Royal Canadian Mounted Police / Gendarmerie royale du Canada

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

Bid Receiving/Réception des sousmissions
Royal Canadian Mounted Police (RCMP)
Procurement & Contracting Services
Bid Receiving Unit,
5th Floor, 10065 Jasper Avenue NW
Edmonton, AB T5J 3B1

# INVITATION TO TENDER

# APPEL D'OFFRES

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

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

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

| | | | |
|---|---|---|---|
| **Title – Sujet Mechanical Maintenance Services – RCMP Maskwacis Detachment** | | | **Date :** 14 July 2015 |
| **Solicitation No. – Nº de l'invitation: M5000-152800/B** | | | |
| **Client Reference No. - No. De Référence du Client: 15-805** | | | |
| **GETS Reference No. - No. De Référence du SEAG:** PW-15-00692729 | | | |
| **Solicitation Closes – L'invitation prend fin** | | | |
| **At /à :** | **2:00 PM** | MDT (Mountain Daylight Time)<br>HAR (heure avancée de Rocheuses) | |
| **On / le :** | **August 26th, 2015** | | |
| **Destination of Goods and Services – Destinations des biens et services :**<br>Royal Canadian Mounted Police<br>Maskwacis Detachment<br>1 Mile Road & 611 East, Sampson Townsite, Box 490<br>Maskwacis, AB T0C 1N0 | | | |
| **Instructions**<br>See herein — Voir aux présentes | | | |
| **Address Inquiries to – Adresser toute demande de renseignements à**<br>Sandra E. Robinson, Senior Procurement Officer | | | |
| **Telephone No. – No. de téléphone**<br>780-670-8626 | | | **Facsimile No. – No. de télécopieur**<br>780-454-4527 |

| | |
|---|---|
| **COMPLETE BELOW IN FULL - REMPLISSEZ CI-DESSOUS EN ENTIER** | |
| **Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:** | |
| **GST or Business # - GST ou de nombre D'affaires nombre :**<br>_____<br>**If not applicable - Si non applicable**<br>**Provide SIN # - Fournir le numéro d'assurance sociale (NAS) :**<br>_____ | |
| **Telephone No. – No. de téléphone** | **Facsimile No. – No. de télécopieur** |
| **Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)** | |
| **Signature** | **Date** |

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## PART 1 - GENERAL INFORMATION

### 1.1. Security Requirements

1. Before award of a contract, the following conditions must be met:

   (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - 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 requirements as indicated in Part 6 - 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; fingerprinting may be required. This information must be provided within three business days of request.

### 1.2. Statement of Work

The Work to be performed is detailed under Article 2 of the resulting contract clauses.

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

Revision to Departmental Name: As this solicitation is issued by RCMP, any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

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.

Section 01 – Code of Conduct and Certification – Bid of 2003 referenced above is amended as follows:

Delete subsection 1.4 and 1.5 in their entirety.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days
Insert: one hundred and eighty (180) days

**2.2. Submission of Bids**

Bids must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to RCMP will not be accepted.

**The Royal Canadian Mounted Police (RCMP) will not assume responsibility for bids or amendments directed to any other location.**

**2.3. 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.

**2.4. Applicable Laws**

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

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.

### 2.5. Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at **1 Mile Road & 611 East, Sampson Townsite, Box 490 Maskwacis, AB** on **August 12th, 2015 at 10:30 a.m..**

Bidders are requested to communicate with the Contracting Authority no later than August 7th, 2015 at 9:00 a.m. to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

## 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 (one (1) hard copy, Annex B)
Section II: Financial Bid (one (1) hard copy, Annex E)
Section III: Certifications (one (1) hard copy, Annex C)

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

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

(a) use 8.5 x 11 inch (216 mm x 279 mm) paper;

(b) use a numbering system that corresponds to the bid solicitation.

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

1. use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and

2. use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

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

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

**Section II:** **Financial Bid**

Bidders must submit their financial bid in accordance with Annex E Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

**Section III:** **Certifications**

Bidders must submit certification required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1. Evaluation Procedures

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

(b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### 4.1.1. Technical Evaluation

Submission of Evidence as described below MUST be included with the bidder's proposal at time of bid closing. Failure by the bidder to provide the required evidence will result in the bidder being disqualified and no further consideration will be given to the bidder and the proposal will be deemed non responsive.
The evidence provided by the bidder may be verified. RCMP 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:

**Two (2)** qualified personnel: one to work on the heating system and one to work on the cooling system,

**OR**

**One (1)** qualified individual who can work on both the heating and cooling systems

**AND**

**One (1)** qualified individual who can work on the Firm Alarm System

The bidder must provide evidence to demonstrate that the service personnel proposed to perform equipment maintenance have three (3) recent years experience and past performance by referencing two (2) similar projects/contracts the service personnel have performed satisfactorily. The bidder must complete Annex B 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 2009 up to and including the solicitation closing date.

- Similar is defined as maintenance service of systems comparable in size, scope and complexity to the equipment listed in Annex A, Statement of Work.

Sub-Contracting - If applicable, the bidder shall provide details for the sub-contracting plan, including details of the work to be sub-contracted and monitoring procedures for quality and delivery. The Bidder shall be responsible to ensure that subcontractor' meets all mandatory required contained within this contract, including security clearance.

**4.1.1.2. Mandatory Card and Licensing Documentation**

To carry out the work on this requirement, Service Personnel employed by the Contractor must be in possession of the required cards and/or licenses required to perform that duty, such as:

1) Mechanical/HVAC Journeyman Certification
2) Valid "Ozone Depletion Prevention (ODP)" Card
3) Plumber/Gas Fitter Journeyman Certification
4) Electrician Journeyman Certification
5) Fire Alarm Technician Certification
6) WHIMIS Training
7) Knowledge of appropriate lock-out procedures.
8) Training and knowledge of confined workplace procedures.
9) Other related certifications or job safety related training

**4.1.1.3. 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. The bidder must complete Annex B in order to demonstrate that it has the required experience.

- Recent experience is defined as experience gained from January 2012 up to and including the solicitation closing date.

- Similar is defined as a maintenance service on Systems comparable in size, scope and complexity to the equipment listed in Annex A, Statement of Work.

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.

### 4.1.2. Financial Evaluation

#### 4.1.2.1. Pricing Schedule 1: Firm Price

Bidders must submit firm all inclusive prices/rates in Annex E, including all necessary tools, services, replacement or repair parts, material, labour and all related costs as detailed in Annex A, Statement of Work.

#### 4.1.2.2. Pricing Schedule 2: Extra Work – As and When Requested

"Extra Work" will be conducted on an as and when requested basis where charges shall be made for actual labour and repair and replacement parts. Estimated quantity of hours per year for extra work is for evaluation purposes only.

When “As and When” work is requested during the contract period, the contractor must complete and submit the Appendix A - "Cost Estimate Form for Extra Work". Written authorization must be obtained from the Technical Authority prior to conducting any extra work.

Bidders must submit a firm all inclusive Hourly Rates in Annex E (including Overhead, Profit, and all related Costs) and material cost in Canadian funds.

#### 4.1.2.3. Materials

*The Extended Price for parts/materials is calculated by adding mark-up 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 expenditure 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.

iii) AUTHORIZATION FOR DELIVERY: The consignee shall request delivery of goods/services identified in Pricing Schedule 2, 2.1 to 2.7 on an authorization form (Appendix A, Cost Estimate Form for Extra Work).

### 4.2. Basis of Selection

A bid must comply with all 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.

## 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 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 inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive

#### 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 the Standard Instructions identified in this solicitation. The related documentation therein required will assist Canada in confirming that the certifications are true.

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

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

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

#### 5.1.3. Additional Certifications Precedent to Contract Award

##### 5.1.3.1. 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 FPSs, 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.

### 5.2. Certifications Required with the Bid

#### 5.2.1. Education and Experience

SACC Manual clause A3010T (2010-08-16) Education and Experience

### 5.3. Insurance Requirements

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

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

## PART 6 - RESULTING CONTRACT CLAUSES

### 6.1. Security Requirement

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

All persons working on site must hold a valid **"Reliability Status Security Clearance"** issued by RCMP Departmental Security.

Only those employees whose have met the security clearance requirements will be allowed access to the site of the work.

### 6.2. Statement of Work

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

### 6.3. Standard Clauses and Conditions

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

Revision to Departmental Name: As this contract is issued by RCMP, any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

#### 6.3.1. General Conditions

2010C (2014-09-25), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.
Section 27 - Code of Conduct and Certifications - Contract of 2010C referenced above is amended as follows:

Delete subsection 27.4 in its entirety.

### 6.4. Term of Contract

#### 6.4.1. Period of the Contract

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

#### 6.4.2. Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to **one (1) additional twenty-four (24) month period** under the same terms and conditions. The Contractor agrees that during the extended period of the

Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

### 6.4.3. Termination on Thirty Days Notice

1. Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.

2. In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

## 6.5. Authorities

### 6.5.1. Contracting Authority

The Contracting Authority for the Contract is:

Sandra E. Robinson – Senior Procurement & Contracting Officer
Royal Canadian Mounted Police - Procurement & Contracting Services Unit
Telephone: 780-670-8626
E-mail address: sandra.robinson@rcmp-grc.gc.ca

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

### 6.5.2 The Technical Authority for the Contract is: **(Information will be provided at contract award.)**

Name: _____
Title: _____
Telephone: _____
E-mail address: _____

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

### 6.5.3 Site Authority

The Site Authority for the Contract is: **(Information will be provided at contract award.)**

Name: _____
Title: _____
Telephone : _____
Facsimile: _____
E-mail address: _____

The Site Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for providing building and site information. Site 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.

### 6.5.4. Contractor's Representative

The Contractor's Representative responsible for general enquiries and delivery follow-up is: (The Contractor's Representative will be identified at Contract Award)

Name: _____
Telephone No. _____
Facsimile No. _____
E-mail address: _____

## 6.6. Proactive Disclosure of Contracts with Former Public Servants

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

## 6.7. Payment

### 6.7.1. Basis of Payment – Firm Prices and "As and When"

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex E, to a limitation of expenditure of $_____ (to be determined at contract award). Customs duties are included and Applicable Taxes are extra, if applicable.

a) Firm rates will be paid in accordance with Annex E, Basis of Payment, Price Schedule 1, in monthly payments

b) "As and When Requested" Work:

Any costs incurred for Extra Work will be paid, in accordance with Annex E, Basis of Payment, Price Schedule 2, and the Statement of Work, on an "As and When Requested" basis, after completion, inspection and acceptance of the work performed.

### 6.7.2. Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed $_____ (to be determined at contract award). Customs duties are included and Applicable Taxes are extra, if applicable.

2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. 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 Contactor must notify the Contracting Authority in writing as to the adequacy of this sum.

   a. when it is 75 percent committed, or

   b. four (4) months before the contract expiry date, or

   c. as soon as the Contractor considers that the contract funds are inadequate for the completion of the Work, whichever comes first.

3. 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.

### 6.7.3. SACC Manual Clauses

H1008C (2008-05-12) Monthly Payment

C0705C (2010-01-11) Discretionary Audit

A9117C (2007-11-30) T1204 – Direct Request by Customer Department

## 6.8. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice has been completed.

## 6.9. Certifications

### 6.9.1. Compliance

Compliance with the certifications 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 or 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.

### 6.10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the Province of _____. *(Insert the name of the province).*

### 6.11. 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) 2010C (2014-09-25) General Conditions - Services (Medium Complexity);

(c) Annex A, Statement of Work

(d) Annex D, Insurance Requirements

(e) Annex E, Basis of Payment

(f) the Contractor's bid dated _____, as amended on_____

### 6.12. Procurement Ombudsman

#### 6.12.1. Dispute Resolution Services

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

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

#### 6.12.2. Contract Administration

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

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

### 6.13. SACC Manual Clauses

A9068C (2010-01-11), Government Site Regulations

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

### 6.14. Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

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

**ANNEX A**
**Maintenance Service Specification**
**Life Safety, Electrical, Heating, Ventilation, Air-Conditioning System**

## Section A – Definitions

The following definitions apply to the work required by the Royal Canadian Mounted Police (RCMP).

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| Add | Make an addition to, or to top up fluid levels. |
| Adjust | Make adjustment to equipment or building systems to provide optimum or desirable operating environments. |
| Assemble | To fit together separate component parts to make whole. |
| Balance Load | The balancing of three-phase and single-phase circuits which enter (or leave) main switchboards, transformers and distribution panelboards by calculating new and existing loads accordingly. |
| Clean | Scrape, brush, flush and vacuum as required to remove dust, dirt and foreign matter. |
| Check / Inspect | View closely for dirt, foreign substance, lack of lubricant, wear, damage, tightness, tension, alignment, leaks, cracks, spalling, deformation, overloading and settings. Make a critical appraisal of equipment, component and parts' ability to fulfil their function to a high degree of efficiency until next maintenance service date. |
| Hot Work | Hot Work includes any welding, cutting or material by use of torch or other open flame devices and grinding which produces sparks. |
| Instruct | Inform RCMP Site Authority of any new operating procedures with changes or additions of new equipment and/or building systems.<br>Demonstrate and explain purpose, benefit and method of implementing new procedures. |
| Isolate | Take a system, or component of a system out of service. Turn off, disconnect and/or remove a system and/or component of that system. Isolate equipment so vibrations or noise does not affect building surroundings. |
| Lock-out Procedures | Lockout procedures are required if machinery could unexpectedly activate or if the unexpected release of an energy source could cause injury, the |

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| | energy source must be isolated and controlled. This is done through the lockout procedure. If machinery or equipment is shut down for maintenance, no work may be performed until the following have been done:<br>• All parts and attachments have been secured against inadvertent movement.<br>• Where the work will expose workers to energy sources, the hazard has been effectively controlled.<br>• The energy-isolating devices (such as switches or valves) have been properly locked out. |
| Lubricate | Apply lubricant to joints between moving parts and joints between fixed and moving parts to minimize friction and allow smooth movement. |
| Measure | Determine capacity or amount in standard units using ~~an~~ appropriate instrumentation. Examples: Measure condenser and evaporator pressure drop with differential pressure meter or "U" tube manometer. Measure motor overload with instrument approved by overload manufacturer. |
| Paint | Clean, prepare and paint surfaces to paint manufacturer's recommendations with paint and primer recommended by paint manufacturer for applicable surface and use. |
| Remove | Take off or away from. |
| Repack | Fill with packing again. |
| Repair | Restore to working order, or a state that was originally intended. |
| Replace | Removal and or replacement of worn, defective, or contaminated items with new equipment, or fluids, etc. |
| Report | Verbal reporting can be provided to the RCMP site authority to advise of an event or problem. Written reporting is done as per legislative reporting (i.e. ODS leak testing reporting), or reporting of preventative maintenance and/or repair activities on equipment and/or building systems. Preventative Maintenance reporting should provide documentation of services provided, adjustments made and/or recorded readings/measurements as may be pertinent to that piece of equipment. In some instances reporting could also including thermal scans of electrical panels or building systems (i.e. walls, roofs, etc.) These records are provided to the site authority and/or the technical authority as may be |

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| | requested, and can consist of a hard copy as well as an electronic version in a format acceptable to the Technical Authority. |
| Shut Down | To cease or cause to cease operation. |
| Start Up | Process of setting something into operation or return to service. |
| Test | A procedure intended to establish the quality, performance or reliability of a particular piece of equipment or system that it will perform in accordance with its intended operation or function. |
| Tighten | Make or become tight or tighter. |
| Torque | A predetermined amount of force (work measured in foot pounds or Newton meters) determined by a manufacturer and executed with the use of a torque wrench to turn a nut on a bolt, relating to specific equipment or system. |
| Treatment | To add agents for the purpose of improving performance, or for cleaning purposes. Examples can include adding chemicals for water treatment for hot water boiler performance, or adding chemicals to water to flush out plumbing lines after major repairs have been completed. |

**Section B - General Requirements**

**1. Description of Work**

This scope of work shall furnish all necessary labour, supervision, transportation, material, belts & filters, tools and equipment to carry out full Life safety, electrical, heating, ventilation and air-conditioning (HVAC), complete with controls, building management system, maintenance service in accordance with Annex A and other services within this specification.

**2. Work Included:**

1. Annex A contains a checklist of components which shall be checked during inspections.
2. Work shall include, but not limited to: Schedule performance inspections and calibrations of the life safety, electrical, heating, ventilation and air-conditioning complete with HVAC control components and BMS system.
3. All labour including inspections, emergencies and service calls in accordance with the Basis of Payment.
4. Belts and filters are to be replaced as per manufacturers recommendation or as required by system function. These are to be included in pricing. B72 & B74 (2(two) for each fan on main building)

**3. Equipment:**

1. Maintain the following equipment operating at a high degree of efficiency.

2. Inventory to include, but are not limited to:

| Item | Number of Units | Units |
|---|---|---|
| 1 | 1 | Air Handling Units Gas Fired |
| 2 | 2 | Boiler Hot Water Gas Fired |
| 3 | 2 | Disconnects (HVAC) |
| 4 | 1 | Distribution Switchboard |
| 5 | 1 | Ductwork |
| 6 | 5 | Fan Exhaust Roof Mounted |
| 7 | 4 | Fan Exhaust In line |
| 8 | 2 | Fan Coil Unit |
| 9 | 1 | Fire Alarm System |
| 10 | 12 | Fire Dampers |
| 11 | 9 | Fire extinguishers |
| 12 | 1 | Glycol Tank |
| 13 | 1 | Kitchen Range Hood |
| 14 | 2 | Packs 18 Heads Lighting, Emergency – Dry type |
| 15 | 12 | Lighting, Emergency – Exit signs |
| 16 | Multiple | Louvers and Screens |
| 17 | 2 | Motors 1 HP + |
| 18 | 3 | Overhead Doors |
| 19 | 4 | Panel Boards General |
| 20 | 4 | Pump Circulator In-line |
| 21 | 1 | Pump potable Water Circulator In-line |
| 22 | 1 | Pump chemical Feed |
| 23 | 2 | Pump HVAC Heating In-line |
| 24 | 1 | Roof Top Units Heating/Cooling Unit |
| 25 | 1 | Sprinkler System |
| 26 | 1 | Tank Storage Pressurized Expansion |
| 27 | 5 | Unit Heaters Hot Water |
| 28 | 1 | Water heater Domestic Gas |
| 29 | 15 | Variable Air Volume Boxes |
| 30 | 1 | CO 2 Monitor |
| 31 | Multiple | Pressure Reducing Valves |
| 32 | Multiple | Low water cut-off valves (for Boilers) |
| 33 | Multiple | Pressure Relief Valves (DHWH) |
| 34 | 1 | Building Management System |

## 4. Emergency and Routine – Service Calls

1. The Contractor shall maintain and provide the RCMP Site Authority with **Service Calls current phone, fax and pager numbers** and must be able to provide response to requests for service from the RCMP Site Authority on a twenty-four (24) hour, seven (7) day per week basis. The following Work Priorities and Response Times shall apply:

   **a. Emergency:**

   A priority of "Emergency" is defined as a deficiency or breakdown that requires immediate attention to reduce the potential for danger to occupants, the general public, the environment, or the facility. Maintenance identified with this priority must be responded to immediately and must be reported without delay to designated manager.

   **Standard Response Times** - Urban Max 2 hour

   **b. Routine:**

   A priority of "Routine" is defined as essential maintenance requirements which should be rectified at the earliest possible opportunity. It is considered as deficiencies or breakdowns that do not impair current operations or pose any danger to the occupants, the general public, the environment or the facility.

   **Standard Response Times** – Urban 24 Hrs.

   **c Low Priority:**

   Low Priority work includes deficiencies that are similar to those considered as Routine, but are of a less important nature. They are deficiencies which do not pose any immediate risk to the facility, its systems, its equipment or its occupants.

2. The Contractor shall provide service during ***regular working hours**, and emergency services on weekends and or statutory holidays. The contractor must have preauthorization for site access at all times.

   *** Regular Working Hours are between the hours of 0800-1700 - Monday through Friday except for statutory holidays.**

3. The Contractor shall not refuse any call for service requested by the RCMP Site Authority.
4. The Contractor, prior to commencement of work, shall report to the Site Authority to log in and out.
5. Restore equipment and/or systems to working condition as quickly as possible.
6. Prevent recurrence of failure and damage to the building, other equipment or system(s).

**5. Replacement Parts:**

1. If the Contractor is required to repair or replace worn or defective parts or complete components of the system(s) as directed by the RCMP Site Authority or Technical Authority, the Contractor must use only genuine manufacturer's replacement parts.

   Replacement parts by another manufacturer may be used with the written permission of the RCMP Technical Authority.

2. Request directions from RCMP Technical or Site Authority for any component needing replacement.

3. Where an equipment inventory numbering system exists, identify on the log sheet the number of the equipment where the replacement part was used.

4. Where the Contractor supplied equipment purchased from a supplier or manufacturer, the Contractor shall obtain from the manufacturer or supplier, a warranty for the manufacturer's normal warranty period and such warranty shall be made out to Her Majesty the Queen in right of Canada. The warranty will also be accompanied with the manufacturer's O&M manuals for the equipment as well.

**6. Frequency:**

1. The first maintenance inspection shall be completed within 15 days of commencement of the term of the Contract. Subsequent inspections shall be completed monthly. Refer to Annex A.

2. Scheduled to meet manufacturer's maintenance requirements.

**7. Work Schedule:**

1. Provide summary report and copy of worksheets for equipment or systems inspected, repaired and any observations or servicing comments.

2. Hard copy of report and worksheets to be provided to the Site Authority; an Electronic copy of the report and worksheets in a format (e.g. Word or pdf) acceptable to the RCMP is to be provided to the Technical Authority.

**8. Cleaning:**

1. Maintain work area free of accumulated waste and rubbish.
2. Remove and dispose of debris, used and obsolete material on a daily basis.

**9. Co-operation and Protection:**

1. Perform work with minimum disturbance to occupants, public, and normal use of premises.
2. Protect existing work from damage.

3. Move furniture and fittings required for access to work and replace following completion of work.

4. Where necessary, cover furniture and fittings in work areas prior to commencing work; remove covers on completion of work.

5. Any work that may disrupt the operations of the occupying clients shall be carried out after normal working hours (0800 - 1700 Monday to Friday). Make arrangements with RCMP Site Authority for access to site.

**10. Work Report:**

1. Following completion of each work schedule performed as described in Annex A, submit one (1) copy to RCMP Site Authority.

2. Record work performed for each service and emergency call in the Maintenance Log Book. The log must be kept in the RCMP Maskwacis (Hobbema) Detachment Building, available for review by the RCMP Technical or Site Authority at any time.

3 Contractor will provide completed electrical isolation forms to the RCMP Site Authority when work requiring electrical lockout procedures are to be undertaken.

**11. Meetings:**

1. Attend meetings at site when notified by the RCMP Technical or Site Authority.

**12. Contractor's Tools and Equipment:**

1. Safe, suitable for purpose intended and in good condition.
2. Do not store equipment on-site.

**13. RCMP Site Authority:**

1. The onsite / designated authority shall:

   a. Request the contractor for service and emergency calls when needed.
   b. Verify contractors reports and log sheets.

**14. Maintenance Manuals:**

1. Maintenance manuals for all equipment, when available, will be on site.

2. If any errors or omissions are noted in the manuals, the Contractor is to inform the RCMP Technical and Site Authority.

**15. Energy Conservation:**

1. Conserve energy and non-renewable natural resources with due regard for property protection, safety of workers and employees, and overriding by-laws and regulations.

**Section C - Safety Requirements**

**1. Codes and Legislated Requirements:**

1. Local by-laws / requirements and all other applicable Municipal, Provincial and Federal legislation published at the time of tender. In any case of conflict or discrepancy, the more stringent requirement will apply.

2. The Contractor is responsible to be familiar with all the cited, and uncited applicable Codes and Standards and to ensure that all work undertaken on behalf of RCMP is completed in a safe manner and, at a minimum, in compliance with the cited and uncited Codes and Standards.

3. All of the following apply to any work performed under this contract. It should be noted that the latest editions of each shall be enforced during the term of the contract.

   a) National Building Code of Canada

   b) Part II of the Canada Labour Code

   c) Canada Occupational Safety and Health Section of Part II of the Canada Labour Code

   d) Equipment or system manufacturer's recommendations, instruction manuals and/or leaflets.

   e) Canadian Environmental Protection Act (CEPA)

   f) National Fire Code

   g) Fire Commission of Canada #301 Standard for Building Construction Operations

   h) Canadian Construction and Canada Labour Safety Codes; Provincial Government, Workers' Compensation Board; and Municipal Statutes and Authorities

   i) Canadian Electrical Code, Part 1, CSA C22.1

   j) Municipal Codes and Standards

   k) The Contractor's "Electrical Safety Requirements" - which shall include Lockout Procedures.

   l) Part 7, NBC, of the Canadian Plumbing Code

m) Materials and workmanship must conform to or exceed applicable standards of Canadian Government Specifications Board (CGSB), Canadian Standards Association (CSA), American Society for Testing Materials (ASTM) and referenced organizations.

n) The Contractor can obtain addresses for codes and standards from RCMP Technical Authority upon request.

o) In the event of a conflict between any of the above codes or standards the most stringent shall apply.

p) The aforementioned codes and legislative standards shall be considered an integral part of the specifications and shall be read in conjunction with the drawings and specifications. The Contractor shall be fully familiar with their contents and requirements as related to the work and materials specified.

**2. Fastening Devices Explosive Actuated:**

1. Explosive actuated devices shall not be used, until approved by RCMP Technical Authority.

**3. Confined Spaces:**

1. All work in confined spaces will be carried out in compliance with the Canada Occupational Safety and Health Regulations, Part XI.

2. The Contractor to provide and maintain all equipment as required by any person to enter and/or perform work in a safe manner, in compliance with the Canada Occupational Safety and Health Regulations, Part XI.

3. The Contractor to provide and maintain training, as required by the Canada Occupational Safety and Health Regulations, Part XI.

   a) The Contractor and/or his employees shall provide proof of training and qualifications when requested by the RCMP Site Authority.

4. The Contractor to provide the RCMP Site Authority with a copy of an "Entry Permit" for each and every entry into the confined space to ensure compliance with the Canada Occupational Safety and Health Regulations, Part XI.

5. The Contractor is to have a hazard assessment of the confined space performed.

   a) The Contractor to provide the RCMP Site Authority with a copy of the hazard assessment.

**4. Fall Protection:**

1. All work carried out above the mandatory height restrictions, from unguarded structure and/or scaffolding, will be done in compliance with the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10.

2. The Contractor is to ensure fall protection equipment is maintained, inspected and tested by a qualified person as required by the Canada Occupational Safety and Health Regulations, Part XII, Section 12.3.

**5. Product Approvals:**

1. The Contractor shall ensure that all controlled products used in the performance of the work are classified and labeled according to the Workplace Hazardous Materials Information System (WHMIS).

2. The Contractor shall submit to the Technical Authority for approval the Material Safety Data Sheets (MSDS) for all controlled products that will be used in the performance of this work.

3. No controlled products are to be brought on-site without prior approved Material Safety Data Sheets (MSDS).

4. Material Safety Data Sheets (MSDS) to remain on-site at all times.

**Section D - Environnemental Protection**

**1. Environnemental:**

1. All work is to be performed in accordance with the Canadian Environmental Protection Act (CEPA) and the Province of Alberta Acts and Regulations.

2. Where a Lead Test tag is provided, it shall be completed and mailed to the RCMP Technical Authority and RCMP Environmental Services when any refrigerant or oil is removed or added to an appliance.

3. No refrigerant is to be discharged to atmosphere, used to flush or purge systems, used as a cleanser or used for leak detection.

4. The Contractor must have or have access to a refrigerant reclamation unit and be trained in its use and operation.

5. No appliance is to be discarded while containing refrigerant or oil. The disposal application form and disposal permit are to be attached to the appliance before disposal, with copies provided to the Technical Authority and RCMP Environmental Services.

6. When the charge is removed for repair purposes the Technical Authority is to be advised of the cost of installing isolation valves to prevent the necessity of further removals.

7. All accidental discharges are to be reported to the Technical Authority and RCMP Environmental Services.

8. Where annual leak tests are performed on refrigeration equipment; they are to be indicated separately in the Halocarbon Log book from any other maintenance performed at the same time. Leak test notices are to be posted on equipment. See site log book for requirements.

9. If equipment has had a loss of refrigerant, a leak test must be completed before system is made operational and a leak test notice has to be posted on the piece of equipment.

**2. Disposal of Wastes:**

1. Do not bury rubbish and waste materials on site.

2. Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.

**3. Drainage:**

1. Provide temporary drainage and pumping as necessary to keep excavations and site free from water.

2. Do not pump water containing suspended materials into waterways or other harmful substances in accordance with local authority requirements.

3. Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.

**Section E - Work Schedule**

**1. Log Books**

1. The contractor shall complete all applicable log books outlining all work performed.

**2. Air Handling Unit, Monthly, Mandated**

1. General:

a) Check motor and fan for excessive noise, vibration or overheating.
b) Ensure fan blades are clean and free of any excess lubricant.
c) Check tension, alignment, and condition belt.
d) Inspect return air filters, clean or replace them if necessary.

e) Lubricate the motors and fans if necessary.
f) Check the solidity of the mounting; tighten any loose bolts or screws.
g) Periodic checks and maintenance procedures must be performed on the smoke detector to insure that it will function properly.

**3. Air Handling Unit, Every 6 months, Mandated**

1. General:

a) Check motor and fan for excessive noise, vibration or overheating; oil lubricate as required, grease lubricate every 6 months for continuous duty or every year for occasional use.

b) Ensure fan blades are clean and free of any excess lubricant.
c) Check belt, tension, alignment, and condition.
d) Check the unit's drain pans and condensate piping to ensure that there are no blockages.

2. Motor:

a) Clean unit, tighten all bolts.

3. Fan:

a) Clean fan blades; check that fan rotates freely.
b) Check for shaft play, bearing wear; replace as required.
c) Tighten all mountings.
d) Check integrity of safety guard as may be provided.

4. Dampers:

a) Operate dampers, check linkages; adjust and tighten, clean and lubricate.

5. Controls:

a) Check smooth functioning of damper actuator and motorized valves.
b) Check integrity of air lines and fittings where applicable.
c) Confirm the operation of the emergency electrical disconnection switches.

6. Heating Coil (Glycol):

a) Check all piping and fittings for leaks.
b) Flush coil and bleed air from water coil.
c) Clean fins of dirt and dust with a soft brush, vacuum or low pressure compressed air.

d) Straighten any compressed fins; check integrity of fin fixation to coil; check soldered joints.
e) Check for scale; treat as required.
f) Operate all valves through their full stroke; leave closed or 1/4 turn short of fully open, as appropriate.
g) Check for corrosion; scrape and touch-up paint as required.
h) Check integrity of adjacent insulation.

7. Ductwork (immediate area only):

a) Clean bottom of unit of dirt and debris.
b) Check for scale; treat.
c) Ensure drain is clear and trap is primed.
d) Check canvas for stiffness or cracking; repair.
e) Inspect duct interior upstream and downstream for blockage.
f) Brush and vacuum filter frames.
g) Check integrity of insulation and acoustical tiles.

8. AH Unit:

a) Wipe down entire unit inside and out.
b) Tighten all mountings.
c) Check operation of filter pressure differential gauges; calibrate.
d) Check condition of interior lighting, if fitted.

**NOTE:** Some drip pans have porous interior liner. If encountered, the liners are to be encapsulated and removed. The pan may be insulated on the underside or replaced altogether. This must be reported immediately to the RCMP Site Authority.

## 4. Air Handling Unit, Yearly, Mandated

Inspection of cooling system must be carried out by qualified personnel who are in possession of a valid "Ozone Depletion Prevention (ODP)" Card. The staff working on the night lamp and the safety controller must have a valid license for the installations of gas.

1. Motor:

a) Clean unit, tighten all bolts.

2. Fan:

a) Clean fan blades; check that fan rotates freely.

b) Check the shaft play, the bearing wear, replace parts as required.
c) Tighten all mountings.
d) Check integrity of safety guard, if fitted.

3. Dampers:

a) Operate dampers, check linkages; adjust, tighten, clean and lubricate.

4. Controls:

a) Check smooth functioning of damper actuator and motorized valves.
b) Check integrity of air lines and fittings where applicable.
c) Check temperature and humidity set points; adjust as required
d) Check the operation of the emergency disconnects

5. Ductwork (Immediate Area Only):

a) Remove the dirt and debris at the bottom of the duct.
b) Check for scale signs and treat if necessary.
c) Ensure drain is clear and trap is primed.
d) Check canvas is not stiff or cracking, repair if required.
e) Inspect the interior of the duct upstream and downstream for checking if there is blockage.
f) Brush and vacuum filter frames.
g) Check integrity of insulation and acoustical tiles.

6. AH Units:

a) Wipe the unit entire inside and outside.
b) Tighten all mountings
c) Check the operation of the filters differential pressure gauges; calibrate if necessary.
d) Check condition of interior lighting, if fitted.

7. Fight against the microbial growth (Annually May- June)
Minimize microbial growth by checking the following points if necessary:

a) Proper slope of the drain pans, piping, drainpipes, etc. to allow an appropriate flow of water
b) Stagnant water accumulation.
c) Rust and debris accumulation.
d) Clean, free flowing drains.
e) Leaks.

f) Wet insulation.
g) Proper equipment operation to reduce condensation.
h) Drip pans with porous inside lining. (See note below)
i) Cooling coil for cleanliness.
j) Filter condition.
k) Signs of fungi and other growth on acoustic linings.

**NOTE:** Some drip pans have porous interior liners which must be encapsulated and removed. The drip pan can be isolated below or be replaced. This must be indicated immediately to the RCMP Site Authority.

**5. Boiler/Hot Water Heater**

The boiler/hot water heater must be cleaned and inspected at least once a year before each heating season. Make sure the burner and ignition components are free from dust, soot, dirt, corrosion and other deposits that would impair the boilers/water heater's performance.

1. Boiler, Hot Water (Gas), Monthly, Life Cycle

a) Check for leaks.
b) Check for excessive noise or vibration.
c) Record boiler temperature readings.

2. Boiler, Hot Water (Gas), Every 3 Months, Life Cycle

a) Check fuel lines and connections for damage.
b) Check main flame failure protection and main flame detection scanner on boiler equipped with spark ignition (oil burner).
c) Check operation of mercury control switches (i.e. hot water temperature limit, atomizing and combustion air proving, etc.).
d) Check operation and condition of safety pressure relief valve.
e) Check operation of boiler low water cut-off device.
f) Check hot water pressure gauges.
g) Inspect and clean water column sight glass (or replace).
h) Inspect expansion tanks for signs of damage or leakage.

3. Boiler, Hot Water (Gas) Condensing Unit, Yearly, Life Cycle

Check, repair and clean as required. Follow Manufacturer's Instructions and comply with all code requirements for units.

a) Ensure that all safety procedures are followed in the performance of the work listed below. These include but are not limited to lock and tag procedures, confined space entry.

b) This is a generic checklist it must be noted that manufactures maintenance instructions may differ from the list below. It is recommended to follow the manufacturer's recommendations when maintaining the specific equipment. The drawings should also be referred to, to verify drum internals and tube configurations.

c) CSA/UL plate should be verified to include: CSA/UL logo, serial number, input. Label should be of an approved material.

d) Complete all logs on site.

4. Boiler, Hot Water, External Inspection, Every 2 years, Mandated

a) Determine if boiler and pressure vessel inspections have been performed. All boilers require an internal inspection every two years. Arrange for inspection as required.

**6. BMS requirements**

Kinetic BMS Inc. (proprietary) to provide support for the Building Management Control System. Include for 2 preventative maintenance site visits per year by Kinetic BMS to review system operation and adjust for seasonal requirements, include during one PM visit for annual upgrade to firmware for network supervisory panel. Provide reports of site visits, deficiencies and/or issues to be addressed. Include hourly charge rates for service by Kinetic BMS, provide standard and overtime rates.

1. **(HVAC) Disconnects, Every 2 years, Mandated**

**NOTE:** This inspection applies to mechanical A/C units and ventilating systems only.

Follow procedures as described by Canada Labour Code, Part II to isolate electrical equipment.

a) Test, operate, check smooth action and not binding; adjust as required.
b) Open, blow out dust and dirt using vacuum cleaner.
c) Check for signs of damage, overheating and abuse; check all bolts and terminals are tight.
d) Clean fuse ends and holders (where applicable).
e) Clean the cover and the immediate area.

## 7. Electric Motor

1. All motors

   a) Check motor for unusual noise, vibration and overheating.
   b) Ensure that all connections are solid.
   c) Ensure windings are not grounded. If such is the case, investigate and correct the cause. If unable to rectify, stop the motor, tag, and report to direct supervisor immediately.
   d) Record amperage of each phase at motor.
   e) Record voltage of each phase at motor.
   f) Check and tighten all connections.
   g) Verify size of fuses, overload relay, etc. and ensure correct sizes are utilized.
   h) Report unusually high loads to determine if motor needs corrective action.

## 8. Distribution Switchboard, Every 3 years, Life Cycle

**NOTE:** While performing visual inspection of electrical equipment respect recommended distance from live electrical part or wear appropriate barrier (rubber gloves).

**Checklist Instructions:**

1. Check switchboard for unusual noises, vibrations and signs of overheating.
2. Ensure minimum allowable working space around switchboard is maintained.
3. Ensure that general operating environment is adequate.
4. Record voltage and amperage.

Regulations: Canada Labour Code Part II
Standard: CSA Standard C22.1 Canadian Electrical Code Part 1
Requirements: Complete a Request for Electrical Isolation form, a Procedure for Isolation form and a Procedure to Re-Energize form prior to de-energizing.

**NOTE:** Inspection frequency may vary due to load factor or environmental conditions. Ensure that appropriate tag out, lockout and electrical safety practices are followed.

**Checklist Instructions**

1. Prior to shutdown, perform an infrared analysis of the Distribution Switchboard's bus bars and attached devices.
2. Check bus bar connections for discoloration and signs oxidization.
2. If bus bars are insulated, inspect insulation, for cracks, breaks, properly taped joints and surface tracking.
3. Check support insulators for cracks, chips, breaks and sign of tracking.
4. Check barriers for sign of tracking.

5. Check integrity of grounding and bounding.
6. Check to ensure solid, vibration-free mounting.
7. Check to ensure that all conductors, conduits, cables etc. entering the switchboard are fastened properly.
8. Check integrity of covers, doors, louvers and locking devices.
9. Check enclosure condition for evidence of moisture and proper ventilation.
10. Replace air filters (if equipped).
11. Check operation of space heaters and wiring (if equipped).
12. Perform contact resistance (watts loss) test and insulation resistance test (megger), record results and compare to previous year reports.
13. Check for proper identification and up-to-date panel directory;
14. Ensure minimum allowable working space around switchboard is maintained.
15. Ensure that general operating environment is adequate.
16. Record voltage and amperage for each phase, and compare to previous year report.
17. Clean interior and exterior of enclosure, instruments and viewing windows.

**9. Ductwork Inspection & Cleaning, Every 5 years, Mandated**

1. Use all available access hatches to inspect inside of ducts for dust, dirt or obstruction to air flow; clean.
2. Clean diffusers, directional fins, grills and outlets.
3. Check canvass not stiff or cracking, repair if required.
4. Check integrity of electrical grounding conductor across canvassed openings.
5. Brush and vacuum filter frames.
6. Check integrity of insulation and acoustical tiles.
7. Check integrity of hinges, handles, closures and gaskets on all access hatches.
8. Clean, vacuum or brush ducts and plenums.
9. Inspect the air distribution system for physical damage and defective installation.
10. Ensure the duct and plenum are free of dust and combustible materials.

**10. Fan Coil Unit (Cabinet Heater/Cooler), Semi-Annual, Life Cycle**

1. Motor and Fan

    a) Clean fan and motor; check for noise, vibration or overheating.
    b) Lubricate as required.
    c) Check drive for alignment, wear, and tightness, condition (where applicable).

2. Coil, Valve and Piping

    a) Inspect for leaks.
    b) Vacuum clean or blow out interior and wipe off surfaces.
    c) Check operation of traps and clean strainers on steam systems if applicable.

d) Check expansion valve and super heat setting on direct expansion system if applicable.
e) Check and clean strainers on chilled water or hot water systems if applicable.
f) Check continuity of electrical element, check terminals are tight, check contacts and clean or replace as required (if applicable).

3. Filter Air Flow

a) Remove and ensure that air passages are free and clear.
b) Clean or replace filter media.

4. General

a) Check start switch and operation of unit.
b) Check control system if applicable.
c) Check damper motor for proper opening and closing if applicable.
d) Check and adjust deflector fins.

5. Microbial Growth Control (Cooling Coils)
Minimize microbials by checking for the following, where applicable:

a) Proper slope of drain pans, piping, drains, etc. to allow for adequate water runoff.
b) Stagnant water accumulation.
c) Rust and debris accumulation.
d) Clean, free flowing drains.
e) Leaks.
f) Wet insulation.
g) Proper equipment operation to reduce condensation.
h) Drip pans with porous inside lining. (See note below)
i) Cooling coil for cleanness.
j) Filter condition.
k) Signs of fungi and other growth on acoustic linings.

**NOTE:** Some drip pans have porous interior liner. If encountered, the liners are to be encapsulated and removed. The pan may be insulated on the underside or replaced altogether. This must be reported immediately to the RCMP Site Authority.

## 11. Fan, Exhaust, Every 3 months, Life Cycle

Requirements: Ensure that all equipment lock-out and safety practices (including confined space entry procedures where applicable) are followed.

1. General:

a) Check motor and fan for excessive noise, vibration or overheating; oil lubricate fan and motor where applicable.
b) Ensure fan blades are clean and free of any excess lubricant.
c) Check belt, tension, alignment, and condition.

**12. Fan, Exhaust, Yearly, Life Cycle**

Requirements: Ensure that all equipment lock-out and safety practices (including confined space entry procedures where applicable) are followed.

1. General:

a) Grease lubricate every 6 months for continuous duty or every year for occasional use.
b) Wipe down entire unit inside and out.

2. Motor:

a) Clean unit, tighten all bolts.

3. Fan:

a) Clean fan blades; check that fan rotates freely.
b) Check for shaft play, bearing wear; replace as required.
c) Tighten all mountings.
d) Check integrity of safety guard, if fitted

4. Dampers:

a) Operate dampers where applicable, check linkages; adjust and tighten, clean and lubricate.

5. Controls:

a) Check smooth functioning of damper actuator.
b) Check control (switch, thermostat, timer) and adjust or repair as required.

6. Ductwork (immediate area only):

a) Clean bottom of unit of dirt and debris.
b) Check for scale; treat.
c) Check canvas for stiffness or cracking; repair.
d) Inspect duct interior upstream and downstream for blockage.

**13. Fan, Exhaust (Roof Mount), Yearly, Life Cycle**

**Checklist Instructions:**

1. General

   a) Check motor and fan for excessive noise, vibration or overheating; oil lubricate as required, grease lubricate every 6 months for continuous duty or every year for occasional use.
   b) Ensure fan blades are free of any excess lubricant.
   c) Check belt, tension, alignment, condition where applicable.
   d) Wipe down entire unit inside and out.
   e) Clean fan blades; check that fan rotates freely.
   f) Check for shaft play, bearing wear; replace as required.
   g) Tighten all mountings.
   h) Operate dampers where applicable, check linkages; adjust and tighten, clean and lubricate.
   i) Check control (switch, thermostat and timer) and adjust or repair as required.

**14. Fire Alarm (System), Inspection & Certification Yearly, Mandated**

Notification to must be made to the tenant, fire department and monitoring agency prior to commencement of this work.

**NOTE:** This may be carried out in conjunction with the Fire Evacuation Drill.

1. Each control unit shall be tested to confirm operability, including the following functions as applicable:

   a) Power 'on' visual indicator
   b) Common visual trouble signal;
   c) Common audible trouble signal;
   d) Trouble sound signal switch;
   e) Main power supply trouble signal;

      i) Ground fault tested on positive and negative trouble signal.
      ii) Alert signal operation;
      iii) Alarm signal operation;
      iv) Automatic transfer from alert signal to alarm signal;
      v) Acknowledgment button operation;
      vi) vi)Audible alarm signal inhibit;
      vii) Audible alarm signal operation;
      viii) Audible alarm signal visual indication interruption;

ix) Alarm signal, when silenced, automatically reinitiate upon subsequent alarm;
x) Audible alarm signal automatic cut-out timer interruption;
xi) Alarm and input circuit supervisory operation, including visual indicator;
xii) Input circuit trouble signal operation;
xiii) Output circuit alarm operation;
xiv) Output circuit trouble signal operation;
xv) Visual indicator test (lamp test);
xvi) Coded signal sequences operate not less than the required number of times and the correct alarm signal operates thereafter.
xvii) Coded signal sequences are not interrupted by subsequent alarm.
xviii) input circuit to output circuit operation, including auxiliary device circuits, for correct matrix operation, as per design and specifications;
xix) Reset operation;
xx) Main power supply to emergency power supply transfer;
xxi) Data communication link (DCL) supervision and operation; and
xxii) Control unit interconnection to monitoring station.

2. Each control unit shall be inspected for the following as applicable:

a) Input circuit designations correctly identified in relation to connected field devices.
b) Output circuit designations correctly identified in relation to connected field devices.
c) Designations for common control functions and indicators;
d) Cabinets, plug-in components and modules securely in place;
e) Plug-in cables securely in place;
f) Record the date, revision and version of firmware or software.
g) Cleanliness;
h) Fuses in accordance with manufacturers' specifications;
i) Control unit lock; and
j) Termination points from wiring to field devices secure.

3. In order to confirm correct operation of output circuits, one conventional field device in each input circuit shall be operated to confirm appropriate output circuit operation. Other conventional field devices within the circuit may be tested with the output circuits inhibited.

4. One conventional field device in each input circuit monitored by a supporting field device shall be operated to sound applicable alarm signal appliances. Other conventional field devices within the circuit may be tested with the output circuits inhibited.

5. Where active field devices are employed, each device shall be operated to confirm appropriate output circuit operation.

## 15. Power Supply

1. Each control unit main power supply shall be inspected for the following:

    a) It is fused in accordance with manufacturer's marked rating of the system; and
    b) It is adequate to meet the requirements of the system.

2. Each battery shall be inspected and tested to confirm operability, including the following functions as applicable:

    a) Correct type as recommended by manufacturer;
    b) Correct rating as determined by battery calculations based on full system load.
    c) Voltage with main power supply 'on';
    d) Voltage and current with main power supply 'off' and the fire alarm system in supervisory condition;
    e) Voltage and current with main power supply 'off' and the fire alarm system in full load condition;
    f) Charging current;
    g) Inspected for physical damage;
    h) Terminals cleaned and lubricated;
    i) Terminals clamped tightly;
    j) Correct electrolyte level;
    k) Specific gravity of electrolyte within manufacturer's specifications;
    l) Electrolyte leaks;
    m) Adequate ventilation;
    n) Within manufacturer's rated life date code;
    o) Disconnection causes trouble signal; and
    p) Perform battery tests demonstrating specified battery operation as follows:

        i) Required supervisory power followed by the required full load operation; or
        ii) A silent test by using the load resistor method may be used for the full duration test; or
        iii) Silent accelerated test.

## 16. Annunciators

1. Each annunciator shall be inspected and tested to confirm operability including the following functions as applicable:

    a) Power-on indicator;
    b) Individual alarm and supervisory zone indication;
    c) Individual alarm and supervisory zone designation labels are properly identified;
    d) Common trouble signal;

e) Visual indicator test (lamp test);
f) Input wiring from control unit is supervised;
g) Alarm signal silence visual indicator;
h) Switches for ancillary functions operate as intended;
i) Ancillary function visual indicators; and
j) Manual activation of alarm signal and indication.

2. Each sequential display shall be inspected and tested to confirm the operability of the following additional functions as applicable:

a) Individual alarm, supervisory and trouble inputs are clearly indicated and separately designated;
b) Alarm input overrides supervisory and trouble input;
c) Supervisory input overrides trouble input;
d) Display can be manually advanced;
e) First alarm is continuously displayed until manually advanced;
f) First alarm is clearly identified each time it is displayed; and
g) Alarm and supervisory inputs can be retrieved until system is reset.

3. Each remote trouble unit shall be inspected and tested to confirm operability, including the following functions as applicable:

a) Input wiring from control unit is supervised;
b) Visual trouble signal;
c) Audible trouble signal; and
d) Audible trouble signal silence feature.

## 17. Field Devices

1. Each field device shall be inspected to confirm it is:

a) Free of damage;
b) Free of foreign substance (e.g. paint); and
c) Mechanically supported independent of wiring.

2. Each function/feature of the device shall be tested while connected to the control unit/transponder.

## 18. Manual Pull Stations

1. Each manual pull station shall be tested according to the operating instructions for the station.

2. Each two-stage manual pull station shall be tested accordingly to the operating instructions for the station so that the first stage functions are confirmed.

**19. Remote Indicator Units**

1. Each remote indicator unit providing visual indication from a smoke detector shall be inspected and tested to confirm that the visual indication is clearly visible from the direction of travel to the protected area.

**20. Status Change Confirmation (Alarm Verification Feature)**

1. Status change confirmation, where provided, shall be inspected and tested to confirm and record that only smoke detectors are affected by the operation of the status change confirmation circuitry.

**21. Combination Type Detectors (Smoke/Flame/Heat)**

1. Each combination type detector, using a combination of detection principles shall be tested to the requirements appropriate to each principle of operation and as recommended by the manufacturer.

**22. Signal Appliances**

1. Each audible signal appliance and visual signal appliance shall be inspected and tested for operability, including the following functions as applicable:

   a) Proper installation and tightness of shell or housing and evidence of tampering, such as physical obstruction of moving mechanical parts;
   b) The intelligibility of voice messages shall function as intended throughout the area serviced by the appliance;
   c) The audibility of the alert signal and/or alarm signal and of voice messages shall function as intended throughout the area serviced by the appliance;
   d) The visual signal appliance shall function as intended and shall be clearly visible from all points within the visual alarm area; and
   e) Devices using a combination of signaling principles shall be tested to the requirements appropriate to each principle of operation.

**23. Remote Monitoring Connections**

1. Test and verify receipt of the required signals at the remote monitoring company or agency.

2. Record the remote monitoring company or agency.

## 24. Fire Dampers & Stop Flaps, Yearly, Mandated

1. Defects that interfere with the operation of FIRE DAMPERS AND FIRE STOP FLAPS in fire separations shall be corrected, and shall be maintained to ensure that they are operable at all times by:

    a) Keeping fusible links and other heat-sensitive devices undamaged and free of paint and dirt;
    b) Keeping guides, bearings and stay rolls clean and lubricated;
    c) Making necessary adjustments and repairs to hardware and accessories to ensure proper closing and latching; and
    d) Repairing or replacing inoperative parts of hold-open devices and automatic release devices.
    e) Provide mapping of dampers with corresponding log report of inspected damper and any adjustments, repairs or observations, pertinent to the dampers function or operation.

## 25. Water flow Detection Devices

1. Each water flow detecting devices shall be inspected and tested to confirm operability, including the following functions, as applicable:

    a) Water flow detecting devices (paddle and pressure type) including associated input circuits, shall be tested by an appropriate water flow means; and
    b) Time delay setting shall be recorded in the individual device record.

## 26. Supervisory Devices

1. Each shut-off valve position supervisory switch shall be tested to determine that within two turns of the valve handle, or when the stem of the valve has moved 20% from its normal position, it shall result in an audible common trouble signal and a visual indication.

2. Each low pressure supervisory device shall be inspected and tested to confirm the operability of the following functions as applicable:

    a) A decrease of pressure beyond the set limit results in an audible trouble signal and a visual indication; and
    b) The low pressure (kPA) setting at which the device initiates a trouble signal and the upper pressure setting where the device is no longer activated shall be recorded.

3. Each low water level supervisory device shall be tested by lowering the water level sufficiently, or by simulating its electrical operation at the wiring points of the device to result in an audible trouble signal and a visual indication.

4. Each low temperature (air and water) supervisory device shall be tested by simulating its electrical operation at the wiring connection points of the device and record the low temperature setting.

5. Each power loss (e.g. fire pump and air compressor) supervisory device shall be tested by disconnecting the main power supply to the equipment, resulting in an audible trouble signal and a visual indication.

**27. Special Extinguishing Systems**

1. Where a fixed type extinguishing system is connected to the fire alarm control unit, verify that operation of the output contacts of the extinguishing system panel initiates the specified system functions at the fire alarm control unit.

**28. Supervisory Devices - Other Types**

1. Each supervisory device shall be inspected and tested in accordance with the manufacturer's requirements, or an appropriate test means to ensure that the correct operation will result in an audible trouble signal and a visual signal.

**29. Fire Extinguisher Portable, Yearly, Mandated**

Annual maintenance shall only be performed by:

a) Personnel who have undergone specific training in extinguisher maintenance and who are in possession of the manufacturer's service manual; or
b) A qualified contractor.

All rechargeable type extinguishers shall be recharged after use or as indicated by an inspection or when performing maintenance. When performing the recharging, the recommendations of the manufacturer shall be followed.

1. Permanent Pressure and Cartridge Type Extinguishers

   a) Send out for annual maintenance and recharging.
   b) Record date of inspection/recharge and initial tag.

2. Pump-Type Extinguishers (Water or Antifreeze)

   a) Check pump operates properly, refill with clean water (or a non-freezing solution where applicable to the correct level. Check for leaks.

b) Record date of inspection/recharge and initial tag.
c) Check pump-type extinguishers containing a non-freezing solution before the winter season with a hydrometer to ensure that the freezing point of the solution is below the minimum low temperature anticipated.

3. Chemically Generated Expellant (Soda Acid and Foam)

a) Recharge units with new chemicals.
b) Record date of inspection/recharge and initial tag.

4. Carbon Dioxide Extinguishers

a) Extinguisher hose assemblies to be subjected to an annual conductivity test. If hose is nonconductive, it shall be replaced.
b) Perform permanent pressure and cartridge type extinguisher maintenance in paragraph above.

**NOTE:** Fire extinguishers removed from service for maintenance or recharge shall be replaced by a fire extinguisher suitable for the type of hazard being protected and shall be of at least equal rating.

**30. Fire Extinguisher Portable, Every 5 years, Mandated**

**NOTE:** This checklist does not replace the annual fire extinguisher inspection.

1. Pressurized Extinguishers:
Hydrostatic test required every 5 years for all stored-pressure water, loaded stream, and/or antifreeze, wetting agent, AFFF, FFFP, dry chemical with stain steel shells, carbon dioxide, and wet chemical.

**NOTE:** Non refillable factory-sealed disposable containers do not require hydrostatic testing. Environmentally stored and disposed pressure water extinguishers with fiberglass shells (pre-1976) are prohibited from hydrostatic testing due to manufacturer's recall.

**31. Fire Extinguisher Portable, Every 12 years, Mandated**

**NOTE:** This checklist does not replace the annual fire extinguisher inspection.

1. Pressurized Extinguishers

a) Hydrostatic test required every 12 years for all dry chemical, stored-pressure, with mild steel shells, brazed brace shells, or aluminum shells; dry chemical, cartridge-

or cylinder-operated with mild steel shells; halogenated agents; and dry powder, stored-pressure, cartridge- o cylinder-operated, with mild steel shells.

**32. Glycol Tank, Glycol Tank, Life Cycle**

1. Check water piping equipment for deposits of scale or rust that reduces the flow of water below that for which the piping is designed, and when required from this inspection, clean and flush piping.
2. Check all tanks for fire protection, tank supporting structures and water supply control valves, check valves, heating systems, mercury gauges and expansion joints to ensure that they are in satisfactory operating condition.
3. Check, adjust and repair as required cathodic protection equipment (including any underground steel piping).
4. Check gravity tanks to ensure that tank roof is tight and in good repair, that hatches or doors are kept closed, properly secured and that frost proof casing of the tank riser makes a tight joint with the bottom of the tank.
5. Check gravity tank expansion joints for binding or leaks, and if required, adjust and/or repack joints.
6. Open and close drain valves.
7. Glycol has been labeled as a hazardous waste and is prohibited from being flushed into the sewer, it must therefore be recuperated and reused or properly disposed.

**33. Emergency Lighting, (Battery Powered), Yearly, Mandated**

1. Test to ensure that unit will provide emergency lighting for a duration equal to the following:

   a) Two (2) hours for high buildings (as defined in National Building Code 3.2.6); and
   b) One (1) hour for buildings where persons are detained or under special care; and
   c) One-half (1/2) hour for all other buildings.

2. After completion of the duration test, the charging conditions for voltage, current and the recovery period shall be tested to ensure that the charging system is functioning in accordance with the manufacturer's specifications.
3. Record and maintain log entries. Records retained by the RCMP Site Authority.

**34. Louvers & Screens, HVAC system: Air Handling Units or Air Exhaust Systems (Fan coils, RTU) Yearly, Life Cycle**

Check, clean and service as required:

1. Clean with soft brush and vacuum;
2. Check integrity of insect screening;
3. Check condition and alignment of blades;
4. Check solidity, adjust and lubricate linkages, where applicable;
5. Check integrity of mounting and gasket or caulking.

**35. Motor (+1HP) mechanical portion Every 3 months, Life Cycle**

Motors on Fan Coils, RTU, MUA, Exhaust Fans

1. Check for mechanical distress such the noisy or overheated landings, excessive vibration, oil leak or grease leak to the bearings or the couplings.

2. Check for loose bolts, vibrating deflectors, damaged fan blades, chemical deterioration or cracks of the parts.

3. Check oil level in the engines; follow the manufacturer's instructions.

4. Clean the motor and ensure that the access holes are not blocked.

5. Ensure that there is no drainage or splashing on the motor.
6. Check for the misalignment of the motor and the device.-

**36. Overhead Doors, Powered, Every 3 months, Life Cycle**

1. Check electrical/mechanical operation.

2. Check condition of doors & tracks.

3. Check operation of locking devices and limit stops.

4. Check operation of lights & switches.

5. Check electric motor & controls.

6. Inspect lifting cables.

a) Check cable anchoring at the bottom roller brackets to determine that clamp is tight and cable is in good condition.

b) Check cable thru entire length and ensure cable is properly secured at drum. If cables have become snagged, bent or tangled, arrange for replacements. Relieve spring tension before working on cables. Cables may appear strong and have internal damage.

7. Lubricate all bearings. Clean and lubricate rollers and bearings on head shaft.

8. Check all roller brackets, centre hinges and trusses for security. Tighten loose fasteners and replace any worn or fractured hinges and rollers.

9. Check guide assembly fastenings and the hanging of the horizontal tracks. Make sure all fasteners are secure.

10. Examine torsion springs.

11. Check chain on operator.

12. Check belts or chain drive for wear.

13. Check for damage to electric controls and switches caused by operation of door.

14. Check all pulleys for alignment.

15. Check weights for breakage and pins for wear.

16. Check dock seals, weather stripping.

17. Check safety bumper (pad) on door.

**37. Overhead Doors, Powered, Yearly, Mandated**

Requirements: Ensure that all equipment lock-out and safety practices are followed.

**NOTE:** Inspection frequency may vary due to utilization factor or environmental conditions. Ensure that appropriate tag out, lockout and electrical safety practices are followed. (CLC Part II). Release all forms of energy before working on the doors hoisting, or travelling system. Maintenance tasks listed are suggested minimum guidelines, consult manufacturer's instruction manual for detailed information on adjustments, lubrication, tests, frequencies etc.

1. Check operation of door from stop to stop and at intermediate positions, verify all electrical and mechanical safety components for proper operation; i.e. (electric eye, brake, limit switches, push buttons, guide track, etc.)

2. Check motor for overheating, vibration and excessive noise;

3. Check contacts clean or replace as required;

4. Check wiring and connections for solidity, clean as required;

5. Clean motor, gearbox and chain, lubricate as required;

6. Check signal and operational lights, if applicable;

7. Check manual operation for break release, motor disengagement, and proper operation of chain and sprockets.

8. Check condition of door;

9. Check operation of locking devices and limit stops;

10. Check condition of rails, lubricate as required;

11. Check lifting cables, for broken strands, wear, kinks;

12. Check lifting cable's anchor points for solidity repair or replace as required;

13. Check rollers, roller brackets, hinges, and trusses for solidity, repair or replace as required;

14. Clean and lubricate all bearings and rollers as required;

15. Check guide assembly, fasteners and hangers, for solidity;

16. Check torsion springs for proper tension, adjustment and tightness;

17. Check condition of belt, adjust or repair if required;

18. Check condition chain drive, adjust, repair and lubricate as required if applicable;

19. Check all pulleys for alignment;

20. Check counter weights and pins for wear or damage;

21. Check dock seals, weather stripping;

22. Check safety bumper (pad) on door.

**38. Panel board, Lighting & Appliances, Every 3 years, Life Cycle**

**Checklist Instructions**

Ensure that all equipment lock-out and safety practices are followed:

1. Clean interior enclosure - blow out dust and dirt using a vacuum cleaner.

2. Check for heat damaged connections, loose wires and other defects.

3. Check to ensure solid, vibration-free mounting.

4. Check cover or door installation and locking device.

5. Check security of conduits and fittings attached to enclosure.

6. Check the grounding.

7. Check for proper identification and up-to-date directory on panel.

8. Inspect fuses and clean contacts and/or check cable and bus connections.

9. Operate all switches 3 times.

10. Check the voltage and amperage on the primary wires.

11. Check amperage for each phase.

12. Check terminals are tight.

13. Perform infra-red test and report all deficiencies.

14. Ensure over current devices are correct sizes for both the anticipated load and short circuit potential.

**39. Roof Top Heating/Cooling Unit - Gas Fired, Monthly, Life Cycle**

1. Fan and Motor

a) Remove dirt and rust from blower and casing.
b) Check the wear and the tightening of the pulleys if applicable.

2. Plenum Casing and Ductwork

a) Check housing for loose or rusted panels and braces. Paint and repair as required.
b) Check and repair for loose insulation.
c) Check for leaks, proper support and vibration.
d) Verify that all fasteners or holding mechanisms are in place, repair or replace as required.

3. Drives – General

a) Check belt wear and tightness.
b) Check clamps, guards, fixing bolts, etc.

4. Heat Exchanger

a) Verify the damper operation where applicable.

5. Air Filters

a) Check that frames/racks, seals, and filters are in good condition and are properly installed (i.e. filter air flow direction)
b) Check the filters and replace as required with correct size and type.

6. Gas Burner

a) Visually check the flame.
b) Check ignition, pilot and proper flame stability on low fire.
c) Verify that combustion air openings are free of obstruction to the combustion air entering the unit. Clean or clear as required.

7. Refrigeration System

a) Check moisture indicators/ replace dehydrator as required.
b) Check to ensure that all mounting screws are tight.
c) Verify the operation of the condenser and evaporator fans.
d) Verify the operation of the compressor oil sump heater.

8. Microbial Growth Control
Minimize microbial growth by checking the following points if necessary:

a) Proper slope of drain pans, piping, fixture drains, etc. to allow an appropriate flow of water.
b) Stagnant water accumulation.
c) Rust and debris accumulation.
d) Clean, free flowing drains.
e) Leaks.
f) Wet insulation.
g) Proper equipment operation to reduce condensation.
h) Drip pans with porous inside lining. (See note below)
i) Cooling coil for cleanliness.
j) Air Filter condition.
k) Signs of mold or fungi or any other growth on acoustic linings.

9. Records

a) Ensure that the records are available and up to date concerning the Refrigeration systems.
b) Ensure that the leak test and service logs are either on or near the unit.

**NOTE:**

1. Inspection of cooling system must be carried out by qualified personnel who are in possession of a valid "Ozone Depletion Prevention (ODP)" Card. Personnel performing work on the Natural gas system or safety controls must be in possession of a valid gas license that reflects the input of the appliance.

2. Ensure that all applicable health and safety procedures are followed. These include the electrical lock and tag procedures, and any other procedures that are deemed necessary given location or on-site protocols. (A qualified electrician may be required to carry out the work within this checklist).

3. All refrigerant leaks from the unit must be reported as per the protocol laid out in the Federal Halocarbon Regulations.

4. All information pertaining to the maintenance of the refrigeration machine must be followed as per Schedule 2 of the Federal Halocarbon Regulations.

5. The refrigeration system where all components must be leak tested a minimum of annually on all systems greater than 19Kw (5.4 tons). (This is as rated by the manufacturer).

6. The protocols for service should be in place and followed as they relate to the Federal Halocarbon Regulations.

## 40. Roof Top Heating/Cooling Unit - Gas Fired, Every 3 months, Life Cycle

1. Fan and Motor

    a) Remove dirt and rust from blower and casing.
    b) Check pulleys and lubricate motor as required.
    c) If there is a drive coupling, check wear signs of the coupling and the shaft tightening.
    d) Check the wear and the tightening of the pulleys if applicable.

2. Plenum Casing and Ductwork

    a) Remove panels and clean unit - wash, vacuum or blow out dirt as applicable.
    b) Check housing for loose or rusted panels and braces. Paint and repair as required.
    c) Check and repair for loose insulation.
    d) Inspect for rust, cracks, and holes.
    e) Check for leaks, proper support and vibration.
    f) Inspect condition of insulation; submit a report on necessary repairs as required.
    g) Inspect around the unit to ensure that the roof flashing is in good condition.
    h) Verify that all fasteners or holding mechanisms are in place, repair or replace as required.

3. Drives – General

    a) Check belt wear and tightness.
    b) Check clamps, guards, fixing bolts, etc.
    c) Set screws and keys.
    d) Ensure that mounting bolts are tight. Re-torque as required.

    I. Belt drives (if applicable)

        a) Clean condition and tension belts (replace entire belt set if required).
        b) Check pulley alignment and wear - correct as required.

    II. Direct drive (if applicable)

        a) Check, clean and correct as required alignment of mechanical coupling and joints.

## 41. Roof Top Heating/Cooling Unit - Gas Fired, Yearly, Life Cycle

1. Fan and Motor

a) Remove dirt and rust from blower and casing.
b) Check pulleys and lubricate motor as required.
c) Check alignment of motor and fan sheave.
d) If there is a drive coupling, check wear signs of the coupling and the shaft tightening.
e) Check the wear and the tightening of the pulleys if applicable.

2. Plenum Casing and Ductwork

a) Remove panels and clean unit - wash, vacuum or blow out dirt as applicable.
b) Check housing for loose or rusted panels and braces. Paint and repair as required.
c) Check and repair for loose insulation.
d) Inspect for rust, cracks, and holes.
e) Remove dirt from plenum and casing.
f) Check for leaks, proper support and vibration.
g) Inspect condition of insulation; submit a report on necessary repairs as required.
h) Inspect around the unit to ensure that the roof flashing is in good condition.
i) Verify that all fasteners or holding mechanisms are in place, repair or replace as required.

3. Drives – General

a) Check belt wear and tightness.
b) Check clamps, guards, fixing bolts, etc.
c) Set screws and keys.
d) Ensure that mounting bolts are tight. Re-torque as required.

I. Belt drives (if applicable)

a) Clean condition and tension belts (replace entire belt set if required).
b) Check pulley alignment and wear - correct as required.

II. Direct drive (if applicable)

a) Check, clean and correct as required alignment of mechanical coupling and joints.

4. Heat Exchanger

a) Verify the damper operation where applicable.
b) Clean flue and damper.
c)

5. Air Filters

   a) Check that frames/racks, seals, and filters are in good condition and are properly installed (i.e. filter air flow direction)
   b) Check the filters and replace as required with correct size and type.

6. Gas Burner

   a) Check the burner for carbon build-up.
   b) Check high/low pressure gas cut-out switch.
   c) Clean and check the flame proving system for the flame. i.e. flame rod, photo cell etc.
   d) Check ignition, pilot and proper flame stability on low fire.
   e) Perform a leak test on the gas piping, valves and fittings. Repair leaks as required.
   f) Check operation of gas pressure regulator, pilot gas valve, safety shut-off valve, and modulating control valve.
   g) Verify that combustion air openings are free of obstruction to the combustion air entering the unit. Clean or clear as required.
   h) Perform a combustion test on the unit to ensure it is operating efficiently.
   i) Verify the manifold pressure and compare it with original installed data.

7. Refrigeration System

   a) Clean the condenser and evaporator coils.
   b) Check temperature differentials.
   c) Check suction pressure.
   d) Check discharge pressure.
   e) Check moisture indicators/ replace dehydrator.
   f) Check refrigerant level and leaks.
   g) Verify the Superheat to the compressor.
   h) Leak test the refrigeration system.
   i) Check to ensure that all mounting screws are tight.
   j) Verify the voltage and current drawn by the compressor.
   k) Verify the operation of the condenser and evaporator fans.
   l) Verify the operation of the compressor oil sump heater

8. Controls

   a) Verify the operation of the safety shut-off systems
   b) Verify the operation of the system controls including the thermostat circuits.
   c) Check operation program sequence, electrical components, safety limit controls, check terminals are tight.

d) Check settings and proper operation of high limit control, temperature control and protection thermostat/sensor.
e) Ensure elements in contact with flue gas are clean of soot buildup.

9. Microbial Growth Control
Minimize microbial growth by checking the following points if necessary:

a) Proper slope of drain pans, piping, fixture drains, etc. to allow an appropriate flow of water.
b) Stagnant water accumulation.
c) Rust and debris accumulation.
d) Clean, free flowing drains.
e) Leaks.
f) Wet insulation.
g) Proper equipment operation to reduce condensation.
h) Drip pans with porous inside lining. (See note below)
i) Cooling coil for cleanliness.
j) Air Filter condition.
k) Signs of mold or fungi or any other growth on acoustic linings.

10. Records

a) Ensure that the records are available and up to date concerning the Refrigeration systems.
b) Ensure that the leak test and service logs are either on or near the unit.

**NOTE:**

1. Inspection of cooling system must be carried out by qualified personnel who are in possession of a valid "Ozone Depletion Prevention (ODP)" Card. Personnel performing work on the Natural gas system or safety controls must be in possession of a valid gas license that reflects the input of the appliance.

2. Ensure that all applicable health and safety procedures are followed. These include the electrical lock and tag procedures, and any other procedures that are deemed necessary given location or on-site protocols. (A qualified electrician may be required to carry out the work within this checklist).

3. All refrigerant leaks from the unit must be reported as per the protocol laid out in the Federal Halocarbon Regulations.

4. All information pertaining to the maintenance of the refrigeration machine must be followed as per Schedule 2 of the Federal Halocarbon Regulations.

5. The refrigeration system where all components must be leak tested a minimum of annually on all systems greater than 19Kw (5.4 tons). (This is as rated by the manufacturer).

6. The protocols for service should be in place and followed as they relate to the Federal Halocarbon Regulations.

**42. Sprinkler, Every 3 months, Mandated**

Notify the RCMP Site Authority of the test.

1. All valves controlling the sprinkler system water supply shall be inspected to ensure that they are locked (chain and lock) in the open position.

2. Air pressure must be read and maintained at the required level. Ensure that the necessary water level to activation is maintained.

3. A test prior notice must be given to all parties who will be affected by an alarm.

4. A water flow alarm test shall be performed using the alarm test valve. (Alarms should sound within 10 – 20 seconds of opening the valve).

5. Before proceeding with any tests involving water flow, certain precautions need to be taken.

6. Check the location where the test connection discharges to make sure that all is clear and that there is no possibility of the water fl ow causing damage or injury.

7. Check the end of the test connection to make sure that it is unobstructed. To obtain a satisfactory test, there must be an unrestricted fl ow of water when the test valve is wide open.

8. Check for alarm connections to a central station or fire department. If such connections are found, give proper notice to the signal receiving station before proceeding with the test.

**Note:** A main drain test will also operate local fire alarms - unless they are temporarily shut off.

**43. Sprinkler, Yearly, Mandated**

Notify the RCMP Site Authority of the test.

1. Maintenance and inspections must only be performed by trained and qualified personnel as per manufactures recommendations.

2. Inspect sprinkler heads for detecting paint residue or dust, corrosion signs or damage. Replace defective sprinkler heads.

3. Sprinklers shall be inspected for damage, corrosion or accumulation of grease, paint, or other deposits and shall be replaced where such conditions would impair the operation of the sprinkler system.

4. At least one main drain test shall be conducted to ensure that the water supply available to the sprinkler system has not deteriorated.

5. Ensure a minimum clearance of 460mm (18") is provided between the sprinkler deflector and the top of stored material to ensure proper water distribution.

**44. Sprinkler, Five Year Maintenance, Mandated**

Notify the RCMP Site Authority of the maintenance work being undertaken.

1. Back-flow preventors are to be serviced.

**45. Tank, Cushion (Expansion), Yearly, Life Cycle**

1. Checks for proper water level.

2. Check pressure gauge for proper operation and pressure.

3. Check for leaks on system.

4. Check nitrogen pressure (replace nitrogen tanks when low).

5. Check for proper operation of transfer pumps.

**46. Unit Heater Hot Water, Yearly, Life Cycle**

**NOTE:** Personnel performing work on the gas pilot light and safety controls should be in possession of a valid gas license.

1. Check alignment of belt and pulley condition (where applicable); adjust or replace as required.

2. Check tightness of fan connection to motor shaft (where applicable).

3. Test operate and check thermostat operation.

4. Check for excessive noise or vibration.

5. Clean coil and fan. Tighten supports.

6. Check motor rotates freely by hand.

7. Lubricate motor (3 drops SAE 10 ND oil).

8. Observe normal operation of unit.

9. Hot Water Unit Heaters:

   a) Clean strainers.
   b) Check for leaks.
   c) Operate all valves over full stroke.

**47. Variable Air Volume Boxes, Yearly, Life Cycle**

1. Open unit; vacuum fan motor and damper.

2. The filter on fan-powered units will need to be inspected / replaced routinely depending on the environmental conditions of the plenum.

3. If applicable, water coils should be inspected and the fins should be cleaned periodically.

4. Check operation of unit in response to controller.

**48. Water Heater Domestic, Gas, Yearly, Life Cycle**

**NOTE:** Increase frequency of this task if the mineral concentration deposited requires, we will have to more often undertake this task.

1. Tank

   a) Operate the safety-valve (overpressure/high temperature).
   b) Check the piping and the leaks to connections and if the hooks are adequate.
   c) Check the gates by operating them through their whole running.
   d) Check the temperature of water; calibrate (43ºC/110ºF).
   e) Open the basic valve to evacuate the deposits until flow clear water.
   f) Check the condition of the thermal insulation and the protective jacket.

2. Gas System

   a) Clean the burner with a soft brush; adjust to have a blue flame.
   b) Check the reliability of the thermal convertor.
   c) Check with soapy water the sealing of the gas valves and piping.
   d) Make sure of the cleanliness and the integrity of the flue.

3. Cleaning

a) Clean the electrical contacts with an abrasive.

**49. Co2 Monitor, Yearly, Life Cycle**

Follow manufactures maintenance recommendations.

**50. Pressure Reducing Valve, Yearly, Life Cycle**

Perform inspection and testing as per manufacturer recommendations or industry standards

# Appendix 1
# Equipment List

| Qty | Component/ Description | Manufacturer | Model | Serial Number | Location |
|---|---|---|---|---|---|
| 1 | RTU | | | | Office Roof |
| 1 | MUA | Engineered Air | HE-70 | 532308 MUA1 | Garage Roof |
| 2 | Tube/ Unit Heaters | Gasmac<br>Lennox | | | Garage<br>Wash Bay |
| 1 | Boiler | | Futura II | | Mechanical Room |
| 3 | Pumps | | Grundfos | | Mechanical Room |
| 1 | DHWT | | | | Mechanical Room |
| 2 | Electric Entrance Heaters | | | | Main Entrance<br>Exit |
| 1 | Air Handling Unit | | | | Mechanical Room |
| 1 | AC Coils | | | | Mechanical Room |
| 1 | Heating Coils | | | | Mechanical Room |
| 1 | Wet System | Tyco | | | Sprinkler Room |
| 3 | Garage Doors | | | | Garage |
| 1 | Gas Detector | | | | Garage |
| 1 | Fire Alarm System | | | | Main |
| 2 | Emergency Lighting – 18 heads | | | | Various |
| Multiple | Dampers | | | | Various |
| 37 | Fire Extinguishers | | 5 ABC | | Various |

# Appendix 2
# Work Schedule

| Component/Description | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Tube Heaters (2)** | X | | | | | | | | | X | | |
| **Gas Unit Heater (1)** | X | | | | | | | | | X | | |
| **Hot Water Heaters** | | | | X | | | | | | X | | |
| **Air Compressors** | X | | | X | | | X | | | X | | |
| **Ventilation Fans** | X | | | X | | | X | | | X | | |
| **Exhaust Fan** | X | | | X | | | X | | | X | | |
| **RTU** | X | | | X | | | X | | | X | | |
| **Gas Entrance Heaters** | X | | | | | | | | | X | | |
| **Boiler (2)** | X | | | X | | | | | | X | | X |
| **Water Treatment Tests** | X | | X | | | | | | | X | | X |
| **Heating/Cooling Coils (10)** | | | | X | | | | | | X | | |
| **Coil Cleaning** | | | | | X | | | | X | | | |
| **Fire Extinguishers (37)** | | | | | | | X | | | | | |
| **Fire Alarm System** | | | | | | | X | | | | | |
| **Fire Dampers** | | | | | | | X | | | | | |
| **Emergency Lighting 2 – 18 heads** | | | | | | | X | | | | | |
| **Garage Doors (3)** | X | | | X | | | X | | | X | | |
| **MUA** | X | X | X | X | X | X | X | X | X | X | X | X |

## ANNEX B
## MANDATORY TECHNICAL CRITERIA

**Mandatory Employee Experience and Past Performance -**

To carry out the work on this requirement, the contractor must provide:

**Two (2)** qualified personnel: one to work on the heating system and one to work on the cooling system,

**OR**

**One (1**) qualified individual who can work on both the heating and cooling systems

**AND**

**One (1)** qualified individual who can work on the Firm Alarm System

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.

Sub-Contracting: If applicable, the bidder shall provide details for the sub-contracting plan, including details of the work to be sub-contracted and monitoring procedures for quality and delivery. The Bidder shall be responsible to ensure that subcontractor' meet specified requirements of this contract.

Refer to PART 3 & 4 - BID PREPARATION INSTRUCTIONS & EVALUATION PROCEDURES

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

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

| **FIRE ALARM SYSTEM** | | |
|---|---|---|
| Name of Service Personnel:_____ | | |
| Name of client organization or Company: | Project/Contract Reference #1:<br>_____ | Project/Contract Reference #2:<br>_____ |
| Name and title of client contact who can confirm the information presented in the proposal: | Name: _____<br>Title: _____ | Name: _____<br>Title: _____ |
| Telephone and e-mail address of client contact: | Phone #: _____<br>E-mail: _____ | Phone #: _____<br>E-mail: _____ |
| Performance period of the project or contract (indicate year, month , day): | From: _____ (year/month/day)<br>To: _____ (year/month/day) | From: _____ (year/month/day)<br>To: _____ (year/month/day) |

**Contractor's Experience and Past Performance**

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

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.

Refer to PART 3 & 4 - BID PREPARATION INSTRUCTIONS & EVALUATION PROCEDURES

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

**(Please attach a separate sheet if required)**

## ANNEX C
## 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.

### C.1 Former Public Servant Certification

Is the Bidder a FPS in receipt of a pension as defined above? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information:

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

A contract for the services of a FPS who has been retired for less than one year and who is in receipt of a pension as defined above is subject to a fee reduction (abatement formula) as required by Treasury Board Policy.

**Work Force Reduction Program**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **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 reduction 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 the Goods and Services Tax or Harmonized Sales Tax.

### Certification

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

**Definitions**

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

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

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

"pension" means, in the context of the fee abatement formula, 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 BenefitsAct*, 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 to the *Canada Pension Plan Act*, R.S., 1985, c. C-8.

## ANNEX D
## INSURANCE REQUIREMENTS

*All references to the Certificate of Insurance (form PWGSC-TPSGC 357) http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/357.pdf in the instructions, general terms, conditions and clauses identified in the Invitation to Tender (ITT) by number, date and title, and set out in the Standard Acquisition Clauses and Conditions Manual (http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp) are to be replaced with the ''RCMP CERTIFICATE OF INSURANCE / ATTESTATION D'ASSURANCE - GRC'' attached in Appendix 2 .*

### COMMERCIAL GENERAL LIABILITY INSURANCE REQUIREMENTS

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, 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. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

m. 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.

   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.

**ANNEX E**
**BASIS OF PAYMENT**

**Please Note:**

**Annex E must be completed in its entirety, including the option years and rate per hour pricing, or the tender/bid will be considered non-responsive and will not be evaluated.**

- Prices are firm.
- Firm Prices are to be in Canadian Dollars.
- Prices do not include GST, however GST will be added as a separate item, if applicable, on any invoice issued as a result of a Contract.

**BIDDER'S PRICING:**

**Pricing Schedule 1: Mechanical Maintenance Services**
Including all necessary tools, services, replacement or repair parts, materials, labour and related costs as detailed in Annex A.

**Table 1.1**

| Item | Mechanical Maintenance Services | Monthly Rate | Term | Extended Price |
|---|---|---|---|---|
| 1 | Initial twenty-four (24) month term. | $_____/mth | X 24 months = | $_____ |
| | | | EXTENDED PRICE SUB-TOTAL Table 1.1: | $_____(1) |

**Table 1.2**

| Item | Mechanical Maintenance Services | Monthly Rate | Term | Extended Price |
|---|---|---|---|---|
| 1 | One (1) twenty-four month option period | $_____/mth | X 24 months = | $_____ |
| | | | EXTENDED PRICE SUB-TOTAL Table 1.2: | $_____(2) |

**Table 1.3**

| **Pricing Schedule 1: Mechanical Maintenance Services** | **Total Price** |
|---|---|
| **TOTAL PRICE Table 1.1 & Table 1.2 = (1) + (2) :** | **$**_____ |

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

"Extra Work" will be conducted on an as and when required basis. Estimated quantity of hours per year for extra work is for evaluation purposes only.

When "As and When" work is requested during the contract period, the contractor must complete and submit the Appendix A - "Cost Estimate Form for Extra Work". Written authorization must be obtained from the Site Authority prior to conducting any extra work.

Submit a Firm All-inclusive Hourly Rate (including Overhead, Profit, and all related Costs) and material cost in Canadian funds.

**Table 2.1 – Pricing to cover initial twenty-four (24) month term**
**DURING REGULAR WORKING HOURS (0800-1700 Monday through Friday)**

| **Extra Work – As and When Requested** | **Price per Hour (a)** | ***Estimated Hours (b)** | **Extended Price (a) x (b)** |
|---|---|---|---|
| **Certified Journeyman:** | | | |
| Mechanical/HVAC | $_____/hr | 10 | $_____ |
| Plumber/gas fitter | $_____/hr | 10 | $_____ |
| Electrician | $_____/hr | 10 | $_____ |
| **Other:** | | | |
| Certified Fire Alarm Technician | $_____/hr | 10 | $_____ |
| Qualified Overhead Door Service Personnel | $_____/hr | 10 | $_____ |
| | | EXTENDED PRICE SUB-TOTAL Table 2.1 : | $_____(1) |

**Table 2.2 – Pricing to cover initial twenty-four (24) month term**
**OUTSIDE REGULAR WORKING HOURS (including all day Saturday)**

| **Extra Work – As and When Requested** | **Price per Hour (a)** | ***Estimated Hours (b)** | **Extended Price (a) x (b)** |
|---|---|---|---|
| **Certified Journeyman:** | | | |
| Mechanical/HVAC | $_____/hr | 10 | $_____ |
| Plumber/gas fitter | $_____/hr | 10 | $_____ |
| Electrician | $_____/hr | 10 | $_____ |
| **Other:** | | | |
| Certified Fire Alarm Technician | $_____/hr | 10 | $_____ |
| Qualified Overhead Door Service Personnel | $_____/hr | 10 | $_____ |
| | | EXTENDED PRICE SUB-TOTAL Table 2.2 : | $_____(2) |

**Table 2.3 – Pricing to cover initial twenty-four (24) month term**
**SUNDAYS & STAUTORY HOLIDAYS**

| **Extra Work – As and When Requested** | **Price per Hour (a)** | ***Estimated Hours (b)** | **Extended Price (a) x (b)** |
|---|---|---|---|
| **Certified Journeyman:** | | | |
| Mechanical/HVAC | $_____/hr | 10 | $_____ |
| Plumber/gas fitter | $_____/hr | 10 | $_____ |
| Electrician | $_____/hr | 10 | $_____ |
| **Other:** | | | |
| Certified Fire Alarm Technician | $_____/hr | 10 | $_____ |
| Qualified Overhead Door Service Personnel | $_____/hr | 10 | $_____ |
| | | EXTENDED PRICE SUB-TOTAL Table 2.3 : | $_____(3) |

**Table 2.4 – Pricing to cover one (1) twenty-four (24) month option period DURING REGULAR WORKING HOURS (0800-1700 Monday through Friday)**

| **Extra Work – As and When Requested** | **Price per Hour (a)** | ***Estimated Hours (b)** | **Extended Price (a) x (b)** |
|---|---|---|---|
| **Certified Journeyman:** | | | |
| Mechanical/HVAC | $_____/hr | 10 | $_____ |
| Plumber/gas fitter | $_____/hr | 10 | $_____ |
| Electrician | $_____/hr | 10 | $_____ |
| **Other:** | | | |
| Certified Fire Alarm Technician | $_____/hr | 10 | $_____ |
| Qualified Overhead Door Service Personnel | $_____/hr | 10 | $_____ |
| | | EXTENDED PRICE SUB-TOTAL Table 2.4 : | $_____(4) |

**Table 2.5 – Pricing to cover one (1) twenty-four (24) month option period OUTSIDE REGULAR WORKING HOURS (including all day Saturday)**

| **Extra Work – As and When Requested** | **Price per Hour (a)** | ***Estimated Hours (b)** | **Extended Price (a) x (b)** |
|---|---|---|---|
| **Certified Journeyman:** | | | |
| Mechanical/HVAC | $_____/hr | 10 | $_____ |
| Plumber/gas fitter | $_____/hr | 10 | $_____ |
| Electrician | $_____/hr | 10 | $_____ |
| **Other:** | | | |
| Certified Fire Alarm Technician | $_____/hr | 10 | $_____ |
| Qualified Overhead Door Service Personnel | $_____/hr | 10 | $_____ |
| | | EXTENDED PRICE SUB-TOTAL Table 2.5 : | $_____(5) |

**Table 2.6 – Pricing to cover one (1) twenty-four (24) month option period**
**SUNDAYS & STAUTORY HOLIDAYS**

| **Extra Work – As and When Requested** | **Price per Hour (a)** | ***Estimated Hours (b)** | **Extended Price (a) x (b)** |
|---|---|---|---|
| **Certified Journeyman:** | | | |
| Mechanical/HVAC | $_____/hr | 10 | $_____ |
| Plumber/gas fitter | $_____/hr | 10 | $_____ |
| Electrician | $_____/hr | 10 | $_____ |
| **Other:** | | | |
| Certified Fire Alarm Technician | $_____/hr | 10 | $_____ |
| Qualified Overhead Door Service Personnel | $_____/hr | 10 | $_____ |
| EXTENDED PRICE SUB-TOTAL Table 2.6 : | | | $_____(6) |

**Table 2.7 – MATERIALS:** All products and materials will be invoiced at the Contractor's wholesale cost plus a percentage for mark-up. The Contractor is to submit a percent of mark-up for tendering purposes.

| **Materials** | **Mark-up (a)** | **Estimated Expenditure (b)** | **Extended Price (a) x (b)** |
|---|---|---|---|
| Initial 24 month term | _____% | 20, 000 | $_____ |
| One (1) 24 month option period | _____% | 20, 000 | $_____ |
| EXTENDED PRICE SUB-TOTAL Table 2.7 : | | | $_____(7) |

**Table 2.8**

| **Pricing Schedule 2: Extra Work – As and When Requested** | **Total Price** |
|---|---|
| **TOTAL PRICE Table 2.1 to Table 2.7 = (1) + (2) + (3) + (4) + (5) + (6) + (7) :** | **$**_____ |

**Table 3**

| **TOTAL ASSESSED PROPSAL PRICE:** | | Sum of Bidder's Pricing: |
|---|---|---|
| 1 | **Pricing Schedule 1: Table 1.3 Total Price**<br>Mechanical Maintenance**:** | $_____ |
| 2 | **Pricing Schedule 2: Table 2.8 Total Price**<br>Extra Work "As and When Required" **:** | $_____ |
| | Subtotal | $_____ |
| | **Total Assessed Proposal Price** | **$**_____ |

**Appendix A**
**COST ESTIMATE FORM FOR EXTRA WORK**

**Contractor:** _____ **Date:** _____

| **Description of Work:** (Please attach a separate sheet if required) | | | | | |
|---|---|---|---|---|---|
| **Direct Costs** | | **Hourly Rate(s) as per Contract** | | | |
| **(i) Direct Labour** | **# of Hours** | Mechanical/ HVAC | Plumber/ gas fitter | Electrician | **Total** |
| Repair Work Labour | | | | | |
| Emergency Calls Labour | | | | | |
| Other Labour (Specify:_____) | | | | | |
| Total Direct Labour | | | | | **$_____(i)** |
| **(ii) Direct Material Costs*** | **Contractor's Wholesale Cost** | | | **Mark-up** | **Total** |
| Replacement Parts | | | | x ___% | |
| Repair Parts | | | | x ___% | |
| Other Material (Specify:_____) | | | | x ___% | |
| Total Direct Material Costs | | | | | **$_____(ii)** |
| **(iii) Other Direct Costs** | | | | | **Total** |
| Other (Specify:_____) | | | | | |
| **Total Other Direct Costs** | | | | | **$_____(iii)** |
| **Sum of Total Direct Costs (i + ii + iii) (GST/HST extra)** **= TOTAL PRICE** | | | | | **$_____** |

*Materials will be charged at our laid-down cost plus a mark-up of ____% (to be completed at time of contract award)

Contractor signature:_____ RCMP Approval:_____

Print Name: _____ Print Name: _____

**ANNEX F**
**BIDDER'S INFORMATION**

**General Enquiries / Delivery Follow-up**

Please enter name and telephone number of the person responsible for general enquiries and delivery follow-up:

Legal Business Name: _____

Telephone Number: _____

Address: _____

City/Province: _____

Postal Code: _____

Fax Number: _____

E-mail Address: _____

GST# _____

or

Business# _____