

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Public Works Government Services Canada-**  
**Bid Receiving / Réception des soumissions**  
**189 Prince William Street**  
**Room 405**  
**Saint John**  
**New Brunswick**  
**E2L 2B9**

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

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

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

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

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

**Comments - Commentaires**

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

**Issuing Office - Bureau de distribution**  
**Public Works Government Services Canada- Bid**  
**Receiving / Réception des soumissions**  
**189 Prince William Street**  
**Room 405**  
**Saint John**  
**New Bruns**  
**E2L 2B9**

<b>Title - Sujet</b> Alarm Sys. Repair-NB/PEI Armouries	
<b>Solicitation No. - N° de l'invitation</b> W0105-15E049/A	<b>Date</b> 2015-08-31
<b>Client Reference No. - N° de référence du client</b> W0105-15E049	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PWB-101-3682
<b>File No. - N° de dossier</b> PWB-5-38036 (101)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-10-13</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Daylight Saving Time ADT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Lomax, Sandra	<b>Buyer Id - Id de l'acheteur</b> pwb101
<b>Telephone No. - N° de téléphone</b> (506) 636-4362 ( )	<b>FAX No. - N° de FAX</b> (506) 636-4376
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 5 Engineer Svcs. Unit, Bldg. B-18 PO Box 17000 Station Forces OROMOCTO New Brunswick E2V4J5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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**TEST, INSPECTION, REPAIR AND INSTALLATION OF INTRUSION  
ALARM SYSTEMS, VARIOUS DND BUILDING NB AND PEI**

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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;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website

### 1.2 Requirement

The work under this Service Contract covers the furnishing of all labour, material, tools and equipment required to provide the following at Queen Charlotte Armoury, HMCS Queen Charlotte Naval Reserve, Support Detachment and Summerside Armoury PEI, as well as Fredericton Armoury, Woodstock Armoury, Grand Falls Armoury, Edmundston Armoury, Campbellton Armoury, Bathurst Armoury, Newcastle Armoury, Barrack Green Armoury, HMCS Brunswick Naval Reserve, Moncton Armoury and Sussex Armoury NB:

- An Annual Preventative Maintenance Test and Inspection of the Intrusion Alarm Systems at all Armouries as per Annex A of the specification.
- Repair, when requested, of Intrusion Alarm Systems at all Armouries; and
- Installation or Deletion, when requested, of Intrusion Alarm Systems at all Armouries

The work under this Service Contract also covers the furnishing of all labour, material, tools and equipment required to provide the following at 5 CDSB Gagetown:

- Repair, when requested, of Intrusion Alarm Systems at all Armouries; and
- Installation or Deletion, when requested, of Intrusion Alarm Systems at all Armouries

The Service Contract is required for the period of Date of Award to March 31, 2016 with an option to extend for two additional, one year periods. The services must be provided in accordance with the Specification attached at Annex "F".

This agreement is subject to the provisions of the Agreement on Internal Trade, the North American Free Trade Agreement, Canada-Colombia, Canada-Chile and Canada-Panama Free Trade Agreement

### 1.3 Debriefings

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

#### 2.1.1 SACC Manual Clauses

#### A0220T - Evaluation of Price (2014-06-26)

### 2.2 Submission of Bids

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

Late tenders will be returned unopened.

- (a) Bids must be complete and submitted on prescribed tender form;
- (b) Include the tender call number/project number and description of proposed work;
- (c) Include the closing date and time;
- (d) Must be received prior to bid closing time and at the designated place and facsimile number - FACSIMILE NUMBER IS (506-636-4376).

#### NOTE: FACSIMILE BIDS

Only incorrect handling by the Department of Public Works and Government Services will excuse the delay of responses transmitted by facsimile. Misrouting, traffic volume, weather disturbances, or any cause for the late receipt of such responses are not acceptable.

**Bid Receiving  
Public Works and Government Services Canada  
Room 421  
189 Prince William Street  
Saint John, New Brunswick  
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**NOTE: THIS IS NOT A PUBLIC OPENING**

## 2.3 Former Public Servant

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

### Definitions

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

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

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

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

### Former Public Servant in Receipt of a Pension

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

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

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

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

## Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

## 2.4 Enquiries - Bid Solicitation

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

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

## 2.5 Applicable Laws

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



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

## **2.6 Insurance Requirements – G1007T (2011-05-16)**

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

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.

## **2.7 Workers Compensation Certification - Letter of Good Standing – A0285T (2012-07-16)**

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Bidder must provide, within seven (7) days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

# **PART 3 - BID PREPARATION INSTRUCTIONS**

## **3.1 Bid Preparation Instructions**

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

It is required that the bids follow the response format/instructions as detailed below:

### **Section I: Technical Bid**

No Technical Bid required as part of this requirement.

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

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

### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

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

### **4.1 Evaluation Procedures and Basis of Selection**

Bids will be evaluated in accordance with the **Evaluation Criteria and Basis of Selection** specified in **Annex "A"** and **Basis of Payment** specified in **Annex "B"**. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

## **PART 5 - CERTIFICATIONS**

Bidders must provide the required certifications and associated information 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 in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, 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 and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or 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 Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

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

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from Employment and Social Development Canada (ESDC) - 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**

- Tradesperson assigned to work under this Service Contract will:
  1. Be qualified in the repair of Intrusion Alarm Systems.
  2. Meet the standards of a Secret Security Clearance check. Clearance is to be granted by PWGSC/ICBS (Industrial and Corporate Security Branch)

Proof of such is required within seven (7) days of request from Contracting Authority and prior to award of Contract

- All licenses will be issued by the New Brunswick and Prince Edward Island Department of Post-Secondary Education, Training and Labour. Proof of such is required within seven (7) days of request from Contracting Authority and prior to award of Contract.
- Employees to be involved in confined space entry must be in possession of current qualification documentation. Proof of such is required within seven (7) days of request from Contracting Authority and prior to award of Contract.
- All permits and licenses must remain current throughout the life of this Service Contract.
- Contractor must be registered with Work Safe NB. Proof of such is required within seven (7) days of request from Contracting Authority and prior to award of Contract.

## **PART 6 - RESULTING CONTRACT CLAUSES**

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

### **6.1 Security Requirements**

**6.1.1** The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Contract.

- The Contractor/Offeror must, at all times during the performance of the Standing Offer, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC)
- The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by CISD/PWGSC.
- Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC
- The Contractor/Offeror must comply with the provisions of the:
  - Security Requirements Check List and security guide (if applicable), attached at Annex E
  - Industrial Security Manual (Latest Edition)

## 6.2 Requirement

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

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

### 6.3.1 General Conditions

2010C (2014-09-25), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

## 6.4 Term of Contract

### 6.4.1 Period of the Contract

The Work is to be performed during the Date of Award to March 31, 2016.

### 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 two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Sandra Lomax  
Title: Supply Specialist  
Organization: Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Real Property Contracting  
Address: 189 Prince William Street  
Saint John, New Brunswick  
E2L 2B9  
Telephone: (506) 636-4362  
Facsimile: (506) 636-4376  
E-mail address: [sandra.lomax@pwgsc.gc.ca](mailto:sandra.lomax@pwgsc.gc.ca)

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### 6.5.2 Project Authority

The Project Authority for the Contract is: *Will be made available at time of award*

Name:  
Title:  
Organization:  
Address:  
  
Telephone :  
Facsimile:  
E-mail address:

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

### 6.5.3 Contractor's Representative

Name:  
Title:  
Organization:  
Address:  
  
Telephone :  
Facsimile:  
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

Basis of payment is in accordance with Annex "B" and section 12, Payment Period, of the 2010C (2014-09-25), General Conditions - Services (Medium Complexity).

### 6.7.2 Limitation of Price

SACC Manual clause [C6000C](#) (2011-05-16) Limitation of Price

### 6.7.3 Monthly Payment

SACC Manual clause H1008C (2008-05-12) Monthly Payment

## 6.8 Invoicing Instructions

The Contractor must submit invoices in accordance with the information required in section 10, Invoice Submission, of the 2010C (2014-09-25), General Conditions - Services (Medium Complexity).

## 6.9 Certifications

### 6.9.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## 6.10 Applicable Laws

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

## 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) the general conditions 2010C (2014-09-25)
- (c) Annex E, Requirement;
- (d) the Contractor's bid dated \_\_\_\_\_

## 6.12 Defence Contract

SACC Manual clause [A9006C](#) 2012-07-16) Defence Contract

## 6.13 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex "C". 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.

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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 seven (7) days after request from the Contracting Authority and prior to award of Service Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## **ANNEX "A"**

### **EVALUATION CRITERIA AND BASIS OF SELECTION**

Bids received will be assessed in accordance with the entire requirement of the bid solicitation.

#### **1. Mandatory Criteria**

1. Submission of firm prices/rates for one (1) year including two (2) option years in accordance with Invitation to Tender.
2. A duly completed and signed Invitation to Tender including all Addenda.
3. Within seven (7) days of request from contracting authority and prior to award of Service Contract, provide proof that Bidder has an account in good standing with the Provincial Workers Compensation Board/Commission.
4. Within seven days of request from Contracting Authority and prior to award of the Service Contract, Contractor must provide proof of \$2 Million General Liability Insurance.
5. Tradesperson assigned to work under this Service Contract will:
  - Be qualified in the repair of Intrusion Alarm Systems.
  - Meet the standards of a Secret Security Clearance check. Clearance is to be granted by PWGSC/ICBS (Industrial and Corporate Security Branch)

Proof of such is required within seven (7) days of request from Contracting Authority and prior to award of Contract
6. All licenses will be issued by the New Brunswick and Prince Edward Island Department of Post-Secondary Education, Training and Labour. Proof of such is required within seven (7) days of request from Contracting Authority and prior to award of Contract.
7. Employees to be involved in confined space entry must be in possession of current qualification documentation. Proof of such is required within seven (7) days of request from Contracting Authority and prior to award of Contract.

#### **2. 2007/05/07 A0069T Basis of Selection - Mandatory Requirements Only**

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



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## **ANNEX "B"**

### **BASIS OF PAYMENT**

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## **ANNEX "B"**

### **BASIS OF PAYMENT**

The following requirement must be strictly adhered to: **Failure to do so shall render the bidder's proposal as non-responsive.**

It is mandatory that the bidders submit firm rates for the Period of the Service Contract for all items listed hereafter. Unit Price Tables, will be considered as the bidder's Financial Proposal.

Each item specified in the Unit Price Tables, includes wages, traveling time and costs, allowances, supervision, liabilities as employer, insurance, and the use of all tools, tackle, etc., overhead, profit, and all other liabilities whatsoever.

The prices inserted in the Unit Price Tables, includes all applicable federal, provincial and municipal taxes. However, they do not include any amount for the Goods and Services Tax (GST)/Harmonized Sales Tax (HST). The appropriate GST/HST amounts will be paid by Her Majesty to the Offeror in addition to the amount paid against the amount of the contract.

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### **W0105-15E049**

The estimated quantity entered in column four for each item is an estimate only for service as and when required and does not infer all the quantities for that item will be utilized or that the quantities may not be exceeded.

NOTE: TENDERS WILL BE EVALUATED ON THE TOTAL BID FOR THE FIRST TERM OF THE CONTRACT PLUS THE OPTION YEARS. HOWEVER, ANY CONTRACT AWARD WILL BE FOR THE TERM OF APRIL 1, 2015 TO MARCH 31, 2016.

Item	Class of Service	Unit of Measure	Estimated Quantity	Term		Option Year		Option Year	
				A		B		C	
				Date of Award to March 31, 2016	Price Per Unit	Total	Price Per Unit	April 1, 2016 to March 31, 2017	April 1, 2017 to March 31, 2018
1.	Cost for Preventative Maintenance Test and Inspection at Queen Charlotte Armoury, PE as per Annex "A". (4-Secured Rooms)	Annual	1						
2.	Cost for a Preventative Maintenance Test and Inspection at HMCS Queen Charlotte, PE as per Annex "A". (1-Building System/1-Secured Room)	Annual	1						
3.	Cost for a Preventative Maintenance Test and Inspection at the Support Detachment, PE as per Annex "A". (1-Building System)	Annual	1						

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		A		B		C	
		April 1, 2015 to March 31, 2016		April 1, 2016 to March 31, 2017		April 1, 2017 to March 31, 2018	
Item	Class of Service	Unit of Measure	Estimated Quantity	Price Per Unit	Total	Price Per Unit	Total
4.	Cost for a Preventative Maintenance Test and Inspection at the Summerside Armoury, PE as per Annex "A". (1-Building System)	Annual	1				
5.	Cost for a Preventative Maintenance Test and Inspection at the Fredericton Armoury, NB as per Annex "A". (1-Secured Room)	Annual	1				
6.	Cost for a Preventative Maintenance Test and Inspection at the Woodstock Armoury, NB as per Annex "A". (1-Secured Room)	Annual	1				
7.	Cost for a Preventative Maintenance Test and Inspection at the Grand Falls Armoury, NB as per Annex "A". (1-Secured Room)	Annual	1				

A				B		C	
Date of Award to March 31, 2016				April 1, 2016 to March 31, 2017		April 1, 2017 to March 31, 2018	
Item	Class of Service	Unit of Measure	Estimated Quantity	Price Per Unit	Total	Price Per Unit	Total
8.	Cost for a Preventative Maintenance Test and Inspection at the Edmundston Armoury, NB as per Annex "A". (1-Building System/1-Secured Room)	Annual	1				
9.	Cost for a Preventative Maintenance Test and Inspection at the Campbellton Armoury, NB as per Annex "A". (1-Secured Room)	Annual	1				
10.	Cost for a Preventative Maintenance Test and Inspection at the Bathurst Armoury, NB as per Annex "A". (Main Bldg 1-Building System/1-Secured Room, Garage 1-Building System)	Annual	1				
11.	Cost for a Preventative Maintenance Test and Inspection at the Newcastle Armoury, NB as per Annex "A". (1-Secured Room)	Annual	1				

		A		B		C	
		April 1, 2015 to March 31, 2016		April 1, 2016 to March 31, 2017		April 1, 2017 to March 31, 2018	
Item	Class of Service	Unit of Measure	Estimated Quantity	Price Per Unit	Total	Price Per Unit	Total
12.	Cost for a Preventative Maintenance Test and Inspection at the Barrack Green Armoury, NB as per Annex "A". (3-Secured Rooms)	Annual	1				
13.	Cost for a Preventative Maintenance Test and Inspection at HMCS Brunswick, NB as per Annex "A". (Main Bldg 1-Building System/2-Secured Rooms, Boat Shed 1-Building System)	Annual	1				
14.	Cost for a Preventative Maintenance Test and Inspection at the Moncton Armoury, NB as per Annex "A". (MG1 1-Secured Room, MG35 1-Secured Room, MG47 1-Secured Room and MG48-4 Secured Rooms)	Annual	1				
15.	Cost for a Preventative Maintenance Test and Inspection at the Sussex Armoury, NB as per Annex "A". (1-Secured Room)	Annual	1				

			A		B		C		
			April 1, 2015 to March 31, 2016		April 1, 2016 to March 31, 2017		April 1, 2017 to March 31, 2018		
Item	Class of Service	Unit of Measure	Estimated Quantity	Price Per Unit	Total	Price Per Unit	Total	Price Per Unit	Total
16.	Hourly Rate for Repairs, Installation or Deletion by a Qualified Intrusion Alarm System Technician	hour	100						
17.	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 for tendering purposes. %_____ + Allowance = Total	Allowance	\$20,000.00						

Total For First Term and Option Years

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

GRAND TOTAL FOR FIRST TERM AND OPTION YEARS

\$ \_\_\_\_\_

\$ \_\_\_\_\_

A,B and C



## ANNEX "C"

### INSURANCE REQUIREMENTS

#### ANNEX "C"

#### INSURANCE REQUIREMENTS

##### Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

- 
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, 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. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
  - p. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

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

**For other provinces and territories, send to:**

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

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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.

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**ANNEX "D" Complete List of Each Individual Who is Currently on the Board of Directors**

***NOTE TO BIDDERS***  
***WRITE DIRECTORS SURNAMES AND GIVEN NAMES IN BLOCK LETTERS***

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# **ANNEX "E"**

## **SECURITY REQUIREMENTS**

RECEIVED

AUG 14 2015

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of CanadaGouvernement  
du Canada

Contract Number / Numéro du contrat

W0105-15-E049

Security Classification / Classification de sécurité

UNCLASSIFIED

## SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

## PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

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





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

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

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

☐ RELIABILITY STATUS  
COTE DE FIABILITÉ

☐ CONFIDENTIAL  
CONFIDENTIEL

☒ SECRET  
SECRET

☐ TOP SECRET  
TRÈS SECRET

☐ TOP SECRET - SIGINT  
TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIAL  
NATO CONFIDENTIEL

☐ NATO SECRET  
NATO SECRET

☐ COSMIC TOP SECRET  
COSMIC TRÈS SECRET

☐ SITE ACCESS  
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux :

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

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

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No ☐ Yes  
Non Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



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

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

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

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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

☒ No  
Non

☐ Yes  
Oui

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

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

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

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

☒ No  
Non

☐ Yes  
Oui

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

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





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UNCLASSIFIED

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)

WAYNE JOSEPH O'KEEFE

Title - Titre

CONTRACTS MANAGER

Signature

Wayne O'Keefe

Telephone No. - N° de téléphone

506 471-2136

Facsimile No. - N° de télécopieur

506 472-1248

E-mail address - Adresse courriel

WAYNE.O'KEEFE@FORCES.GC.CA

Date

17 JUNE 2015

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)

Tippy Graham - DDC - Industrial Security

Senior Security Analyst

Title - Titre

Tel: 613-996-0283

E-mail: tippy.graham@forces.gc.ca

Signature

Tippy Graham

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

14 Aug 2015

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? /

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☒ No / Non

☐ Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

KB

Title - Titre

KB

Signature

KB

Telephone No. - N° de téléphone

613-941-5189

Facsimile No. - N° de télécopieur

613-948-1712

E-mail address - Adresse courriel

KRISTOPHER.BAICER@TPSGC-PTSC.GC.CA

Date

25/08/15

17. Contracting Security Authority / Autorité contractante - Sécurité

Name (print) - Nom (en lettres moulées)

KRISTOPHER BAICER

Title - Titre

CONTRACT SECURITY OFFICER

Signature

Kristopher Baicer

Telephone No. - N° de téléphone

613-941-5189

Facsimile No. - N° de télécopieur

613-948-1712

E-mail address - Adresse courriel

KRISTOPHER.BAICER@TPSGC-PTSC.GC.CA

Date

25/08/15

Solicitation No. - N° de l'invitation  
W0105-15049/A  
Client Ref. No. - N° de réf. du client  
W0105-15049

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWB-5-38036

Buyer ID - Id de l'acheteur  
PWB 101  
CCC No./N° CCC - FMS No./N° VME

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# **ANNEX "F"**

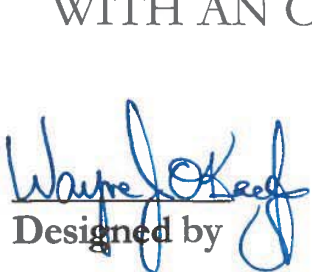
## **SPECIFICATION**



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

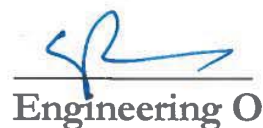
**SPECIFICATION**

**SERVICE CONTRACT  
TEST, INSPECTION, REPAIR AND INSTALLATION OF  
INTRUSION ALARM SYSTEMS  
VARIOUS DND INSTALLATIONS IN NB AND PE  
DATE OF AWARD TO 31 MARCH 2016  
WITH AN OPTION TO RENEW TWO-ONE YEAR PERIODS**

  
Designed by

  
Fire Inspector

  
Project O

  
Engineering O

**PF No:**

**Job No:** L-G2/9900/1688

**Date:** 2015-05-04

National Defence	Index	Section 00000
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5 CDSB Gagetown, N.B.		2015-05-04

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LIST OF ANNEXES

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Part 1 - General

- 1.1 Description of Work
- .1 The work under this Service Contract covers the furnishing of all labour, material, tools and equipment required to provide the following at Queen Charlotte Armoury, HMCS Queen Charlotte Naval Reserve, Support Detachment, and Summerside Armoury PEI, as well as Fredericton Armoury, Woodstock Armoury, Grand Falls Armoury, Edmundston Armoury, Campbellton Armoury, Bathurst Armoury, Newcastle Armoury, Barrack Green Armoury, HMCS Brunswick Naval Reserve, Moncton Armoury and Sussex Armoury NB:
- .1 An Annual Preventative Maintenance Test and Inspection of the Intrusion Alarm Systems at all Armouries as per Annex A;
  - .2 Repair, when requested, of Intrusion Alarm Systems at all Armouries; and
  - .3 Installation or Deletion, when requested, of Intrusion Alarm Systems at all Armouries;
- .2 The work under this Service Contract also covers the furnishing of all labour, material, tools and equipment required to provide the following at 5 CDSB Gagetown:
- .1 Repair, when requested, of Intrusion Alarm Systems; and
  - .2 Installation or Deletion, when requested, of Intrusion Alarm Systems.
- .3 Queen Charlotte Armoury is located 3 Haviland Street, Charlottetown, PE.
- .4 HMCS Queen Charlotte Naval Reserve is located at 210 Water Street, Charlottetown, PE.
- .5 Support Detachment is located at 88 Watts Avenue, West Royalty Industrial Park, Charlottetown, PE.
- .6 Summerside Armoury is located at Building 64, 10 Parkway Drive, Slemon Park, Summerside, PE.
- .7 Fredericton Armoury is located at 3 Carleton Street, Fredericton, NB.
- .8 Woodstock Armoury is located at 107 Chapel Street, Woodstock, NB.
- .9 Grand Falls Armoury is located at 576 Madawaska Road, Grand Falls, NB.

1.1 Description of Work  
(Cont'd)

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- .9 Grand Falls Armoury is located at 576 Madawaska Road, Grand Falls, NB.
- .10 Edmundston Armoury is located at 145 Martin Street, Edmundston, NB.
- .11 Campbellton Armoury is located at 169 Water Street, Campbellton, NB.
- .12 Bathurst Armoury is located at 1820 King Street, Bathurst, NB.
- .13 Newcastle Armoury is located at 305 George Street, Miramichi, NB.
- .14 Barrack Green Armoury is located 60 Broadview Avenue, Saint John, NB.
- .15 HMCS Brunswicker Naval Reserve is located at 160 Chesley Drive, Saint John, NB.
- .16 Moncton Armoury is located at 299 Park Street, Moncton, NB.
- .17 Sussex Armoury is located at 9 Leonard Drive, Sussex, NB.
- .18 5 CDSB Gagetown is located at 100 Broad Road, Oromocto, NB.

1.2 Duration of Contract

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- .1 This Service Contract will extend from Date of Award to 31 March 2016 with two, one year option periods.

1.3 References

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- .1 Canada Labour Code Part II.
  - .2 The Canadian Electrical Code, CSA C22.1-12.
  - .3 National Building Code of Canada 2010.
  - .4 The New Brunswick Occupational Health and Safety Act, 1991.
  - .5 The Prince Edward Island Occupational Health and Safety Act.
  - .6 Underwriters Laboratories of Canada (ULC):
    - .1 CAN/ULC-S302, Installation and Classification of Burglar Alarm Systems for Financial and Commercial Premises, Safes and Vaults;
    - .2 CAN/ULC-S303, Local Burglar Alarm Units and Systems;
-

- |                            |             |  |
|----------------------------|-------------|--|
| 1.3 References<br>(Cont'd) | .6 (Cont'd) |  |
|                            | .2          | CAN/ULC-S303, Local Burglar Alarm Units and Systems;   |
|                            | .3          | CAN/ULC-S304, Intrusion Detection;   |
|                            | .4          | CAN/ULC-S306, Intrusion Detection Units;   |
|                            | .5          | ULC-S318, Power Supplies for Burglar Alarm Systems; and  |
|                            | .6          | ORD-C634, Connectors and Switched for Use with Burglar Alarm Systems.  |
|                            | .7          | Underwriter's Laboratories (UL):   |
|                            | .1          | UL 603, Standard for Power Supplies for Use With Burglar-Alarm Systems; and  |
|                            | .2          | UL 639, Standard for Intrusion-Detection Units.  |
| 1.4 Qualifications         | .1          | Tradespersons assigned to work under this Service Contract will:   |
|                            | .1          | Be qualified in the repair of Intrusion Alarm Systems. Proof of such qualification must be provided prior to award of this Service Contract, for each individual who will perform work under this Contract; and  |
|                            | .2          | Meet the standards of an enhanced reliability check. Clearance is to be granted by PWGSC/ICBS (Industrial and Corporate Security Branch). Proof of such clearance must be provided prior to award of this Contract, for each individual who will perform work under this Contract                                      |
|                            | .2          | All licenses, if applicable, will be issued by the New Brunswick and Prince Edward Island Department of Post-Secondary Education, Training and Labour. Proof of such certification (licenses) must be provided prior to award of this Service Contract, for each individual who will perform work under this Contract. |
|                            | .3          | Employees to be involved in confined space entry must be in possession of current qualification documentation. Proof of such certification (licenses) must be provided prior to award of this Service Contract, for each individual who will perform work under this Contract.   |
|                            | .4          | All permits and licenses must remain current throughout the life of this Service Contract.   |
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1.5 Engineer .1 The Engineer as defined and stated in this specification will be the Commanding Officer 5 Engineer Services Unit or a designated representative. The address of the Engineer is:

Contracts Office  
5 Engineer Services Unit  
Building B18  
5 CDSB Gagetown  
PO Box 17000 Station Forces  
Oromocto, NB E2v 4J5  
Tel. (506) 422-2677  
Fax. (506) 422-1248

1.6 Documents Required .1 Maintain at the job site one copy each of the following:  
.1 Specifications; and  
.2 Addenda.

1.7 Contractor's Use of Site .1 Work site access will be as directed by the Engineer.  
.2 Movement around the site is subject to restrictions laid down by the Engineer.  
.3 Do not unreasonably encumber the site with materials or equipment.

1.8 Power and Water .1 DND can provide, free of charge, temporary electric power and water for the purposes of this agreement.  
.2 Engineer will determine delivery points and quantitative limits. Engineer's written permission is required before any connection is made. Connect to existing power supply in accordance with Canadian Electrical Code, CSA C22.1-12.  
.3 Contractor to provide, at no cost to DND, all equipment and temporary lines to bring these services to work site.  
.4 Supply of temporary services by DND is subject to DND requirements and may be discontinued by Engineer at any time without notice or acceptance of any liability for damage or delay caused by such withdrawal of temporary services.

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- 1.8 Power and Water (Cont'd) .4 Supply of temporary services by DND is subject to DND requirements and may be discontinued by Engineer at any time without notice or acceptance of any liability for damage or delay caused by such withdrawal of temporary services.
- 1.9 Acceptability of Material .1 Material and parts used will be those specified by the manufacturer of the equipment and any other material will require the approval of the Engineer.
- .2 Provide material and equipment of specified design and quality, performing to published ratings and for which replacement parts are readily available.
- .3 The Contractor will not make any change in the design and installation of equipment and materials without prior written approval of the Engineer.
- .4 If, in an emergency, the Contractor installs parts other than those specified, they will be replaced with specified parts before claiming payment, but no claim for other than specified parts will be made.
- .5 All replaced parts and materials not under warranty, whether serviceable or unserviceable will be left on site for inspection on completion of the work.
- .6 All manufactured articles, materials, and equipment will be applied, installed, connected and used as specified by the manufacturer.
- .7 Requests for acceptance of material other than those specified will be submitted in writing to the Engineer. The request must be supported with sufficient product information to enable the Engineer to make an assessment.
- 1.10 Guarantee .1 The Contractor will guarantee all materials and workmanship for a period of one year or the manufacturer's guarantee, whichever is longer, after acceptance by the Engineer. Any defects which may develop during this period will be rectified and made good to the satisfaction of the Engineer, by the Contractor at their own expense.
-

- 1.10 Guarantee .1 The Contractor will guarantee all materials and workmanship for a period of one year or the manufacturer's guarantee, whichever is longer, after acceptance by the Engineer. Any defects which may develop during this period will be rectified and made good to the satisfaction of the Engineer, by the Contractor at their own expense.
- 1.11 Codes and Standards .1 Perform work and enforce safety measures in accordance with:
- .1 Canadian Labour Code Part II;
  - .2 National Building Code of Canada 2010;
  - .3 Canadian Electrical Code, CSA C22.1-12.; and
  - .4 Underwriters Laboratories of Canada (ULC):
    - .1 CAN/ULC-S302, Installation and Classification of Burglar Alarm Systems for Financial and Commercial Premises, Safes and Vaults;
    - .2 CAN/ULC-S303, Local Burglar Alarm Units and Systems;
    - .3 CAN/ULC-S304, Intrusion Detection;
    - .4 CAN/ULC-S306, Intrusion Detection Units;
    - .5 ULC-S318, Power Supplies for Burglar Alarm Systems; and
    - .6 ORD-C634, Connectors and Switched for Use with Burglar Alarm Systems.
  - .5 Underwriter's Laboratories (UL):
    - .1 UL 603, Standard for Power Supplies for Use With Burglar-Alarm Systems; and
    - .2 UL 639, Standard for Intrusion-Detection Units.
- .2 Contractor must be registered with WorkSafeNB and the Workers Compensation Board of Prince Edward Island. Proof of such must be provided to PWGSC prior to award of this Service Contract.
- .3 Comply with the requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage and disposal of hazardous materials; and labelling and provision of Material Safety Data Sheets acceptable to Human Resources and Skills Development Canada and Health Canada.
-

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|---|----|---|
| <u>1.11 Codes and Standards</u><br>(Cont'd) | .4 | Work to meet or exceed requirements of specified standards, codes and referenced documents. In event of conflict between any provisions of above authorities, the most stringent provision will apply.  |
| <u>1.12 Overloading</u>                     | .1 | Ensure no part of work is subject to a load which will endanger its safety or will cause permanent deformation.   |
| <u>1.13 Temporary Structures</u>            | .1 | The Contractor will furnish and maintain all equipment such as temporary ramps, ladders, scaffolds, hoists, chutes, etc, as may be required for the proper execution of the work.   |
|   | .2 | Temporary structures erected by the Contractor will remain their property and will be removed by them from the site on completion of the work.  |
| <u>1.14 Clean Up</u>                        | .1 | On completion of all work, the Contractor will remove all surplus material, tools, equipment and debris. The building and site must be left in a clean and tidy condition to the satisfaction of the Engineer. The Contractor will not remove any salvageable material or equipment from the job site without permission from the Engineer. |
| <u>1.15 Work Included</u>                   | .1 | All test and inspection work is identified in Annex A:<br>.1 Annex A - Test and Inspection of Intrusion Alarm.  |
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|--------------------------------|----|---|
| 1.15 Work Included<br>(Cont'd) | .2 | <p>The Contractor is to provide an Annual Preventative Maintenance Inspection of the Intrusion Alarm Systems as per Annex A at Queen Charlotte Armoury, HMCS Queen Charlotte Naval Reserve, Support Detachment and Summerside Armoury PEI, as well as Fredericton Armoury, Woodstock Armoury, Grand Falls Armoury, Edmundston Armoury, Campbellton Armoury, Bathurst Armoury, Newcastle Armoury, Barrack Green Armoury, HMCS Brunswick Naval Reserve, Moncton Armoury and Sussex Armoury NB. Additional maintenance and repairs found necessary, must be reported to the Engineer. Once approved by the Engineer, these are to be invoiced as extra to this Service Contract.</p> <p>.1 Inspections are to be carried out between the hours of 7:30 hours to 16:00 hours unless otherwise approved by Engineer.</p> |
|                                | .3 | <p>The Contractor is to supply, when requested, repair, installation or deletion of Intrusion Alarm Systems at all Armouries in New Brunswick and Prince Edward Island.</p>   |
|                                | .4 | <p>The Contractor is to supply, when requested, repair, installation or deletion of Intrusion Alarm Systems at CFB Gagetown, New Brunswick.</p>   |
|                                | .5 | <p>Upon completion of inspection or repair, the Contractor will report to the Engineer prior to leaving the area, ensuring that the inspection is complete or the unserviceable condition has been corrected and that the Intrusion Alarm System is functioning properly.</p>   |
| 1.16 Inspection Report         | .1 | <p>The Contractor is to complete Annex A - Test and Inspection of Intrusion Alarm, as required, for each site and include it with his invoice.</p>  |
| 1.17 Basis of Payment          | .1 | <p>The work performed under this Service Contract will be paid for on a unit price basis. The Contractor will accept the payment as full consideration for everything furnished and done by him with respect to the work.</p>   |
-

1.17 Basis of  
Payment  
(Cont'd)

- .2 The Contractor will submit costs per inspection, hourly rates and a material mark up percentage in accordance with the specification and as per Annex A & B. Such prices will include supervision, expenses, tools, equipment, transportation (travel time to and from the contractors base of operation will be included in the rates provided) and profit.
- .3 Time charged and contract price of material (if any) used may be verified by Government Audit before or after payment is made under the terms of this Standing Offer.
- .4 The Contractor will provide service during normal working hours on an **eight (8) hour per day, five (5) days per week basis 0730 hours to 1600 hours Monday to Friday inclusive and emergency service after regular working hours.**
- .5 The Contractor will not refuse any call for service by the Engineer and will initiate the work within **24 hours on normal service calls and within 4 hours on emergency service calls. Priority of calls will be determined by the Engineer.**
- .6 The Contractor will advise the Engineer of the telephone number or location at which they or their representative may be contacted at all times.
- .7 The Contractor, upon receipt of an acceptance of an authorized Contract, will be advised by the Engineer in writing of the names of persons authorized to request service. Work undertaken at the request of others, such as building occupants, will be entirely at the Contractor's risk with regard to payment.
- .8 When service is required, the Engineer will notify the Contractor and detail the job. When requested by the Engineer, a written estimate shall be provided by the Contractor indicating estimated labour and material costs in accordance with the Service Contract.
- .9 The Contractor will report to the Engineer prior to starting work and upon completion of work on a daily basis to sign in and out.

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| 1.17 Basis of Payment<br>(Cont'd) | <p>.10 After reporting, the Contractor will proceed to the job and carry out the work. The contractor will provide daily work reports to the Engineer detailing work performed, contractor's employees assigned to work, location or building number of work site, hours worked for each employee, trade of each employee and materials used in the completion of the work and any recommendations for additional work that may be required. This work report must indicate the work order number and the requisition number on which the work was requested from the Engineer. Contractor is to have the Engineer sign the work report either at the end of the work day or at the beginning of the next work day while signing in. The Standard Operating Procedure (SOP) for work reports will be provided to the successful bidder after award of Contract. Please note that this SOP is for contract work done on an hourly rate basis only and does not apply to set inspections or services done on a lump sum basis.</p> <p>.11 One invoice covering all charges for each Service Request or Inspection, for each site, will be submitted to the Engineer with a copy of the signed Service Request or inspection report. The invoice must indicate Contract, Work Order and Requisition numbers issued on the Work Request. The invoice must itemize technician's names, dates and hours worked, materials used complete with copies of the contractor's invoices verifying correct mark-up on materials. The Contractor is to return one copy of the signed work request with their invoice, as well as copies of all inspection reports and copies of all contractor's wholesale invoices for material used in the completion of the work. Invoices must detail the location and description of work performed for each work request.</p> <p>.12 The Contractor will submit his invoice for payment to the Engineer within 15 working days of completion of each work request.</p> |
| 1.18 Security Clearance           | <p>.1 The Contractor shall maintain an up-to-date roster of all employees involved in this contract including managers, supervisors, tradespersons, drivers and labourers. This roster must be made available to the Engineer upon request.</p>   |

1.18 Security  
Clearance

- .1 The Contractor shall maintain an up-to-date roster of all employees involved in this contract including managers, supervisors, tradespersons, drivers and labourers. This roster must be made available to the Engineer upon request.
- .2 The Contractor shall provide proof of the information contained within the roster to the Engineer upon request. The Engineer reserves the right to have removed from the site those personnel who do not meet security requirements as laid down by the Military Police Section.
- .3 Security procedures require, that when requested by the Engineer, the Contractor will provide to the Engineer at no cost to DND, a copy of a Canadian Police Certificate for Employment for each employee who will work on this Service Contract.

PART 1 - GENERAL

- 1.1 References
- .1 Canada Labour Code, Part II, Canada Occupational Safety and Health Regulations.
  - .2 The Canadian Electrical Code, CSA C22.1-12.
  - .3 Province of New Brunswick Occupational Health and Safety Act, 1991.
  - .4 Prince Edward Island Occupational Health and Safety Act, R.S.P.E.I. 1988.
  - .5 National Building Code of Canada, 2010.
- 1.2 Regulatory Requirements
- .1 Do work in accordance with the safety measures of the National Building Code of Canada 2010, the Canada Labour Code Part II, the New Brunswick and Prince Edward Island Occupational Health and Safety Act, WorkSafeNB and Workers Compensation Board Prince Edward Island provided that in any case of conflict or discrepancy the more stringent requirements shall apply.
- 1.3 Responsibility
- .1 Contractor is responsible for the health and safety of all persons on site. Contractor is also responsible for the protection of property, persons and the environment on or adjacent to the site in so far as the work may affect these.
  - .2 Contractor and all contractor's employees are to comply with all safety requirements specified in the Contract Documents as well as all applicable federal, provincial and local statutes, regulations, ordinances. Contractor's site-specific Health and Safety Plan will be required when directed by the Engineer.
  - .3 As outlined in the Canada Labour Code Part II, the Contractor is responsible to provide a site-specific Health and Safety Plan that includes a Confined Space Entry Procedure in the event that work is deemed by the Engineer to be in a confined space. Work is not to begin until this Health and Safety Plan is submitted and approved by the Engineer.
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|--------------------------------|----|---|
| 1.3 Responsibility<br>(Cont'd) | .4 | 5 CDSB Gagetown 5 Engineer Services Unit employs a Lock Out/Tag Out program to prevent work related injuries due to electrical or mechanical systems being energized while personnel are working in or around these systems. The Contractor must respect these locks and tags when encountered. Do not forcibly remove these locks and/or tags at any time. If the Contractor requires that these be removed to perform work, a request is to be made to the Engineer for such removal. |
|                                | .5 | As per the Canada Labour Code Part II, it is the Contractor's responsibility to employ their own Lock Out/Tag Out program to ensure that equipment is not energized by other personnel while they are working in or around equipment.   |
|                                | .6 | It is the Contractor's responsibility to ensure that all their employees are provided all Personal Protective Equipment (PPE) necessary to perform all work. Hard hats and safety glasses are to be worn at all times.  |

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|------------------------|----|--|
| 1.4 Unforeseen Hazards | .1 | Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during performance of work, the Contractor must have procedures in place to facilitate the Employee's Right to Refuse Work in accordance with Acts and Regulations of New Brunswick. The Contractor is to advise the Engineer verbally and in writing of any employee who exercises this right. |
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- |                                  |    |   |
|----------------------------------|----|---|
| 1.5 Correction of Non-Compliance | .1 | Immediately address health and safety non-compliance issues identified by authority having jurisdiction or by Engineer. |
|                                  | .2 | Provide Engineer with written report of action taken to correct non-compliance of health and safety issues identified.  |
|                                  | .3 | Engineer may stop work if non-compliance of health and safety regulations is not corrected.                             |
-

- 1.6 Work Stoppage .1 Give precedence to safety and health of public and site personnel and protection of environment over cost and schedule considerations for work.

PART 1 - GENERAL

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

1.6 Rubbish and  
Waste Materials  
(Cont'd)

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- .3 (Cont'd)
  - .1 Remove all rubbish from work site at end of work day or shift or as directed.
- .4 Storage:
  - .1 Store oily waste in approved receptacles to ensure maximum cleanliness and safety.
  - .2 Deposit greasy or oily rags and materials subject to spontaneous combustion in approved receptacles and remove.

1.7 Flammable and  
Combustible Liquids

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

1.8 Hazardous  
Substances

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- .1 Work entailing use of toxic or hazardous materials, chemicals and/or explosives, or otherwise creating hazard to life, safety or health, will be in accordance with National Fire Code of Canada.
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|--------------------------------------|----|--|
| 1.8 Hazardous Substances<br>(Cont'd) | .2 | Obtain from Fire Chief a "Hot Work" permit for work involving welding, burning or use of blow torches and salamanders in buildings or facilities.  |
|                                      | .3 | When Work is carried out in dangerous or hazardous areas involving use of heat, provide fire watchers equipped with sufficient fire extinguishers. Determination of dangerous or hazardous areas along with level of protection necessary for Fire Watch is at discretion of the Fire Chief. Contractors are responsible for providing fire watch service for work on a scale established and in conjunction with Fire Chief at pre-work conference. |
|                                      | .4 | Where flammable liquids, such as lacquers or urethanes are to be used, proper ventilation will be assured and all sources of ignition are to be eliminated. Fire Chief is to be informed prior to and at cessation of such work.   |
| 1.9 Questions and/or Clarification   | .1 | Direct any questions or clarification on Fire Safety in addition to above requirements to Fire Chief through the Engineer.   |
| 1.10 Fire Inspection                 | .1 | Site inspections by Fire Chief will be coordinated through Engineer.   |
|                                      | .2 | Allow Fire Chief unrestricted access to work site.   |
|                                      | .3 | Co-operate with Fire Chief during routine fire safety inspection of work site.   |
|                                      | .4 | Immediately remedy all unsafe fire situations observed by Fire Chief.  |

PART 1 - GENERAL

- |                               |    |  |
|-------------------------------|----|--|
| <u>1.1 General</u>            | .1 | Contractor will take all reasonable steps to ensure that they and their employees have complied with all pertinent legislation and have protected the environment.       |
| <u>1.2 Fires</u>              | .1 | Fires and burning of rubbish on site not permitted.  |
| <u>1.3 Disposal of Wastes</u> | .1 | Do not bury rubbish and waste materials on site unless approved by Engineer.   |
|                               | .2 | Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.                                   |
| <u>1.4 Spill Protection</u>   | .1 | The Contractor must have adequate clean up materials for any potential hazardous materials used in the completion of the work (ie. Foams, fuels, oils, lubricants, etc). |

## Part 1: Detail of Test and Inspection

### 1.1 Location:

1.2 Project No:

### 1.3 Contractor:

### 1.3 5 ESU Contracts Manager:

## **Part 2: Declaration**

2.1 I certify that the Intrusion Alarm at the above location has been tested and inspected in accordance with this procedure and any other procedures agreed between the 5 ESU Contracts Cell and the Contractor. The results are satisfactory in the aspects as mentioned in Part 3 and as recorded in Part 4 of this Certificate, except as indicated in the COMMENTS section.

2.2 I also certify that site tests have been performed in accordance with the requirements set out in Annex A of this procedure and that the results are satisfactory. A record of the tests has been prepared and submitted to the 5 ESU Contracts Manager.

(Name of Contractor's Representative)	Signature	email	
		Tel No	
		Date	

Note 1: This certificate must be signed by a person authorized by the Company.

Note 2: Not all items listed below apply to each location. Complete ALL items applicable to each location.

Note 3: ALL paragraphs and subparagraphs must be annotated.

Note 4: A completed copy of this inspection must accompany the Contractors invoice for payment.

Comments:

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**Part 3: Items Inspected and Tested****Items tested by Contractor****3.1 Central Control Station**

3.1.1 The Central Control Station is installed within the protective area.

Yes\_\_\_\_ No\_\_\_\_

3.1.2 All peripherals are provided and according to approved equipment submission.

Yes\_\_\_\_ No\_\_\_\_

3.1.3 Interconnecting wiring between computers and peripherals are securely connected and installed according to working drawings.

Yes\_\_\_\_ No\_\_\_\_

3.1.4 Computers and peripherals are fixed and not subject to vibration.

Yes\_\_\_\_ No\_\_\_\_

3.1.5 Computers and peripherals are clean and no sign of damage and tampering.

Yes\_\_\_\_ No\_\_\_\_

3.1.6 Database associated with each input point has been provided.

Yes\_\_\_\_ No\_\_\_\_

3.1.7 Activate an alarm to check alarm buzzer, alarm visual indicators, and reset function are in proper working order.

Yes\_\_\_\_ No\_\_\_\_

3.1.8 Detailed site plans with zone indication has been provided in the computer database and can be summoned from the computer.

Yes\_\_\_\_ No\_\_\_\_

3.1.9 Detailed floor plan with positions of security devices, door, partitions, and room names has been provided in the computer database and can be summoned from the computer.

Yes\_\_\_\_ No\_\_\_\_

3.1.10 Telephone numbers of maintenance teams are provided at visible position of console.

Yes\_\_\_\_ No

3.1.11 Maintenance record card are provided and stored in specified drawer of the console.

Yes\_\_\_\_ No\_\_\_\_



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3.1.12 Operator handbook is stored in console. Yes\_\_\_\_ No\_\_\_\_

3.1.13 As built drawings and O&M manuals are provided in a secured drawer with security device in the Control Console. Yes\_\_\_\_ No\_\_\_\_

### 3.2 Communication Network

3.2.1 Wiring is enclosed by steel conduit. Yes\_\_\_\_ No\_\_\_\_

3.2.2 All junction boxes are protected by anti-tamper micro-switches. Yes\_\_\_\_ No\_\_\_\_

3.2.3 Identification ferrules are provided for each wire. Yes\_\_\_\_ No\_\_\_\_

3.2.4 All junction boxes and trunking cover are provided with proper identification. Yes\_\_\_\_ No\_\_\_\_

3.2.5 Field wiring connection diagram provided. Yes\_\_\_\_ No\_\_\_\_

3.2.6 All wiring connection is securely fixed. Yes\_\_\_\_ No\_\_\_\_

### 3.3 Uninterrupted Power Supply

3.3.1 The charger is connected to the main supply through an un-switched outlet. Yes\_\_\_\_ No\_\_\_\_

3.3.2 The battery connections have been connected properly. Yes\_\_\_\_ No\_\_\_\_

3.3.3 Visual inspection of instruments, indicating lamps, fuses and relays on battery charger are visual checked to be satisfactory and dials are of correct range. Yes\_\_\_\_ No\_\_\_\_

3.3.4 Field wiring connection diagram is provided. Yes\_\_\_\_ No\_\_\_\_

3.3.5 Each battery is marked with date of first charge. Yes\_\_\_\_ No\_\_\_\_

### 3.4 Remote Signal Transmission

3.4.1 Surge filter is provided on the data line. Yes\_\_\_\_ No\_\_\_\_

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3.4.2 The transmitter is installed within the protective area. Yes\_\_\_\_ No\_\_\_\_

3.4.3 Identification ferrules provided for each wire. Yes\_\_\_\_ No\_\_\_\_

3.4.4 Field wiring connection diagram is provided. Yes\_\_\_\_ No\_\_\_\_

3.4.5 Interconnecting wiring in/out of transmitter is securely connected and installed according to working drawings. Yes\_\_\_\_ No\_\_\_\_

3.4.6 The transmitter is backed up by UPS. Yes\_\_\_\_ No\_\_\_\_

3.4.7 Correct telephone number to control center is provided adjacent to telephone and in the database of Central Control Station. Yes\_\_\_\_ No\_\_\_\_

### 3.5 Security Lock and Switch

#### 3.5.1 Tamper Switch

3.5.1.1 Tamper switch is securely fixed and not subject to vibration. Yes\_\_\_\_ No\_\_\_\_

3.5.1.2 Tamper switch is clean and no sign of damage and tampering. Yes\_\_\_\_ No\_\_\_\_

3.5.1.3 No gap or alternative path to allow tampering of the tamper switch. Yes\_\_\_\_ No\_\_\_\_

3.5.1.4 Wiring is protected and concealed from tampering and mechanical damage. Yes\_\_\_\_ No\_\_\_\_

#### 3.5.2 Magnetic Door Contact

3.5.2.1 Door contact is secure and not subject to vibration. Yes\_\_\_\_ No\_\_\_\_

3.5.2.2 Door contact is clean and no sign of damage and tampering. Yes\_\_\_\_ No\_\_\_\_

3.5.2.3 When the door is closed, the gap between door and door frame is within the specified separation of the door contact. Yes\_\_\_\_ No\_\_\_\_

3.5.2.4 Door frame is constructed in a way to prevent tampering of Yes\_\_\_\_ No\_\_\_\_

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door contact from unprotected side of the door.

3.5.2.5 Wiring is protected and concealed from tampering and mechanical damage.

Yes\_\_\_\_ No\_\_\_\_

### 3.6 Motion Detector

3.6.1 Devices have not been obstructed by cabinets and other room contents.

Yes\_\_\_\_ No\_\_\_\_

3.6.2 Protected items/areas are properly covered by detection devices.

Yes\_\_\_\_ No\_\_\_\_

3.6.3 Device is secured with protected cover, if required.

Yes\_\_\_\_ No\_\_\_\_

3.6.4 Device is securely fixed and not subject to vibration.

Yes\_\_\_\_ No\_\_\_\_

3.6.5 Device is clean and no sign of damage and tampering.

Yes\_\_\_\_ No\_\_\_\_

3.6.6 Each protected door is properly erected and fixed.

Yes\_\_\_\_ No\_\_\_\_

### 3.7 Glass Breakage Detector

3.7.1 Protected areas are within detection range of the detector.

Yes\_\_\_\_ No\_\_\_\_

3.7.2 Detector is secured with protected cover, if specified.

Yes\_\_\_\_ No\_\_\_\_

3.7.3 Outdoor detector is protected by weatherproof housing and the sealing gaskets are intact and effective.

Yes\_\_\_\_ No\_\_\_\_

3.7.4 Detector is securely fixed and not subject to vibration.

Yes\_\_\_\_ No\_\_\_\_

3.7.5 Detector is clean and no sign of damage and tampering.

Yes\_\_\_\_ No\_\_\_\_

3.7.6 Each door/window protected are properly erected and fixed.

Yes\_\_\_\_ No\_\_\_\_

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### **Part 4: Test Record attached to the Test Certificate**

#### 4.1 Intrusion Alarm

##### 4.1.1 Central Control Station

a	Location of Central Control Station	
b	Brand and Model of Control Station	
c	Serial No of Central Computer	

##### 4.1.1.1 Power supply

a	Rating of central computer including all peripherals	_____ A _____ V
b	Type of power supply	
c	Current rating of power supply	_____ A
d	Measured output voltage of power supply	_____ V
e	Measure current of central computer including all peripherals	_____ A

##### 4.1.1.2 Functional test

		<b>Items tested by Contractor</b>	<b>Remarks</b>
a	Detection of LCP (Intelligent local control panel) - check if the computer could detect all LCPs	Yes _____ No _____	
b	Detection of LCPs' field alarm - activate alarm at each LCP, test if the computer is receiving field alarms from each LCP	Yes _____ No _____	
c	Activate multiple alarms; check if the Central Control Station reacts according to prescribed sequence.	Yes _____ No _____	
d	Check if the monitor screen can refresh without lagging behind the alarm action during multiple alarm condition.	Yes _____ No _____	

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e	Check if summary screen with required data is provided and can be activated by a designated key.	Yes _____ No _____	
f	Call and print report on status of any alarm input and output point, and whether the point is in programmed time arm/unarm, check if the report matches with the past events	Yes _____ No _____	
g	Call and print report on a listing of points in armed.	Yes _____ No _____	
h	Call and print report on a listing of points in unarmed.	Yes _____ No _____	
j	Call and print report on a history listing of alarm for a particular input point.	Yes _____ No _____	
k	Call and print report on a history listing of alarm for a particular output point.	Yes _____ No _____	
l	Call and print report on a listing of points in programmed time arm/unarm.	Yes _____ No _____	
m	Call and print report on a listing of points in trouble state.	Yes _____ No _____	
n	Call and print report on a listing of points in alarm.	Yes _____ No _____	
n	Call and print report on a listing of points in manual bypass.	Yes _____ No _____	
p	Call and print report on a history listing of alarm for a past period to be specified by the operator.	Yes _____ No _____	
q	Call up data in the streamer and check if data matches with the past events.	Yes _____ No _____	
r	Computer change over test (for system with a standby computer) - turn off the master CPU which is in use, check if the standby CPU changes over automatically. Generate an alarm, check if the standby CPU receives it or not.	Yes _____ No _____	

4.1.3 Uninterrupted Power Supply*(For system with standby UPS, one record sheet for each UPS)*

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a	Location of UPS	
b	Brand and Model of UPS	
c	Serial No of UPS	

### 4.1.3.1 Functional test

		Measured Value	Remarks (indicate whether acceptable)
a	For initial setup, charge the batteries at the highest rate until the charging current has remained constant. Record the charging current.		
b	Measure charger output with batteries (not under load) disconnected, this should be within 110% to 115% of the normal battery voltage. Record the measured voltage.		
c	Measure charger current with battery (not under load) disconnected, this should be less than the maximum recommended continuous charge current for the batteries. Record the charger current.		
d	Interrupt mains input to the charger and check that proper operation of detection equipment continues on standby batteries. Record status of detection equipment.		
e	Unplug the main supply check charge fail/mains fail indication function correctly. Record status.		
f	Restore the main supply check charge fail/mains fail indication is off and that "Mains On" indication is restored.		
g	For system with standby UPS, simulate UPS failure by disconnecting the output, check if the standby UPS automatically changeover. Record status.		
h	Measure battery output voltage and output current with Main 'on'.		
J	Measure battery output voltage and		

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	output current with Main 'off' in non-alarm condition.		
k	Measure battery output voltage and output current with Main 'off' and alarm is activated.		

4.1.4 Remote Signal Transmission

a	Location of Transmitter	
b	Type of Transmitter	
c	Brand/Model of Transmitter	
d	Serial No of Transmitter	

## 4.1.4.1 Power supply

a	Rating of transmitter including all peripherals	_____ A _____ V
b	Type of power supply	
c	Current rating of power supply	_____ A
d	Measured output voltage of power supply	_____ V
e	Measured input current of transmitter	_____ A

## 4.1.4.2 Functional test

		Measured Value	Remarks (indicate whether acceptable)
a	Activate an alarm and request control centre to confirm receipt of alarm.		
b	Activate multiple alarms and request control centre to confirm receipt of alarms in correct sequence.		
c	Check open line fault by disconnecting telephone plug and verify "Line Open Fault Alarm" being displayed in Central Control Station.		
d	Restore telephone plug and repeat test (b).		

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### 4.1.5 Security Lock and Switch

#### 4.1.5.1 Tamper Switch

*(One record sheet for each individual device)*

A	Location of Tamper Switch	
B	Type of Tamper Switch	
C	Brand/Model of Tamper Switch	
D	Serial No of Tamper Switch	

#### 4.1.5.1.1 Functional test

		Items tested/checked by Contractor		
		Local alarm 'on'	Central control console alarm 'on'	Alarm 'off' after reset
A	Activate the tamper switch (depending on the article to be protected, normally by open the casing of the article to be protected).	Yes _____ No _____	Yes _____ No _____	Yes _____ No _____
B	Deactivate the tamper switch (by closing the casing, or closing the micro-switch manually).	Yes _____ No _____	Yes _____ No _____	Yes _____ No _____
C	Line Fault Test. Open and short the lines of the system.	Yes _____ No _____	Yes _____ No _____	Yes _____ No _____
D	Remote Off Function Test. Remotely turn off the device at the Central Control Station, and then activate the device.	Yes _____ No _____	Yes _____ No _____	Yes _____ No _____
E	Remote On Function Test. Remotely turn on the device at the Central Control Station, then activate the device.	Yes _____ No _____	Yes _____ No _____	Yes _____ No _____

#### 4.1.5.2 Magnetic Door Contact

*(One record sheet for each individual device)*



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A	Location of Door Contact	
b	Type of Door Contact	
c	Brand/Model of Door Contact	
d	Serial No of Door Contact	

### 4.1.5.2.1 Functional test

		Items tested/checked by Contractor		
		Local alarm 'on'	Central control console alarm 'on'	Alarm 'off' after reset
a	Open door.	Yes _____ No _____	Yes _____ No _____	Yes _____ No _____
b	Close door.	Yes _____ No _____	Yes _____ No _____	Yes _____ No _____
c	Line Fault Test. Open and short the lines of the system.	Yes _____ No _____	Yes _____ No _____	Yes _____ No _____
d	Remote Off Function Test Remotely turn off the device at the Central Control Station, and then activate the device.	Yes _____ No _____	Yes _____ No _____	Yes _____ No _____
e	Remote On Function Test Remotely turn on the device at the Central Control Station, then activate the device.	Yes _____ No _____	Yes _____ No _____	Yes _____ No _____

### 4.1.6 Motion Detector

*(One record sheet for each individual detector)*

a	Location of Motion Detector	
b	Type of Motion Detector	
c	Brand/Model of Motion Detector	
d	Serial No of Motion Detector	
e	Principal Detection Technology	Microwave/infrared/(_____)

### 4.1.6.1 Power supply

a	Rating of detector	_____ A _____ V
b	Type of power supply	

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c	Current rating of power supply	_____A
d	Measured output voltage of power supply	_____V
e	Measured current of Detector	_____A

## 4.1.6.2 Functional test

		Items tested/checked by Contractor		
		Local alarm 'on'	Central control console alarm 'on'	Alarm 'off' after reset
a	Movement Simulation Test. A person moves around the middle of detection range (_____m).	Yes _____ No _____	Yes _____ No _____	Yes _____ No _____
b	Covering Range Test 1. A person moves around middle of detection range, (_____m) directly face the detector.	Yes _____ No _____	Yes _____ No _____	Yes _____ No _____
c	Covering Range Test 2. A person moves around furthest end of detection range, (_____m) directly face the detector.	Yes _____ No _____	Yes _____ No _____	Yes _____ No _____
d	Covering Range Test 3. A person moves around nearest end of detection range, (_____m) directly face the detector.	Yes _____ No _____	Yes _____ No _____	Yes _____ No _____
E	Covering Range Test 4. A person moves around furthest end of detection range, (_____m) at the detection edge (____°) right from the detector.	Yes _____ No _____	Yes _____ No _____	Yes _____ No _____
f	Covering Range Test 5. A person moves around furthest end of detection range, (_____m) at the detection edge (____°) right from the detector.	Yes _____ No _____	Yes _____ No _____	Yes _____ No _____

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g	False Trigger Test. Use an instrument, infra-red illuminator to generate an infra-red beam and point to the middle range from the detector (approximately 10m).	Yes _____ No _____	Yes _____ No _____	Yes _____ No _____
h	Tamper Alarm Function Test. Disassemble the cover or loosen the screws.	Yes _____ No _____	Yes _____ No _____	Yes _____ No _____
j	Line Fault Test. Open and short the lines of the system.	Yes _____ No _____	Yes _____ No _____	Yes _____ No _____
k	Remote Off Function Test. Remote off the device at the Central Control Station, then activate device.	Yes _____ No _____	Yes _____ No _____	Yes _____ No _____
l	Remote On Function Test. Remote turn on the device at the Central Control Station, then activate device.	Yes _____ No _____	Yes _____ No _____	Yes _____ No _____

### 4.1.7 Glass Breakage Detector

a	Location of Glass Breakage Detector	
b	Type of Glass Breakage Detector	
c	Brand/Model of Glass Breakage Detector	
d	Serial No of Glass Breakage Detector	
e	Principal Detection Technology	

#### 4.1.7.1 Power supply

a	Rating of detector	_____ A _____ V
b	Type of power supply	
c	Current rating of power supply	_____ A
d	Measured output voltage of power supply	_____ V
e	Measured current of detector	_____ A

#### 4.1.7.2 Functional test

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		Items tested/checked by Contractor		
		Local alarm 'on'	Central control console alarm 'on'	Alarm 'off' after reset
a	Glassbreak Simulation Test. Activate Glassbreak Simulator around the middle of detection range (____ m).	Yes _____ No _____	Yes _____ No _____	Yes _____ No _____
b	Covering Range Test 1. Activate Glassbreak Simulator around middle of detection range, (____ m) directly face the detector.	Yes _____ No _____	Yes _____ No _____	Yes _____ No _____
c	Covering Range Test 2. Activate Glassbreak Simulator around furthest end of detection range, (____ m) directly face the detector.	Yes _____ No _____	Yes _____ No _____	Yes _____ No _____
d	Covering Range Test 3. Activate Glassbreak Simulator around nearest end of detection range, (____ m) directly face the detector.	Yes _____ No _____	Yes _____ No _____	Yes _____ No _____
E	Covering Range Test 4. Activate Glassbreak Simulator around furthest end of detection range, (____ m) at the detection edge (____°) right from the detector.	Yes _____ No _____	Yes _____ No _____	Yes _____ No _____
f	Covering Range Test 5. Activate Glassbreak Simulator around furthest end of detection range, (____ m) at the detection edge (____°) right from the detector.	Yes _____ No _____	Yes _____ No _____	Yes _____ No _____
g	Covering Range Test 6. Activate Glassbreak Simulator adjacent to the glass that the detector protects.	Yes _____ No _____	Yes _____ No _____	Yes _____ No _____
g	False Trigger Test. Use a Pin Noise Generator, to generate a background noise of	Yes _____ No _____	Yes _____ No _____	Yes _____ No _____

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	90 dB around middle of detection range of detector.			
h	Tamper Alarm Function Test. Disassemble the cover or loosen the screws.	Yes _____ No _____	Yes _____ No _____	Yes _____ No _____
j	Line Fault Test. Open and short the lines of the system.	Yes _____ No _____	Yes _____ No _____	Yes _____ No _____
k	Remote Off Function Test. Remote off the device at the Central Control Station, then activate device.	Yes _____ No _____	Yes _____ No _____	Yes _____ No _____
l	Remote On Function Test. Remote turn on the device at the Central Control Station, then activate device.	Yes _____ No _____	Yes _____ No _____	Yes _____ No _____

**BASIS OF PAYMENT  
PRICING SCHEDULE**  
**Date of Award to 31 March 2016 / 01 April 2016 to 31 March 2017 / 01 April 2017 to 31 March 2018**

<b>Item</b>	<b>Description, Class of Labour, Material or Plant</b>	<b>Unit of Measure</b>	<b>Estimated Qty</b>	<b>Unit Price \$ ¢</b>	<b>Total Price \$ ¢</b>
1	Cost for a Preventative Maintenance Test and Inspection at Queen Charlotte Armoury, PE as per Annex "A". (4-Secured Rooms)	Annual	1		
2	Cost for a Preventative Maintenance Test and Inspection at HMCS Queen Charlotte, PE as per Annex "A". (1-Building System/1-Secured Room)	Annual	1		
3	Cost for a Preventative Maintenance Test and Inspection at the Support Detachment, PE as per Annex "A". (1-Building System)	Annual	1		
4	Cost for a Preventative Maintenance Test and Inspection at Summerside Armoury, PE as per Annex "A". (1-Secured Room)	Annual	1		
5	Cost for a Preventative Maintenance Test and Inspection at Fredericton Armoury, NB as per Annex "A". (1-Secured Room)	Annual	1		

6	Cost for a Preventative Maintenance Test and Inspection at Woodstock Armoury, PEI as per Annex "A". (1-Secured Room)	Annual	1		
7	Cost for a Preventative Maintenance Test and Inspection at Grand Falls Armoury, NB as per Annex "A". (1-Secured Room)	Annual	1		
8	Cost for a Preventative Maintenance Test and Inspection at Edmundston Armoury, NB as per Annex "A". (1-Building System/1-Secured Room)	Annual	1		
9	Cost for a Preventative Maintenance Test and Inspection at Campbellton Armoury, NB as per Annex "A". (1-Secured Room)	Annual	1		
10	Cost for a Preventative Maintenance Test and Inspection at Bathurst Armoury, NB as per Annex "A". (Main Bldg 1-Building System/1-Secured Room, Garage 1-Building System)	Annual	1		
11	Cost for a Preventative Maintenance Test and Inspection at Newcastle Armoury, NB as per Annex "A". (1-Secured Room)	Annual	1		

12	Cost for a Preventative Maintenance Test and Inspection at Barrack Green Armoury, NB as per Annex "A". (3-Secured Rooms)	Annual	1		
13	Cost for a Preventative Maintenance Test and Inspection at HMCS Brunswick, NB as per Annex "A". (Main Bldg 1-Building System/2-Secured Rooms, Boat Shed 1-Building System)	Annual	1		
14	Cost for a Preventative Maintenance Test and Inspection at Moncton Armoury, NB as per Annex "A". (MG1 1-Secured Room, MG35 1-Secured Room, MG47 1-Secured Room and MG48-4 Secured Rooms)	Annual	1		
15	Cost for a Preventative Maintenance Test and Inspection at Sussex Armoury, NB as per Annex "A". (1-Secured Room)	Annual	1		
16	Hourly Rate for Repairs, Installations or Deletions by a Qualified Intrusion Alarm Systems Technician.	hour	100		
17	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 for tendering purposes.	allowance	\$20,000.00		



<u>Total Estimated Amount used for Evaluation</u>		<u>\$0.00</u>
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Note: 1.The estimated quantity entered in column four (4) for items sixteen (16) and seventeen (17) is an estimate only for services as and when requested and does not infer that all the quantities for that item will be utilized or that the quantities may not be exceeded.