutory Holidays, Double Time (2.0 x Reg. Hourly Rate)</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Rate/Hour</b>	\$ /HR	\$ /HR	\$ /HR	\$ /HR	\$ /HR
<b>Estimated quantity of hours per year</b>	2	2	2	2	2
<b>Extended Price</b>	\$	\$	\$	\$	\$
<b>2.4(iii) SUB-TOTAL:</b>					\$

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

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Percentage Mark Up</b>	%	%	%	%	%
<b>Estimated Expenditure</b>	\$1,100.00	\$1,150.00	\$1,200.00	\$1,250.00	\$1,350.00
<b>Extended Price:</b>	\$	\$	\$	\$	\$
<b>2.5 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 is for evaluation purposes only.

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



i) MARK-UP - The difference between the Contractor's laid-down cost for product and resale price to the Crown. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.

ii) LAID-DOWN COST - The cost incurred by a vendor to acquire a specific product or service for resale to the government. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

AUTHORIZATION FOR DELIVERY: The consignee shall request delivery of goods/services identified in Pricing Schedule 2., 2.1 to 2.4 (i), (ii), (iii) and 2.5 on an authorization form provided by the Technical Authority.

### **TOTAL ASSESSED PROPOSAL PRICE**

#### **Sum of Basis of Pricing**

Pricing Schedule 1: Table 1 = Subtotal \$ \_\_\_\_\_ +

Pricing Schedule 2: 2.1 to 2.4 (i), (ii), (iii) = Subtotal \$ \_\_\_\_\_ +

Pricing Schedule 2: 2.5 = Subtotal \$ \_\_\_\_\_ =

**Total assessed proposal price = \$ \_\_\_\_\_**

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

### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Mandatory Technical Evaluation**

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

Submission of Evidence as described at **4.1.1.1 to 4.1.1.5** should be included with the bid at time of solicitation closing. However, if the following is not submitted with the bid by the solicitation closing date, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

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

##### **4.1.1.1 Mandatory Employee Experience and Past Performance**

To carry out the work on this requirement, the contractor must provide five (5) qualified personnel; **one (1) qualified Fire Alarm Technician, two (2) qualified Sprinkler and Fire Protection Installers, one (1) qualified Electrician and one (1) qualified Transfer Switch Technician.**

The bidder must provide evidence to demonstrate that the service personnel proposed to perform maintenance of Fire Alarm, Fire Protection and Life Safety Systems have five (5) recent years experience and past performance by referencing three (2) similar projects/contracts within the last 8 years 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.

- Recent experience is defined as experience gained from January 2006 up to and including the solicitation closing date.
- Similar is defined as maintenance service of Fire Alarm, Fire Protection and Life Safety Systems comparable in size, scope and complexity to the equipment listed in Annex A, Statement of Work, Part 3, Equipment Inventory.

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

##### Example:

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

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

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

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

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

**NAME OF SPRINKLER & FIRE PROTECTION INSTALLER 2:**Name of client organization or Company  
ct/Contrct Reference #1: \_\_\_\_\_Project/Contract Reference  
#2: \_\_\_\_\_Name and title of client contact who  
can confirm the information  
presented in the proposalName: \_\_\_\_\_  
Title: \_\_\_\_\_Name: \_\_\_\_\_  
Title: \_\_\_\_\_Telephone and e-mail address of  
client contactPhone Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_Phone Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_Performance period of the project or  
contract (indicate year, month, day)From: \_\_\_\_\_ (yyyy/mm/dd)  
To: \_\_\_\_\_ (yyyy/mm/dd)From: \_\_\_\_\_ (yyyy/mm/dd)  
To: \_\_\_\_\_ (yyyy/mm/dd)**NAME OF CERTIFIED ELECTRICIAN:**Name of client organization or Company  
Project/Contract Reference #1: \_\_\_\_\_Project/Contract Reference  
#2: \_\_\_\_\_Name and title of client contact who  
can confirm the information  
presented in the proposalName: \_\_\_\_\_  
Title: \_\_\_\_\_Name: \_\_\_\_\_  
Title: \_\_\_\_\_Telephone and e-mail address of  
client contactPhone Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_Phone Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_Performance period of the project or  
contract (indicate year, month, day)From: \_\_\_\_\_ (yyyy/mm/dd)  
To: \_\_\_\_\_ (yyyy/mm/dd)From: \_\_\_\_\_ (yyyy/mm/dd)  
To: \_\_\_\_\_ (yyyy/mm/dd)**NAME OF TRANSFER SWITCH TECHNICIAN:**Name of client organization or Company  
Project/Contract Reference #1: \_\_\_\_\_Project/Contract Reference  
#2: \_\_\_\_\_Name and title of client contact who  
can confirm the information  
presented in the proposalName: \_\_\_\_\_  
Title: \_\_\_\_\_Name: \_\_\_\_\_  
Title: \_\_\_\_\_Telephone and e-mail address of  
client contactPhone Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_Phone Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_Performance period of the project or  
contract (indicate year, month, day)From: \_\_\_\_\_ (yyyy/mm/dd)  
To: \_\_\_\_\_ (yyyy/mm/dd)From: \_\_\_\_\_ (yyyy/mm/dd)  
To: \_\_\_\_\_ (yyyy/mm/dd)

#### 4.1.1.2 Mandatory Contractor's Experience and Past Performance

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

- Recent experience is defined as experience gained from January 2006 up to and including the solicitation closing date.
- Similar is defined as a maintenance service on Fire Alarm, Fire Protection and Life Safety Systems comparable in size, scope and complexity to the equipment listed in Annex A, Statement of Work, Part 3 Equipment Inventory.

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

	PROJECT/CONTRACT REFERENCE # 1	PROJECT/CONTRACT REFERENCE # 2	PROJECT/CONTRACT REFERENCE # 3
Name of client organization or Company	Project/Contract Reference #1: _____	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: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)	From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)	From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)
Description of Project/Contract	_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____

#### 4.1.1.3 Card and Licensing Documentation

The Bidder and all applicable employees performing the Statement of Work under the conditions of this contract must be qualified and/or certified under the governing regulations for carrying out this work.

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

**1. Certified Fire Alarm Technician - One (1) service personnel with:**

- A valid Canadian Fire Alarm Association (CFAA) certification OR a Certified Fire Alarm Electrician (CFAE) certification 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.

- Must be an employee of Canada's contractor for the supply and maintenance of the Fire Alarm System. (Ref. SOW Section 1.5.1.2)

**2. Certified Sprinkler and Fire Protection Installer - Two (2) service personnel with:**

- A valid Certificate 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.

**3. Certified Electrician - One (1) Service Personnel with:**

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

**4. Certified Transfer Switch Technician - One (1) Service Personnel with:**

- A letter or certificate of training by the Original Equipment Manufacturer (OEM) to install and maintain Transfer Switch(es) identified within the attached Statement of Work in Annex A.

#### 4.1.1.4 Employee Training

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.

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

#### 4.1.1.5 Company Information

##### **OEM refers to the Original Equipment Manufacturer or the current owner of the OEM.**

A letter(s) from the OEM(s) (Original Equipment Manufacturer) of the equipment detailed below (see also 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 Pump Transfer Switch / Control Panel / Torna Tech

The letter must confirm that the Bidder:

1. is the OEM; **OR**
2. is an authorized service agent of the OEM; **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 & 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 service and service bulletins.

#### **AND/OR**

**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 noted equipment, a letter(s) from the authorized service agent of the OEM (s) (Original Equipment Manufacturer) of this equipment should be submitted with the bid by the bid solicitation closing date. However, if the following is not submitted with

Solicitation No. - N° de l'invitation

EJ196-150380/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk280

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

20150380

File No. - N° du dossier

fk280EJ196-150380

CCC No./N° CCC - FMS No/ N° VME

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the bid by the bid solicitation closing date, the Contracting Authority will so inform the Bidder and provide the Bidder



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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 Pump Transfer Switch / Control Panel/ Torna Tech

The letter must confirm that the Bidder:

1. has a valid sub-contracting agreement with the authorized service agent; AND
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 & 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 service 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).**

#### **4.2 Basis of selection**

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

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## **PART 5 - CERTIFICATIONS**

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

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

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

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

#### **5.1.1 Integrity Provisions – Associated Information**

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 "Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

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

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

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

### **5.2 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.

#### **5.2.1 Status and Availability of Resources**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this

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clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

### **5.2.2 Education and Experience**

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

## **PART 6 - SECURITY REQUIREMENT**

### **6.1 Security Requirement**

1. At the date of bid closing, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 – Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in part 7 – Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

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

The Bidder should specify the following information regarding employees proposed in Part 4, to provide services against any resulting contract:

<b>LEGAL NAME (First and Last)</b>	<b>DATE OF BIRTH</b>	<b>CURRENT CLEARANCE HELD</b>
<b>Fire Alarm Technician</b>		
<b>Sprinkler and Fire Protection Installer 1</b>		
<b>Sprinkler and Fire Protection Installer 2</b>		
<b>Certified Electrician</b>		
<b>Transfer Switch Technician</b>		
<b>Company Security Officer (CSO)</b>		

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

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

### **7.1 Statement of Work**

(i) To provide preventive maintenance services on the Water Based Fire Protection and Life Safety Systems, including all necessary tools, equipment and services, materials, labour for all Inspections, transportation, testing, cleaning, maintenance services in accordance with the Statement of Work attached herein as Annex A.

There are certain tasks that shall require the cooperation and services of/and coordination with Canada's contractor for the supply and maintenance of the Fire Alarm System. See section Annex "A", 1.5.1.2 of the Statement of Work. The separate contractor (if applicable) will be identified upon award and contact Coordinates provided.

(ii) This requirement is for Public Works and Government Services Canada (PWGSC) located at **Justice Building, 249 Wellington Street, Ottawa, Ontario.**

#### **7.1.1 Mandatory Response Time**

As per Annex A, Statement of Work, 1.4.3 Service Calls, it is a mandatory requirement of the contract that:

1. 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 basis at no extra labour cost to Canada.
2. The Contractor must respond within 30 minutes and be on site ready to work within two hours. All work for service calls must be executed by a qualified service personnel named in the Contract and such work must proceed continuously until the system is returned to safe operating condition.
3. Request for Service calls must only be accepted from the National Service Call Centre or the Technical Authority.
4. All service calls will be at extra cost to Canada and shall be calculated based on the As and When Requested Work Pricing Schedule 2 in the Contract. Billable hours begin when the responding qualified person(s) are on site. Upon completion of the required service work, billable time ends. Canada will accept a minimum charge of one (1) hour. Canada will not accept Truck/Travel or Fuel charges.

#### **7.1.2 Replacement of Specific Individuals**

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The

Solicitation No. - N° de l'invitation

EJ196-150380/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk280

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

20150380

File No. - N° du dossier

fk280EJ196-150380

CCC No./N° CCC - FMS No/ N° VME

---

Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:

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

### Names of qualified employees

The contractor must provide the names of the qualified personnel who will be assigned to work on this Contract. The names provided below must be the same personnel listed in part 4 & part 6 of the proposal.

Qualified Personnel	First & last name
Fire Alarm Technician	
Sprinkler and Fire Protection Installer 1	
Sprinkler and Fire Protection Installer 2	
Certified Electrician	
Transfer Switch Technician	

## 7.2 Standard Clauses and Conditions

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

### 7.2.1 General Conditions

2035 (2014-09-25), General Conditions - Services, apply to and form part of the Contract.

## 7.3 Security Requirement

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

Solicitation No. - N° de l'invitation

EJ196-150380/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk280

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

20150380

File No. - N° du dossier

fk280EJ196-150380

CCC No./N° CCC - FMS No/ N° VME

---

1. The Contractor/Offeror personnel requiring access to secure work site(s) must, at all times during the performance of the Contract/Standing Offer, **EACH** hold a valid **SITE ACCESS** Clearance, granted or approved by the Canadian Industrial Security Directorate, Public Works and Government Services Canada.



2. The Contractor/Offeror must comply with the provisions of the *Security Requirements Check List* and security guide (if applicable), attached at Annex B.

## 7.4 Term of Contract

### 7.4.1 Period of Contract

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

## 7.5 Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Lynn Grogan  
Supply Officer  
Real Property Contracting Directorate  
Acquisitions Branch  
Public Works and Government Services Canada  
Place du Portage, Phase III, 3C2, Stn: 41  
11 rue Laurier, Gatineau, Quebec K1A 0S5  
Telephone: 819-956-2796  
Facsimile: 819-956-3600  
E-mail [address:lynn.grogan@tpsgc-pwgsc.gc.ca](mailto:address:lynn.grogan@tpsgc-pwgsc.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 7.5.2 Technical Authority

*"TO BE PROVIDED AT CONTRACT AWARD"*

The Technical Authority for the Contract is:

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

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

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

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

The Technical Authority named above is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical

Solicitation No. - N° de l'invitation

EJ196-150380/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk280

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

20150380

File No. - N° du dossier

fk280EJ196-150380

CCC No./N° CCC - FMS No/ N° VME

---

content of the Work under the Contract. Technical matters may be discussed with the Technical

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

### 7.5.3 Contractor's Representative

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

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

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

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

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

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

### 7.6 Proactive Disclosure of Contracts with Former Public Servants (If not applicable, clause will be deleted at contract award)

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.

### 7.7 Payment

#### 7.7.1 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)** (Applicable Taxes included) of which \$ **(to be determined)** (Applicable Taxes included) is for goods and/or services enumerated or described in Pricing Schedule 1, and \$ **(to be determined)** (Applicable Taxes included) is for additional goods and/or services that may be requested on an "As and When Requested" basis at the prices and/or rates set out in Pricing Schedule 2.

#### 7.7.2 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 (2012-07-16)

'Payment Period' and the following tables. Applicable Taxes are extra, if applicable.

a) Firm rates will be paid in accordance with Pricing Schedule 1 in twelve (12) equal monthly payments.

a) "As and When Requested" Work:

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

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

Solicitation No. - N° de l'invitation

EJ196-150380/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk280

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

20150380

File No. - N° du dossier

fk280EJ196-150380

CCC No./N° CCC - FMS No/ N° VME

---

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.

*(At contract award - insert appropriate pricing table(s) here)*

### **7.7.3 SACC Manual Clauses**

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

### **7.8 Invoicing Instructions - Maintenance Services**

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

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

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

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

### **7.9 Certifications**

#### **7.9.1 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.

### **7.10 Applicable Laws**

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

## 7.11 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 (2014-09-25);
- (c) Annex A, Statement of Work;
- (d) Annex B, Security Requirements Check List;
- (e) the Contractor's proposal dated \_\_\_\_\_ (*insert date of bid*);
- (f) Annex C, Cost Estimate Form for Extra Work

## 7.12 Insurance

### 7.12.1 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in the **following article 7.12.2 Commercial General Liability Insurance**. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

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

### 7.12.2 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

- d) **Personal Injury:** While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e) **Cross Liability/Separation of Insureds:** Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f) **Blanket Contractual Liability:** The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g) **Employees and, if applicable, Volunteers** must be included as Additional Insured.
- h) **Employers' Liability** (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i) **Broad Form Property Damage including Completed Operations:** Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care,
  - a. custody or control exclusion found in a standard policy.
- j) **Notice of Cancellation:** The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l) **Non-Owned Automobile Liability - Coverage** for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- m) **Owners' or Contractors' Protective Liability:** Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- n) **Litigation Rights:** Pursuant to subsection 5(d) of the **Department of Justice Act**, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,  
 Quebec Regional Office (Ottawa),  
 Department of Justice,  
 284 Wellington Street, Room SAT-6042,  
 Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

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

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

#### **7.14 Government Site Regulations**

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

#### **7.15 Pre-Commencement Meeting**

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

The Contractor is to supply the Technical Authority with a copy of its safety policy as required by the applicable Provincial Occupational Safety and Health Regulations.



Solicitation No. - N° de l'invitation

EJ196-150380/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk280

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

20150380

File No. - N° du dossier

fk280EJ196-150380

CCC No./N° CCC - FMS No/ N° VME

---

## **ANNEX A**

### **STATEMENT OF WORK**

Solicitation No. - N° de l'invitation

EJ196-150380/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk280

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

20150380

File No. - N° du dossier

fk280EJ196-150380

CCC No./N° CCC - FMS No/ N° VME

## **ANNEX B**

### **SECURITY REQUIREMENT CHECK LIST**

Solicitation No. - N° de l'invitation

EJ196-150380/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk280

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

20150380

File No. - N° du dossier

fk280EJ196-150380

CCC No./N° CCC - FMS No/ N° VME

---

## **ANNEX C**

### **COST ESTIMATE FORM FOR EXTRA WORK**

Solicitation No. - N° de l'invitation

EJ196-150380/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk280

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

20150380

File No. - N° du dossier

fk280EJ196-150380

CCC No./N° CCC - FMS No/ N° VME

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## **ANNEX D**

### **COMPLETE LIST OF NAMES OF ALL INDIVIDUALS WHO ARE CURRENTLY DIRECTORS OF THE BIDDER**

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

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

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## ANNEX E

### Voluntary Certification to Support the Use of Apprentices

1. To encourage employers to participate in apprenticeship training, Contractors bidding on construction and maintenance contracts by Public Works and Government Services Canada (PWGSC) are being asked to sign a voluntary certification, signaling their commitment to hire and train apprentices.
2. Canada is facing skills shortages across various sectors and regions, especially in the skilled trades. Equipping Canadians with skills and training is a shared responsibility. In Economic Action Plan (EAP) 2013, the Government of Canada made a commitment to support the use of apprentices in federal construction and maintenance contracts. Contractors have an important role in supporting apprentices through hiring and training and are encouraged to certify that they are providing opportunities to apprentices as part of doing business with the Government of Canada.
3. Through the Economic Action Plan 2013 and support for training programs, the Government of Canada is encouraging apprenticeships and careers in the skilled trades. In addition, the government offers a tax credit to employers to encourage them to hire apprentices. Information on this tax measure administered by the Canada Revenue Agency can be found at: [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca)

Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.

4. Signed certifications will be used to better understand contractor use of apprentices on Government of Canada maintenance and construction contracts and may inform future policy and program development.
5. The Contractor hereby certifies the following:

*In order to help meet demand for skilled tradespeople, the Contractor agrees to use, and require its subcontractors to use, reasonable commercial efforts to hire and train registered apprentices, to strive to fully utilize allowable*

Solicitation No. - N° de l'invitation

EJ196-150380/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk280

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

20150380

File No. - N° du dossier

fk280EJ196-150380

CCC No./N° CCC - FMS No/ N° VME

---

*apprenticeship ratios<sup>1</sup> and to respect any hiring requirements prescribed by provincial or territorial statutes.*

The journeyperson-apprentice ratio is defined as the number of qualified/certified journeypersons that an employer must employ in a designated trade or occupation in order to be eligible to register an apprentice as determined by provincial/territorial (P/T) legislation, regulation, policy directive or by law issued by the responsible authority or agency.

The Contractor hereby consents to this information being collected and held by PWGSC, and Employment and Social Development Canada to support work to gather data on the hiring and training of apprentices in federal construction and maintenance contracts.

*Name:*

*Signature:*

*Company Name:*

*Company Legal Name:*

*Solicitation Number:*

*Optional information to provide:*

*Number of apprentices planned to be working on this contract:*

*Trades of those apprentices:*

Number of apprentices hired	Trade Specialty

**Justice Building**  
**249 Wellington St., Ottawa ON**  
**K1A 0S5**  
**(File Copy)**

Aug. 05, 2014

Page 1 of 37

**Table of Contents**

<b>PART 1 GENERAL</b>	<b>3</b>
1.1 DEFINITIONS	3
1.1.1 Actions	3
1.1.2 Individuals	3
1.2 CODES, STANDARDS, REGULATIONS AND REQUIREMENTS	4
1.2.1 General	4
1.2.2 National, Provincial, and/or Territorial Codes	5
1.2.3 Standards	5
1.2.4 Health and Safety	6
1.2.5 Environmental Codes, Standards, Regulations and Requirements	6
1.2.6 Authority Having Jurisdiction (AHJ)	7
1.3 SUBMITTALS	7
1.3.1 Required Permits	7
1.3.2 Site/Work Specific Implementation Plan	8
1.3.3 Site- Specific Inspection schedule	9
1.3.4 Work Plan and Sequence of Operation for the Annual inspection	10
1.3.5 Health and Safety	10
1.3.6 Inspection Checklists	11
1.3.7 Building Life Safety Compliance Testing Manual	12
1.3.8 Material Removal Records	12
1.3.9 Reports for Tests, Checks, Maintenance and Service	12
1.4 GENERAL REQUIREMENTS	13
1.4.1 Purpose	13
1.4.2 Objective	13
1.4.3 Service Calls	13
1.4.4 Problem escalation	14
1.4.5 Notification	14
1.4.6 Operational Requirements	15
1.4.7 Extra Work	15
1.4.8 Building Access Hours	16
1.5 RESPONSIBILITIES	17
1.5.1 Completion of the Statement of Work	17
1.5.2 Negligence on the Part of Canada and Other Parties	18
1.5.3 Documentation	18
1.5.4 Health and Safety	18
1.5.5 Work Alone Policy	19
1.6 SUMMARY OF WORK	19
1.6.1 Inclusions of the Statement of Work	19
1.6.2 Schedule	20
1.6.3 Hazardous Waste Management Plan	21
1.6.4 Disposal of Waste	23
1.7 WORK RESTRICTIONS	25
1.7.1 Use of site and facilities	25
1.7.2 Maintenance of existing services	25



**Justice Building**  
**249 Wellington St., Ottawa ON**  
**K1A 0S5**  
**(File Copy)**

Aug. 05, 2014

Page 2 of 37

1.7.3	Interruption of Building Services .....	25
<b>PART 2</b>	<b>EXECUTION .....</b>	<b>25</b>
2.1	GENERAL .....	25
2.1.1	Performance.....	25
2.1.2	Scheduling and Planning .....	26
2.1.3	Inspection Closeout Tasks.....	27
2.1.4	Personnel on site.....	28
2.2	WATER BASE FIRE PROTECTION SYSTEM .....	30
2.2.1	Performance.....	30
2.2.2	Additional Annual requirements .....	30
2.3	BATTERY POWERED EMERGENCY LIGHTING .....	31
2.3.1	Performance.....	31
2.3.2	Additional requirements.....	31
2.4	PORTABLE FIRE EXTINGUISHERS .....	32
2.4.1	Performance.....	32
2.4.2	Additional requirements.....	32
<b>PART 3</b>	<b>EQUIPMENT INVENTORY .....</b>	<b>33</b>
3.1	GENERAL .....	33
3.1.1	Inventory.....	33
3.2	JUSTICE BUILDING .....	33
3.2.1	Building information.....	33
3.2.2	Water Base Fire Protection System .....	33
3.2.3	Other Systems and Equipment .....	37

Updated Aug. 5, 2014 – Added 1.2.1.4

## **PART 1 GENERAL**

### **1.1 Definitions**

#### **1.1.1 Actions**

- 1.1.1.1 Checking/check: visual observation to ensure the device or system 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/Maintain/Maintaining: routine recurring work; checking, inspecting, testing & service required to keep the components, sub-systems, system and integrated systems as identified in Part 3 – Equipment Inventory, in such condition that they may be continuously utilized, at their original or designed capacity and efficiency for their intended purpose.
- 1.1.1.5 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 Service call: onsite diagnosis and correction made by a qualified person as outlined in 1.4.3 – Service Call.

#### **1.1.2 Individuals**

##### **1.1.2.1 Qualified Person**

- 1) Someone who is in possession of a valid and recognized Canadian university or college degree, certificate, license, manufacturer-specific training/certification or professional standing. The university or college must have a provincial or territorial degree-granting status.
- 2) Someone who has the appropriate minimum of five years of experience in the related field.

**Justice Building**  
**249 Wellington St., Ottawa ON**  
**K1A 0S5**  
**(File Copy)**

Aug. 05, 2014

Page 4 of 37

- 1.1.2.2 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.
- 1.1.2.3 Qualified Electrician: someone who is in possession of a valid Certificate of Qualification (C of Q) at the Journeyman level in the province that the work is to be performed.
- 1.1.2.4 Master Electrician: an individual who is licensed under the Ontario Electricity Act, Regulation 570/05 to assume the responsibilities for the carrying out of electrical work on behalf of an electrical Contractor.
- 1.1.2.5 Transfer Switch Technician: someone who holds the appropriate minimum five years of experience and training with transfer switches and who is capable of performing the related tasks described within this Statement of work.
- 1.1.2.6 Fire Alarm Technician: someone who is in possession of a valid Canadian Fire Alarm Association (CFAA) certification **OR** a Certified Fire Alarm Electrician (CFAE) certification.
- 1.1.2.7 Portable Fire extinguisher Technician: someone who is properly trained, qualified with portable fire extinguishers and holds a certified Portable Fire Extinguisher certificate issued from an organization recognized by Authority Having Jurisdiction (AHJ)

## **1.2 Codes, Standards, Regulations 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 documents exist, the most stringent set of Codes, Standards, Regulations and Requirements must apply.
- 1.2.1.4 In the event of a change in the Codes, Standards, Regulations and Requirements related to this Statement of Work, the contractor must inform the Technical Authority.

1.2.2 National, Provincial, and/or Territorial Codes

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

1.2.3 Standards

1.2.3.1 Canadian Underwriters Laboratories of Canada (CAN/ULC) Standards

- 1) CAN/ULC - S524 - Standard for the Installation of Fire Alarm Systems
- 2) CAN/ULC - S536 - Inspection and Testing of Fire Alarm Systems
- 3) CAN/ULC - S537 - Verification of Fire Alarm Systems

1.2.3.2 Canadian Standards Association (CSA) Standards

**Justice Building**  
**249 Wellington St., Ottawa ON**  
**K1A 0S5**  
**(File Copy)**

Aug. 05, 2014

Page 6 of 37

- 1) CSA Z460 - Control of hazardous energy - Lockout and other methods
- 2) CSA Z462 - Workplace Electrical Safety (Arc Flash Protection)

1.2.3.3 National Fire Protection Association (NFPA) Standard

- 1) NFPA 10 – Standard for Portable Fire Extinguishers
- 2) NFPA 13 – Standard for the Installation of Sprinkler 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 72- National Fire Alarm and Signaling Code
- 6) NFPA 110 – Standard for Emergency and Standby Power Systems

1.2.4 Health and Safety

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

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

1.2.4.3 Material Safety Data Sheets (MSDS)

1.2.5 Environmental Codes, Standards, Regulations and Requirements

1.2.5.1 Canadian Environmental Protection Act (CEPA) 1999

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 Provincial Environmental Protection Act – Ontario - R.R.O. 1990 Regulation 347  
Waste Management

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.

1.2.5.6 Municipal By-Law (Disposal of Fire Protection Water as per Subsection 1.6.4 - Disposal of Waste)

- 1) The City of Ottawa Sewer Use By-Law No. 2003-514

1.2.6 Authority Having Jurisdiction (AHJ)

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

1.2.6.2 Territorial and Consolidations Acts

- 1) Environmental Rights Act
- 2) Environmental Protection Act
- 3) Workers' Compensation Act
- 4) Fire Prevention Act
- 5) Labour Standards Act
- 6) Technical Standards and Safety Act
- 7) Safety Act

**1.3 Submittals**

1.3.1 Required Permits

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

1.3.1.2 Electrical Inspection Permits



- 1) The Contractor is responsible to provide electrical inspection permits for all 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) confirming that the contractor is not required to provide electrical inspection permits for that specific work.

1.3.1.3 Fire Protection Water Discharge Permit

- 1) The Contractor must provide a Municipal Permit, approval letter, or acknowledgement to proceed from the City of Ottawa as appropriate, prior to discharging 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 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 site 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 the 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 specific implementation plan at any time due to operational requirements and must sign off on all amendments to the plan, in consultation with the Contractor.

1.3.3 Site- Specific Inspection schedule

- 1.3.3.1 As part of the site/work specific, implementation plan, and every subsequent year after, the Contractor must submit to the Technical Authority a detailed site specific, inspection schedule.
  - 1) The schedule must include the additional monthly, quarterly, semi-annual and annual requirements as defined in Part 2 – Execution
- 1.3.3.2 The Technical Authority's review of Contractor's annual detailed inspection schedule should not be construed as final and does not reduce the Contractors' overall responsibility for providing the required personnel on the scheduled inspection dates.
- 1.3.3.3 The Technical Authority reserves the right to amend the inspection schedule at any time due to operational requirements and must sign off on all amendments to the plan, in consultation with the Contractor.
- 1.3.3.4 In the event of a cancellation or a rescheduling that affects the completion of the work where the Contractor has not been provided with a 2 hours cancellation notification prior to the original start time, the Contractor shall be paid a maximum of a 3 hour service call for each individual sent to site at their pre-determined hourly



rates in accordance with Pricing Schedule 2, As and When Requested Work in the Contract.

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 specific implementation plan, the Contractor must submit to the Technical Authority their site-specific Health and Safety Plan.
- 2) The Health and Safety Plan must include:
  - a) Results of site-specific safety hazard assessment;
  - b) Results of health and safety risk or hazard analysis for site tasks and operations found in work plan.
- 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 reports to the Technical Authority within twenty-four hours of incident and/or accident that occur during the term of the Contract.

1.3.5.3 Correction – Health and Safety Issues

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

1.3.5.4 Hazardous Material (WHMIS-MSDS)

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

1.3.6 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 this 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 each 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.



**Justice Building**  
**249 Wellington St., Ottawa ON**  
**K1A 0S5**  
**(File Copy)**

Aug. 05, 2014

Page 12 of 37

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 working days records for all removals from site, for both materials designated for alternative disposal and general waste as defined by the Canadian Environmental Protection Act (CEPA) 1999, Hazardous Waste Regulation and other applicable provincial, municipal or territorial legislation.

1.3.9 Reports for Tests, Checks, Maintenance and Service

1.3.9.1 Monthly, Quarterly and Semi-Annual Reports

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

1.3.9.2 Annual Report

- 1) A detailed and comprehensive signed computerized or hard copy of the annual inspection report must be submitted to the Technical

Authority no later than fifteen working days following the completion of the annual inspection, tests, checks, maintenance and service.

- 2) The Annual Report 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 The maintenance and service of building components, sub-systems, systems and integrated systems is of utmost importance to ensure the successful operation of the installed services and utilities.
- 1.4.1.2 The maintenance 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.  
Examples include; service reports, client observations, equipment performance, site visits

##### **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, including but not limited to:
  - 1) Wet Sprinkler(s),
  - 2) Standpipe System,
  - 3) Portable Fire Extinguishers
  - 4) Fire Pump(s),
  - 5) Battery Powered Emergency Lighting,
- 1.4.2.2 The items listed above, which can be found in Part 3 – Equipment Inventory, must be worked on while maintaining the integrity and uninterrupted performance of the system.

##### **1.4.3 Service Calls**



- 1.4.3.1 The Contractor must provide a qualified person(s) as defined by Section 1.1 - Definitions, to respond, on site, on a twenty-four hour, seven day a week basis at no extra labour cost to Canada.
- 1.4.3.2 The Contractor must respond within 30 minutes and be on site ready to work within two hours. All work for service calls must be executed by a qualified service personnel named in the Contract and such work must proceed continuously until the system is returned to safe operating condition.
- 1.4.3.3 Request for Service calls must only be accepted from the National Service Call Centre or the Technical Authority.
- 1.4.3.4 All service calls will be at extra cost to Canada and shall be calculated based on the As and When Requested Work Pricing Schedule 2 in the Contract. Billable hours begin when the responding qualified person(s) are on site. Upon completion of the required service work, billable time ends. Canada will accept a minimum charge of one (1) hour. Canada will not accept Truck/Travel or Fuel charges.
- 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 must then contact their technical support manager, service manager or engineering manager for advice on a further course of action;
  - 1.4.4.2 If the problem is not corrected within a total of eight hours, the service technician must contact their technical support manager, service manager or engineering manager, who must arrange to have someone with more expertise (i.e. an engineer) available on site within the following twenty-four hours.
  - 1.4.4.3 The Contractor must submit a written report within forty-eight hours to the Technical Authority providing a clear and concise rationale of events leading up to the failure of any component, sub-system, system or integrated system and how the issue was fixed.
- 1.4.5 Notification
  - 1.4.5.1 An annually approved schedule is required before the start of the first test and every subsequent year thereafter.

- 1.4.5.2 The Technical Authority must be notified a minimum of fifteen working days prior to tentative tests to allow time to make necessary arrangements.
- 1.4.5.3 The Contractor must ensure that proper notification procedures are in place to avoid false alarms during service, repairs and testing of the equipment identified in Part 3 – Equipment Inventory.
- 1.4.5.4 The Contractor must ensure that proper notification procedures are in place to avoid any miscommunication. The list of minimum contacts includes but is not limited to: the Technical Authority, the monitoring service, the fire department and the 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 repairs to this equipment will be at extra cost to Canada and will be paid in accordance with Pricing Schedule 2, As and When Requested Work in the Contract.
  - 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, Such repairs will be paid in accordance with Pricing Schedule 2, As and When Requested Work in



**Justice Building**  
**249 Wellington St., Ottawa ON**  
**K1A 0S5**  
**(File Copy)**

Aug. 05, 2014

Page 16 of 37

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 and will be paid in accordance with Pricing Schedule 2, As and When Requested Work 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, Canadian Underwriters Laboratories of Canada (ULC) and/or Canadian Standards Association (CSA) listed and must comply with the applicable provisions of the codes, standards, regulations and requirements identified in Section 1.2 – Required Codes, Standards, Regulations and Requirements.

1.4.7.5 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 in accordance with Pricing Schedule 2, 'As and When Requested Work' in the Contract.

1.4.8 Building Access Hours

1.4.8.1 Regular, Silent and Weekend Building Access Hours

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

1.4.8.2 Inspections, Maintenance, Testing and Service

- 1) **With Disruption and Interference**
  - a) The inspections, maintenance, testing and service to the Fire Alarm/Fire Protection/Life Safety Systems which may cause disruption to the building occupants and/or systems and may

**Justice Building**  
**249 Wellington St., Ottawa ON**  
**K1A 0S5**  
**(File Copy)**

Aug. 05, 2014

Page 17 of 37

interfere with the operation of any equipment within the building cannot be carried out during regular building access hours as defined in article 1.4.8.1- Regular, Silent and Weekend Building Access Hours.

- b) Disruptive tasks include audible signals, testing of ancillary functions, or other tests and services identified by the Technical Authority.
- c) Testing with disruption and interference tasks required by this Contract must only take place during the **Weekend building access hours.**

2) **Without Disruption and Interference**

- a) The inspections, maintenance, testing and service to the Fire Alarm/Fire Protection/Life Safety Systems which does not cause disruption to the building occupants and/or systems may be carried out during Regular building access hours as defined in article 1.4.8.1- Regular, Silent and Weekend Building Access Hour.

1.4.8.3 Site Specific Maintenance Schedule:

- 1) Monthly Sprinkler testing to be done in conjunction with the monthly FA testing, presently scheduled for Saturday AM
- 2) Quarterly, semi-annual and annual sprinkler testing to be done only during week-end building hours.
- 3) Annual fire pump flow and transfer switch testing to be done only during week-end 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.
- 1.5.1.2 There are certain tasks that shall require the cooperation of and coordination with, Canada's contractor for the supply and maintenance of the Fire Alarm System.



- 1.5.1.3 The Contractor must coordinate all testing, inspections, maintenance, service and repairs or retro-fits with the holder of the Proprietary Rights ( if applicable) of the Fire Alarm System, monitoring all sprinkler related equipment.
- 1.5.1.4 The cost of coordination with the holder of the Fire Alarm System contract will be at no extra cost to Canada
- 1.5.2 Negligence on the Part of Canada and Other Parties
  - 1.5.2.1 The Contractor is not required, as part of his Statement of work, to make renewals or repairs necessitated by reason of the negligent operation or misuse of the equipment by Canada or other parties or by reason of any other cause beyond the Contractor's control.
  - 1.5.2.2 The Contractor must notify the Technical Authority by phone within an hour and subsequently to follow up with a written report by fax or e-mail within twenty-four hours of any negligent operation or misuse of the equipment by others. 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 this 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:

- 1) Ensure the health and safety of persons on site, safety of property on site and protection of persons adjacent to site and environment to the extent that they may be affected by conduct of work;
- 2) 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;
- 3) comply with the *Canada Labour Code Part II*, and the associated Canada Occupational Health and Safety Regulations;
- 4) comply with the Ontario Health and Safety Act and its associated regulations
- 5) 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 hours.

#### 1.5.5 Work Alone Policy

- 1.5.5.1 Due to the high risk factor on Fire Alarm/Fire Protection/Life Safety Systems, no employee must work alone on the site. It is the responsibility of the Contractor to ensure that the appropriate measures are implemented for two or more employees to be on site at all times during any job function.

### **1.6 Summary of Work**

#### 1.6.1 Inclusions of the Statement of Work

##### 1.6.1.1 Labour

- 1) The labour for all inspections, testing, cleaning, maintenance, service, and contract administration expenses must be provided by the Contractor at no extra cost to Canada.



- 2) The labour for service calls must be provided by the Contractor as per Sub-Section 1.4.3 – Service Calls on a 7 day a week / 24 hours a day basis.

1.6.1.2 Tools, equipment and services

- 1) The Contractor must furnish all necessary Personal Protective Equipment (PPE), tools, equipment, transportation 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.

1.6.1.3 Consumable Materials

- 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, dechlorination process chemicals, pilot lights, fuses, cleaning materials and light bulbs.
- 2) Consumable materials used to repair or replace existing system components must be new, compatible with the existing inventory, Canadian Underwriters Laboratories of Canada (ULC) and/or Canadian Standards Association (CSA) listed and must comply with the applicable provisions of the codes, standards, regulations and requirements identified in Section 1.2 – Required Codes, Standards, Regulations and Requirements.

1.6.2 Schedule

- 1.6.2.1 The first inspection and test must be carried out fifteen working days following the work start date as identified in this Statement of Work, with each successive test following at:
  - a) Monthly;
  - b) Quarterly;
  - c) Semi-Annually; and
  - d) Annually, as applicable, to be first quarterly.

**Justice Building**  
**249 Wellington St., Ottawa ON**  
**K1A 0S5**  
**(File Copy)**

Aug. 05, 2014

Page 21 of 37

1.6.3 Hazardous Waste Management Plan

1.6.3.1 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 Requirements, including local hazardous waste management programs.
- 2) The Contractor must conduct a hazardous waste audit to determine the hazardous waste generated during maintenance, service or repair activities over the duration of the Contract, and prepare a written hazardous waste management plan as part of the Site/Work Specific 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 – Workplan and Sequence of Operation for the Annual inspection.
- 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.

1.6.3.2 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.

1.6.3.3 Execution of Work

- 1) The Contractor must place hazardous waste generated by the performance of the maintenance items and duties required by the Contract in the hazardous waste containers provided by Canada. The

containers are to be stored, on the site in an area designated by the Technical Authority. The Contractor must do work in accordance with the hazardous waste management plan.

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

#### 1.6.3.4 Health and Safety

- 1) Unforeseen Hazard
  - a) When 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 authority having jurisdiction or by the Technical Authority.



**Justice Building**  
**249 Wellington St., Ottawa ON**  
**K1A 0S5**  
**(File Copy)**

Aug. 05, 2014

Page 23 of 37

- 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 the standing emergency plan for the site where the work is being performed.

1.6.4 Disposal of Waste

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

1.6.4.2 Disposal of waste, volatile materials, mineral spirits, paint thinners or petroleum products into waterways, storm or sanitary sewers is prohibited as outlined in 1.2.5 – Environmental Codes, Standards, Regulations and Requirements.

1.6.4.3 Water generated from the backflush of the sprinkler system 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 backflush of the sprinkler system 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 a 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 into storm sewers, must be in accordance with the following:
  - a) In the City of Ottawa: When a test of this nature is to take place, a Request to Discharge Application Form must be filled out and submitted to the Sewer Use Program of the City of Ottawa's Wastewater Services Branch at [SUP-PUE@ottawa.ca](mailto:SUP-PUE@ottawa.ca), or by fax at 613-745-9197, along with the analytical test results of a

**Justice Building**  
**249 Wellington St., Ottawa ON**  
**K1A 0S5**  
**(File Copy)**

Aug. 05, 2014

Page 24 of 37

sample of the raw (without additional treatment such as dechlorination) fire protection water from the building where the fire pump test is planned. The analytical test results will be provided to the Contractor by Canada.

- b) The completed form and test results must be submitted at least five business days prior to the date of intended discharge of fire protection water.

2) Quality Requirements

- a) 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 during the Annual tests does not exceed the following quality requirement **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 concentrations of 0 to 3.0 mg/L as a minimum. An acceptable Total Residual Chlorine reading for the 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 the 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 as per Sub-Section 1.3.2.
- b) Annual discharged fire protection water test results must be incorporated into the Annual Report as per Article 1.3.9.2.

## **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. Arrangements with Technical Authority must be made to facilitate work.

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

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

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

- 1) Personnel, pedestrian and vehicular traffic access.
- 2) A flag person where work impedes on regular traffic flow.
- 3) Safety barricades, signage and all precautionary measures required to assure the continued use to building access and services.
- 4) 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 working days prior to intended interruptions of services and obtain written permission before beginning the work.

## **PART 2 EXECUTION**

### **2.1 General**

#### **2.1.1 Performance**



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

2.1.1.2 The Contractor 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 Fire Alarm/Fire Protection/Life Safety Systems as identified within Part 3 – Equipment Inventory, must be checked, inspected and tested as per the Section 1.2 applicable Codes, Standards, Regulations and Requirements.

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 Inspections, checks and tests

Items 9 to 14 listed below are not included in the Contract and will be paid in accordance with Pricing Schedule 2, As and When Requested Work in the Contract.

- 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.

**Justice Building**  
**249 Wellington St., Ottawa ON**  
**K1A 0S5**  
**(File Copy)**

Aug. 05, 2014

Page 27 of 37

- 5) The annual inspections, checks and tests shall include the daily, weekly, monthly, quarterly and semi-annual inspection, check or test.
- 6) The two year inspection, test and maintenance shall be performed in conjunction with the yearly test.
- 7) The three year inspection, test and maintenance shall be performed in conjunction with the yearly test.
- 8) The Five year inspection, test and maintenance shall be performed in conjunction with the yearly test & must be performed in the first year of the Contract.
- 9) The Six year inspection, test and maintenance shall be performed in conjunction with the yearly test.
- 10) The ten year inspection, test and maintenance shall be performed in conjunction with the yearly test.
- 11) The twelve year inspection, test and maintenance shall be performed in conjunction with the yearly test.
- 12) The fifteen year inspection, test and maintenance shall be performed in conjunction with the yearly test.
- 13) The twenty year inspection, test and maintenance shall be performed in conjunction with the yearly test.
- 14) The fifty year inspection, test and maintenance shall be performed in conjunction with the yearly 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:

**Justice Building**  
**249 Wellington St., Ottawa ON**  
**K1A 0S5**  
**(File Copy)**

Aug. 05, 2014

Page 28 of 37

- 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 – Definitions.

2.1.4.2 Monthly 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 Certified Sprinkler and Fire Protection Installer must be present for sprinklers and standpipe related work.
  - b) One Canadian Fire Alarm Association (CFAA) Technician or one Electrical Contractor's Association of Ontario (CFAE) certified fire alarm electrician must be present for Fire Alarm related work.



- c) Other qualified persons or services relevant to the monthly testing and work identified within this Statement of Work as outlined in Section 1.1. - Definitions.

2.1.4.3 Quarterly inspection required personnel

- 1) Personnel required under the monthly inspections are required at the quarterly inspection.
- 2) One Canadian Fire Alarm Association (CFAA) Technician or a Certified Fire Alarm Electrician (CFAE) must be present for fire alarm related work.

2.1.4.4 Semi-Annual inspection required personnel

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

2.1.4.5 Annual inspection required personnel

- 1) Personnel required under the quarterly inspections are required at the annual inspection.
- 2) In addition to the personnel required under the monthly inspections, the following required personnel must be present:
  - a) One additional qualified fire alarm technician must be present for fire alarm related work.
  - b) One additional qualified sprinkler technician must be present for fire pump tests and other related work.
  - c) One qualified electrician must be present for fire pump tests and other related work.

**Justice Building**  
**249 Wellington St., Ottawa ON**  
**K1A 0S5**  
**(File Copy)**

Aug. 05, 2014

Page 30 of 37

- d) One qualified Portable Fire Extinguisher Technician must be present for portable fire extinguisher inspection, checks and tests and other related work.
- e) Other technicians or services relevant to the annual testing and work identified within this Statement of Work as outlined in Section 1.1 – Definitions.

2.1.4.6 Two year, Three year, Five year, Ten year, Twenty year and Fifty year inspection personal.

- 1) Personnel required under the annual inspections are required at the Two year, Three year, Five year, Ten year, Twenty year and Fifty year inspections.

2.1.4.7 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 Water Base Fire Protection System**

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 Annual requirements

2.2.2.1 Fire Pumps

- 1) Dechlorination of Fire Protection Water

**Justice Building**  
**249 Wellington St., Ottawa ON**  
**K1A 0S5**  
**(File Copy)**

Aug. 05, 2014

Page 31 of 37

- a) Potable water being utilized for fire pump testing must be discharged via dechlorination equipment prior to discharge to storm sewers, in accordance with Article 1.6.4.
- 2) Transfer switches must be maintained and tested including but not restricted to all of the following operations:
  - a) Isolate transfer switch, open all connections, and inspect all electrical connections.
  - b) Operate all moving parts to ensure that they move freely.
  - c) Tighten and torque all electrical connections
  - d) Clean and dress contacts as required.
  - e) Remove all dust.
  - f) Clean and lubricate linkages.

## **2.3 Battery Powered Emergency Lighting**

### **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, Regulations and Requirements in Section 1. (Daily, weekly and monthly inspections, checks and tests to be performed by others, unless they coincide with a scheduled annual inspection, check or test)

### **2.3.2 Additional requirements**

#### **2.3.2.1 Annual requirement**

- 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 disconnection of 120 volt AC



- 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 and 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. Record 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.

## **2.4 Portable Fire Extinguishers**

### **2.4.1 Performance**

- 2.4.1.1 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. (Daily, weekly and monthly inspections, checks and tests to be performed by others, unless they coincide with a scheduled annual inspection, check or test)

### **2.4.2 Additional requirements**

#### **2.4.2.1 Annual requirement**

- 1) The Five year, Six year, and Twelve year inspection, test and maintenance will be at extra cost to Canada and will be paid in accordance with Pricing Schedule 2, As and When Requested Work in the Contract.

**Justice Building**  
**249 Wellington St., Ottawa ON**  
**K1A 0S5**  
**(File Copy)**

Aug. 05, 2014

Page 33 of 37

**PART 3 EQUIPMENT INVENTORY**

**3.1 General**

3.1.1 Inventory

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

**3.2 Justice Building**

3.2.1 Building information

Building Name	Justice Building
Civic Address	249 Wellington Street
City	Ottawa
Postal Code	K1A 0S5

3.2.2 Water Base Fire Protection System

3.2.2.1 Fire Department Connection

Fire department connection standpipe	2
Fire department connection sprinkler system	2
Location	Wellington St.
Check valves and assemblies	2

3.2.2.2 Sprinkler and Standpipe Systems

Main incoming water mechanical control valve on domestic and sprinkler system – each with 1 tamper switch	2
Incoming water mechanical control valve to sprinkler system	1



**Justice Building**  
**249 Wellington St., Ottawa ON**  
**K1A 0S5**  
**(File Copy)**

Aug. 05, 2014

Page 34 of 37

– with header and 1 tamper switch

3.2.2.3 Sprinkler system

Location	Level 00
Alarm valve	Victaulic
Model	S-751 Firelock
Excess pressure pump	Franklin Electric
HP & RPM	0.5 / 3450 RPM
Model	1103295-400
Pressure Switch	Allen Bradley

3.2.2.4 Fire Pump Assembly

Manufacturer	Aurora
Model No.	4-383-9B
Serial No.	01-228598-2
Gallons per Minute	500
Pounds per Square Inch	105
RPM	3500

1) Motors:

No. of Motors	2
Manufacturer	US Electrical Motors
ID No.	D11 01061734-011R-01
Model No.	AD31A
Horse power	50
Configuration	3 phases, 3 wires
Voltage	575 V
RPM	3560
Duty	Continuous

2) Jockey Booster Pump

No. of Jockey Booster Pump	1
Horse power	3
Configuration	Miscellaneous control valves, pressure switches, meters, flow and tamper

Justice Building  
249 Wellington St., Ottawa ON  
K1A 0S5  
(File Copy)

Aug. 05, 2014

Page 35 of 37

	switches
Pre-assembled	Steel Base Structure

3.2.2.5 Fire Pump Control Panel

No. of Panel	2
Manufacturer	TornaTech
Voltage	600 V
Configuration	3 phases, 3 wires
Completed with	Starters
Model No.	Lead – TD-600/50/18 Standby – TD-600/50/18
Serial No.	Lead – 20010146 1/5 Standby – 20010146 4/5

3.2.2.6 Fire Pump Transfer Switches

No. of Switches	2
Type	Stand alone
Manufacturer	TornaTech
Model No.	Lead – TD-600/50/18 Standby – TD-600/50/18
Serial No.	Lead – 20010146 2/5 Standby – 20010146 3/5
Volts	600/3Phase/60HZ
Amps	65

1) Normal Power

Switchboard No.	1
Breaker No.	F101
Location	Main electrical room No. 0023A

2) Emergency Power

No of Circuit Breaker (fire pumps)	1
Amperage	400 Amps
Voltage	600 Volts
Configuration	3 poles, 3 wires

**Justice Building**  
**249 Wellington St., Ottawa ON**  
**K1A 0S5**  
**(File Copy)**

Aug. 05, 2014

Page 36 of 37

Location	Generator Room
Construction	Wall mounted, in cema-1 enclosure

3.2.2.7 Jockey Booster Pump Controller

No. of Jockey Booster Pump	1
Manufacturer	TornaTech
Model No.	JP3 600/3/3/60
Serial No.	20010146 5/5
Voltage	600 Volts
Configuration	3 phases, 3 wires
System	Single pump

3.2.2.8 Motor Jockey Booster Pump

No. of Motor Jockey Booster Pump	1
Horse power	3
Voltage	600 Volts
Configuration	3 phases, 3 wires
AC power supply	From panel "DPE"
Location	Mechanical room No. 0023

3.2.2.9 Additional Equipment

Test header for testing of fire pump assembly	1
Test Header Discharge	1
Location	Loading dock, outside the building
Sprinkler/Standpipe Piping and assemblies – with sprinklers heads for complete building (approx. 16, 425 square meters)	1 lot

3.2.2.10 Field Devices

Flow Switches	15
Supervised valves - Tamper Switches	26
Monitoring Points – for fire pump assembly connected to the fire alarm system	8
Addressable Field Modules	45
End of Line Devices	49

**Justice Building**  
**249 Wellington St., Ottawa ON**  
**K1A 0S5**  
**(File Copy)**

Aug. 05, 2014

Page 37 of 37

3.2.2.11 Standpipe System

No. of Fire Hose Connections & Valves	26
Location	Throughout the building
Complete with	Shutoff valve
Piping for Standpipe System	1 Lot
Building Square Meters (approx.)	16,425

3.2.3 Other Systems and Equipment

3.2.3.1 Portable Fire Extinguishers

Size	Type	Units
5lb	ABC	53
10lb	ABC	
20lb	ABC	
Total		53

3.2.3.2 Emergency Battery Lighting Units

No. of Emergency Battery Lighting Units	5
No. of Heads	2
Type of Shelf	Mounting
Type	Make-system BD

END OF INVENTORY





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EJ196-15-0380

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SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction RPB/OSS/MOA	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant		
4. Brief Description of Work / Brève description du travail 5 Year Maintenance Contract on the Sprinkler System ( Fire Protection ) as per contract for the Justice Building 239 Wellington Street, Ottawa, On.				
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?			<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?			<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis				
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)			<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.			<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?			<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès				
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>		Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion				
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>		No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>				
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:
7. c) Level of Information / Niveau d'information				
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>		PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>		PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>		PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>		SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>				TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>				TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

EJ196-15-0380

Security Classification / Classification de sécurité  
UNCLASSIFIED

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

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

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

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

Special comments:  
Commentaires spéciaux: Only screen personnel to be utilized.

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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

TBS/SCT 350-103(2004/12)

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Contract Number / Numéro du contrat

EJ196-15-0380

Security Classification / Classification de sécurité  
UNCLASSIFIED

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes  
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes  
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

## Cost Estimate Form For Extra Work

### ANNEX C

<b>Contractor:</b>	
<b>Date:</b>	

**Description of Work:**

I Direct Costs	No. of Hours	Hourly Rate as per Contract				Total
		Fire Alarm Technician	Sprinkler and Fire Protection Installer	Electrician	Transfer Switch Technician	
<b>i Direct Labour</b>						
Repair Work Labour						
Emergency Calls Labour						
Other Labour (Specify)						
<b>Total Direct Labour</b>						(i) \$ -
<b>ii Direct Material Costs *</b>						
Replacement Parts						
Repair Parts						
Other Material (Specify)						
<b>Total Direct Material Costs</b>						(ii) \$ -
<b>iii Other Direct Costs</b>						
Other (Specify)						
<b>Total Other Direct Costs</b>						(iii) \$ -
<b>II Total Price</b>						<b>Total</b>
<b>Total Direct Costs (i + ii + iii) (Applicable Taxes extra)</b>						(i+ii+iii) \$ -

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

**Name (Please print)**

**Signature:**