

Annex A
Statement of Requirements
21201-15-2157832

Objective:

The work under this Standing Offer Agreement includes but must not be limited to the provision of all labour, materials, tools, supervision and equipment necessary for inspection, testing, maintenance, repair and upgrade of elevating devices.

Location:

The contractor must provide services on all elevating devices and all associated auxiliary equipments at the following locations:

<p>Atlantic Institution 13175 Route 8 PO Box 102 Renous, New Brunswick E9E 2E1</p> <p>Chief Facilities Management: Tel: (506) 623-4204 Fax: (506) 623-4288</p>	<p>Dorchester Penitentiary 4902 Main Street Dorchester, New Brunswick E4K 2Y9</p> <p>Chief Facilities Management: Tel: (506) 379-4507 Fax: (506) 379-4641</p>	<p>Springhill Institution 330 McGee Street PO Box 2140 Springhill, Nova Scotia BOM 1X0</p> <p>Chief Facilities Management: Tel: (902) 597-0190 ext 2190 Fax: (902) 597-3262</p>
<p>Nova Institution 180 James Street Truro, Nova Scotia B2N 6R8</p> <p>Chief Facilities Management: Tel: (902) 597-0190 ext 2190 Fax: (902) 597-3262</p>	<p>Parrtown CCC 23 Carleton Street St-John, New Brunswick E2L 2Z2</p> <p>Regional Engineering Maintenance Officer Tel: (506) 378-4425 Fax: (506) 851-3135</p>	<p>St-John's CCC 531 Charter Avenue St-John, Newfoundland and Labrador A1A 1P7</p> <p>Regional Engineering Maintenance Officer Tel: (506) 378-4425 Fax: (506) 851-3135</p>

Contractor's Responsibilities:

The Contractor must regularly and systematically maintain all equipment at the frequency specified in the Equipment table.

The contractor will advise the Departmental Representative of the telephone number at which he/she or his/her representative may be contacted 24 Hours a day, 7 days a week.

The contractor must respond to service call 24 Hr/day, 7 days a week. For an outside regular work hours service call, the contractor must contact the Departmental Representative on the first working day to obtain a work order number.

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The contractor must report to the site with a service vehicle which is well stocked with replacement parts to carry out repairs on the system in use in these facilities.

The contractor must remove and dispose of debris, used and obsolete material on a daily basis.

The contractors must co-ordinate with and assist the enforcing/inspection authority in the performance of the inspection and testing of equipment when required.

The contractor's technicians are required, upon arrival to the site facility to provide identification (ID) and log into the institutional Visitor's Register maintained at the Principal Entrance.

The contractor must, upon arrival on site, submit a complete tools list. Any missing or lost tools must be reported to the Correctional Manager desk by the contractor or escort staff/commissionaire.

The contractor must provide to the Department Representative, after each visit, a service report containing all details of work performed. When applicable, the contractor must provide a list of defects/deficiencies discovered during the visit with recommended corrective actions and cost to correct any deficiencies. The contractor must provide all maintenance activities report to the following email: GEN-ATLRHQTechServ@csc-scc.gc.ca. All documents within the report are to be presented in Adobe Acrobat PDF format.

Replacement Parts:

The contractor is required to repair or replace worn or defective parts of the system(s) using only genuine manufacturer's replacement parts.

Replacement parts by another manufacturer may be used with written permission of the Departmental Representative.

The contractor must request direction from the Departmental Representative prior to replacing any component whose list price is \$500.00 or more.

Maintain sufficient supply of replacement parts to prevent extended downtime. Defective parts must be replaced within twenty-four (24) hours or with timeframe approved by the Departmental Representative.

Log Books:

A permanent "Elevating Device Maintenance Log" or "Lift for the Disabled Log" of the inspection, testing and maintenance of each elevating devices must be maintained in accordance with the manufacturer's manual of operating and maintenance instructions. This log must be kept on site in the equipment room, if applicable. Payment will not be made if the log book is incomplete. The log must include:

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- ✓ the date on which an inspection, testing and maintenance exercise was carried out;
- ✓ the name(s) of the person(s) who performed the inspection, testing and maintenance;
- ✓ replacement parts list;
- ✓ notes on any unsatisfactory conditions observed or discovered and the steps taken to correct such conditions; and
- ✓ copies of the design and installation performance test certificates.

Compliance Requirements:

The contractor must conform to the following Codes and Standards applicable at the time of installation or alteration:

- CAN/CSA-B44, Safety Code for Elevators, Escalators, Dumbwaiters, Moving Walk and Freight Platform Lifts. (Including all Appendices)
- CAN/CSA-B355, Standard for Lifts for Persons with Physical Disabilities (including Appendix A),

All applicable tests as per Canadian Standard Association are to be performed at the required frequency when applicable to equipment. These tests are to be performed jointly during the scheduled services frequency as stated below.

Comply with the Canada Labour Code Part II and the Canada Occupational Health and Safety Regulations.

Comply with the Provincial Occupational Health and Safety Act and following Occupational General Safety Regulations.

The contractor and his/her personnel must adhere to the Federal Government 'No Smoking' policy while in Federal facilities and/or scent free policy where applicable.

The contractor must have certified technicians performing the work as per applicable provincial requirements. The technician must maintain their certification to work in our facilities.

Contractor personnel must submit to a Canadian Police Information Centre (CPIC) verification of identity / information by CSC, and must adhere to institutional requirement for the conduct of searches prior to admittance to the institution / site. CSC reserves the right to deny access to any institution / site or part thereof of any Contractor personnel, at any time. The contractor will be under direct escort by commissionaires or a delegate.

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Facilities Closure:

The contractor must perform all work during the regular working hours (07:00 to 17:30 hours) of the regular working days. If work is required outside of the regular working hours, alternate pre-approved arrangement can be made to accommodate the contractor.

In case of “CLOSURE OF GOVERNMENT FACILITIES” in regards to delays caused by the Crown at the site, the following will apply:

- ✓ Contractor personnel are employees of the contractor and are paid by the contractor on the basis of services rendered. Where the contractor or the contractor’s employees are providing services on government premises pursuant to this contract and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no work is being performed as a result of the closure, the Crown will not be liable for payment to the contractor for the period of closure.
- ✓ In the event of closure, the contractor must immediately notify the Site Authority or his/her delegate. The contractor will be compensated for the time to return at their closest office or at a maximum of 2 hour whichever is less.

Invoicing Instructions

The contractor must submit a service report signed by the Departmental Representative for each an invoice.

Invoice must show:

- Standing Offer Agreement Number, Work Location, Date and Work Order Number, Name of person who authorized the service call, Hours broken down as per Unit Price Table, Material net cost and % mark-up and Trades Person(s) name and License(s) number(s).

All invoice must be typed not hand written.

All invoices for the fiscal year must be submitted to payment before April 10 of each year.

All invoices for Partown and St-John’s CCC are to be send to the following address;

**Correctional Service Canada
1045 Main Street
Moncton, NB
E1C 1H1
Att: Technical Services**

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Equipment table: Atlantic Institution, 13175 Route 8, PO Box 102, Renous, New Brunswick, E9E 2E1.

#	Location	Manufacturer	Model	Description	Storey	Capacity	Speed	Inspection frequency
1	Food Services	Montgomery /Kone	KP40393	Passenger Elevator, hydraulic	1	1134 Kg (2500 lbs)	Up 75ft/min Dn 150ft/min	4 times/year.
2	External Admin Bldg	OTIS	GEN-2	Passenger Elevator, gearless	1	910 Kg (2000 lbs)	150 ft/min	4 times/year.
3	Tunnel	Montgomery /Kone	KP40394	1986 Freight Elevator, hydraulic	1	1588 Kg (3500 lbs)	Up 75ft/min Dn 150ft/min	4 times/year.
4	Living Unit 3	Hydrawlik-Tournebo	04-106-3-20B	Freight Platform Lift, Hydraulic	½	455 Kg (1000 lbs)	16 ft/min	2 times/year.
5	Living Unit 1	Garaventa	GSL-1	Disability Stair Lift Rope w/Cog	½	205 Kg (450 lbs)	20 ft/min	2 times/year.
6	Living Unit 2	Garaventa	GSL-1	Disability Stair Lift Rope w/Cog	½	205 Kg (450 lbs)	20 ft/min	2 times/year.
7	Living Unit 3	Garaventa	GSL-1 (Serial 17918)	2001 Disability Stair Lift Rope w/Cog	½	205 Kg (450 lbs)	20 ft/min	2 times/year.
8	Living Unit 4	Garaventa	GSL-1	Disability Stair Lift Rope w/Cog	½	205 Kg (450 lbs)	20 ft/min	2 times/year.
9	Administration	Garaventa	SL-1	Disability Stair Lift Rope w/cog	1	205 Kg (450 lbs)	20 ft/min	2 times/year.

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Equipment table: Dorchester Institution, 4902 Main Street, Dorchester, New Brunswick, E4K 2Y9

#	Location	Manufacturer	Model	Description	Storey	Capacity	Speed	Inspection frequency
10	A-01 Building Administration	Montgomery	US-75-126-25-575	Passenger Elevator	4	1134 Kg (2500 lbs)	100 ft/min	4 times/year.
11	B-07 Building Cell Block	Dover	EP9525	Passenger Elevator Hydraulic Cylinder	4	1134 Kg (2500 lbs)	100 ft/min	4 times/year.
12	B06 Building	Otis	7525	Passenger Elevator Hydraulic Cylinder	4	1590 Kg (3500 lbs)	125 ft/min	4 times/year.
13	F58 Main Administration	Dover	EB8025	Passenger Elevator Hydraulic Cylinder	3	1181 Kg (2600 lbs)	100 ft/min	4 times/year.
14	F113 Living Unit	OTIS	AAA20396AF	Passenger Elevator Hydraulic Cylinder	3	2045 Kg (4500 lbs)	100 ft/min	4 times/year.
15	C01 Building Shop Dome	Whirlteq	3C-HC-3-208-3	Disability Lift, hydraulic	2	250 Kg (550 lbs)	25 ft/min	2 times/year.
16	B01 Building Main Dome	Garaventa	Stair Lift	Disability Stair Lift Rope Sprocket	6	205 Kg (450 lbs)	25 ft/min	2 times/year.
17	F102 Chapel	Concord	Prolift Vertical	Disability Stair Lift Hydraulic Cylinder	2	250 Kg (550 lbs)	30 ft/min	2 times/year.
18	F101 Community Center	Garaventa	GSL Artira	Disability Stair Lift Rope Sprocket	2	250 Kg (550 lbs)	20 ft/min	2 times/year.

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Equipment table: Springhill Institution, 330 McGee Street, PO Box 2140, Springhill, Nova Scotia, BOM 1XO

#	Location	Manufacturer	Model	Description	Storey	Capacity	Speed	Inspection frequency
19	Springhill	Otis	Gen 2	Passenger Elevator	2	1134 Kg (2500 lbs)	150 ft/min	4 times/year.
20	Springhill	Garaventa	Artira	Disability Stair Lift	2	205 Kg (450 lbs)	30 ft/min	2 times/year.

Equipment table: Nova Institution, 180 James Street, Truro, Nova Scotia, B2N 6R8

#	Location	Manufacturer	Model	Description	Storey	Capacity	Speed	Inspection frequency
21	Food Services Building (A-1181)	Otis	-	Passenger Elevator	2	1134 Kg (2500 lbs)	150 ft/min	4 times/year.
22	14 Bed Living Unit	ThyssenKrupp Elevator	EBV350	Passenger Elevator	2	1134 Kg (2500 lbs)	120 ft/min	4 times/year.
23	Main Building	Whirlteq	Transporter 4000	Handicap Lift System Vertical Wheel Chair	1	227 Kg (500 lbs)	25 ft/min	2 times/year.

Equipment List: Parrtown CCC, 23 Carleton Street, St-John, New Brunswick, E2L 2Z2

#	Location	Manufacturer	Model	Description	Storey	Capacity	Speed	Inspection frequency
24	Main Entrance	Dover	EP9525	Passenger Elevator	3	1134 Kg (2500 lbs)	100 ft/min	4 times/year.

Equipment List: NewFoundland and Labrador CCC, 531 Charter Avenue, St.John's, Newfoundland.

#	Location	Manufacturer	Model	Description	Storey	Capacity	Speed	Inspection frequency
25	Main Entrance	Dover	DMC-1	Passenger Elevator	2	2500 lbs	1500 ft/min	4 times/year.