



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Travaux publics et Services gouvernementaux  
Canada  
Place Bonaventure, portail Sud-Est  
800, rue de La Gauchetière Ouest  
7<sup>ème</sup> étage  
Montréal  
Québec  
H5A 1L6  
FAX pour soumissions: (514) 496-3822

**SOLICITATION AMENDMENT**  
**MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

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

**Issuing Office - Bureau de distribution**  
Travaux publics et Services gouvernementaux Canada  
Place Bonaventure, portail Sud-Est  
800, rue de La Gauchetière Ouest  
7<sup>ème</sup> étage  
Montréal  
Québec  
H5A 1L6

<b>Title - Sujet</b> Entretien immeuble Dorval	
<b>Solicitation No. - N° de l'invitation</b> T3125-150018/A	<b>Amendment No. - N° modif.</b> 001
<b>Client Reference No. - N° de référence du client</b> T3125-15-0018	<b>Date</b> 2015-12-11
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$MTC-475-13544	
<b>File No. - N° de dossier</b> MTC-5-38079 (475)	<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 2015-12-17</b>	
<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> Joseph, Marc	<b>Buyer Id - Id de l'acheteur</b> mtc475
<b>Telephone No. - N° de téléphone</b> (514) 496-3666 ( )	<b>FAX No. - N° de FAX</b> (514) 496-3822
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Delivery Required - Livraison exigée</b>	<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>

## **Amendment 001**

The purpose of this amendment is to answer questions from potential bidders and may modify certain clauses of the invitation to tender no T3125-150018/A and potential contracts.

### **I) DELETE**

At the front page of the tender, the invitation expires **December 14, 2015**.

### **INSERT**

At the front page of the tender, the invitation expires **December 17, 2015**.

### **II) DELETE**

Appendix A "Statement of Work" in its entirety.

### **REPLACE BY**

Appendix A, "Specifications"

### **III) QUESTIONS**

a) Is there going to be parking spaces planned for the contractor's staff?

**Answer:** Yes, according to the number of staff required in Appendix A quote under item # 2.

b) Where should we put the cost to the transition period in the schedule to pricing?

**Answer:** There is no cost for the first period of transition since this is done the week before the start of the contract. See 12.1 in Appendix A.

c) Please provide or clarify where Article 2.1.1 that is mentioned pricing page?

**Answer:** Reference to Article 2.1.1 has been removed from Annex A. See updated version of Annex A

d) Who is responsible for the fourth parties who are contracted by Transport Canada, and are supervised by the contractor after hours or in emergencies?

**Answer:** Transport Canada

e) Please provide the current scope of work being undertaken by the building control system supplier since we would have a better understanding of the current involvement of the supplier with daily operations.

**Answer:** The current scope of work currently being undertaken by the building control system supplier is as follows:

- Perform inspection and maintenance commands of the building control system;
- Check the computer and the system operator;
- Analyze the alarms generated by the system;
- Check the performance and operation of heating systems, ventilation and air conditioning (HVAC);

- Manage control parameters;
- Provide training in the building maintenance staff;
- Provide technical support for the building maintenance staff.

f) Where do we include pricing options for services such as maintenance of the generator and window cleaning, since there is no place for these tariffs on the pricing sheet?

**Answer:** The grid hours per employee category (price table), Annex III, has been modified to include details concerning the maintenance of the generator and cleaning windows. See updated version of Appendix A, p. 21.

g) Please provide in section 8.3, which is referred to in Appendix A, page 3, section 2 of the scope of work, general?

**Answer:** Section 8.3 was added under item 8. Meeting. See updated version of Annex A, p.7

h) In Part 4 in 1.1.1 Mandatory Technical Criteria are asked to provide a copy of the valid qualification certificate MMF class 3 and a copy of the certificate of qualification refrigerator Class B Class

However, in Appendix A of the estimate, the Contractor Personnel on page 5, you indicate that the contractor must appoint a chief operating officer (electrician), a mechanical engineer in the building (TMB) and a man to do everything.

You do not mention to provide a Stationary Engineer (MMF) Class 3 B. Do you want the contractor to provide a TMB and a MMF? Thank you specify.

**Answer:** No, a stationary engineer MMF is sufficient.

The above changes result in the updating of the tender and will correct the information contained in the invitation. Bidders must take this into account when developing their proposal.

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**

**APPENDIX A**

**SPECIFICATIONS**

***MAINTENANCE AND OPERATION  
OF THE BUILDING  
700 LEIGH CAPREOL,  
DORVAL, (QUÉBEC)***

**Revision date: 2015-12-10**

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## **1. BUILDING**

The building is located at 700 Leigh Capreol Street, Dorval, Quebec.

## **2. SCOPE OF WORK**

### **General**

The Contractor's personnel responsible for the operation of the building must make informal and timely visual inspections on the elements of the building, in accordance with the operational requirements and practices of this area of activities.

The work consists of supplying labour, material and equipment necessary to perform routine maintenance, preventative, corrective, repair, operation and inspection systems, and to handle all breakdowns, whether urgent or not. Equipment is to be purchased by the Contractor and paid for by Transport Canada. (Refer to section 8.3).

The Contractor will realize all general work necessary to complete the work included in this contract despite not being detailed in the Specifications and its appendices,

### **Daily operations**

Transport Canada is committed to providing its tenants with a productive, safe and healthy workplace. The quality of ambient air, thermal comfort and lighting are essential elements to a productive workplace. These components must be addressed not only in the building's design and commissioning, but also in the day-to-day operations and maintenance.

An active preventive approach is particularly important to preclude potential indoor air quality problems in the building.

Transport Canada relies on the Treasury Board standard operating procedures for building systems. The Contractor can consult on these procedures.

The contractor shall:

- Oversee the operations of the building 24 hours a day, 365 days a year;
- Ensure that the building is available for tenant use during normal working hours, i.e., 7 am to 6 pm, local time, Monday through Friday, unless otherwise directed by the Technical Authority or specified in the tenants' occupancy instruments or leases;
- Coordinate day-to-day operational activities with Facilities Management; and
- Identify, report and resolve issues of non-compliance with quality standards.

The Contractor shall operate building systems and equipment during the hours the building is available to tenants in accordance with the following standards and guidelines, as amended from time to time:

- American Society of Heating, Refrigerating and Air-conditioning Engineers (ASHRAE) Standard 55a-1995, *Thermal Environmental Conditions for Human Occupancy*, except that, during the coldest winter days, a minimum of 25% relative humidity rather than 30% as per ASHRAE, is acceptable;
- ASHRAE Standard 62-2001, *Ventilation for Acceptable Indoor Air Quality*, which stipulates a minimum outdoor air ventilation rate of 10 litres per second per person (20 cubic feet per meter /per person);
- Canadian Standards Association Z204-94, *Guidelines for Managing Indoor Air Quality in Office Buildings*;
- Health Canada. (1995). *Indoor Air Quality in Office Buildings: A Technical Guide*;
- Treasury Board. (April 1994). *Handbook of Occupational Safety and Health*, 5th Edition;

- Departmental directives, publications and memos on practices including, for example, *Making your Workplace Work*, *An Assessment of Ozone Generators and Remedial Procedures for Water Damage and Microbial Remediation Guidelines*; and
- *TC Environmental Standards for Office Accommodation* (MD 15000). Refer to section 26.

### **Activity Report**

The chief manager (electrician), the mechanical technician and the daily worker(s) of the building must produce a daily activity report detailing all regular and exceptional activities by recording the numbered service calls and the exact completion time of the service call. The report should be forwarded to [assistanceinstallationsdorval@tc.gc.ca](mailto:assistanceinstallationsdorval@tc.gc.ca) within a maximum of thirty working hours.

### **Contractor's Personnel**

- The Contractor must appoint three (3) employees to the premises consisting of one operational manager (electrician), one mechanical technician for the building and one handy man for the normal working hours, for the duration of this contract.
- The operational manager (electrician) must have five (5) years of experience in the management of buildings and a team leader. It is mandatory that the delegated person has a certified qualification card as a Class C electrician. The mechanical technician of the building must have a vocational diploma in building mechanicals and five (5) years experience in the maintenance of public buildings' central heating and cooling systems; the handy man must have skills in carpentry and repairs.
- The operational manager (electrician) shall perform work orders, respond to emergencies, supervise the work of the mechanical technician, monitor the Contractor's employees at the request of Transport Canada and participate in the completion of general manual labour for preventative and corrective maintenance as well as provide a compilation of required reports.
- The mechanical technician shall execute the operation and general maintenance of the electromechanical systems and five (5) hours per day is accorded for this work. Consequently, for the remaining three (3) hours, the technician shall carry out the preventative maintenance program on systems. For the duration of this contract, the contractor will use a senior building technician four (4) days per week and a junior technician one (1) day per week. The junior technician will also help as a handyman.

### **Service Options**

- A plumber with his competency cards and with 5 years experience in the plumbing field of a building should be available on request.
- A locksmith with at least 2 years experience should be available on request.
- Maintenance of the generator. (Annex IV)
- The contractor will be responsible for the maintenance and repair of the system access of the doors of the building.
- Cleaning the interior and exterior windows excluding skylight located in the ceiling of the ground floor 2 times per year.

### **3. DEFINITIONS – DEPARTMENTAL REPRESENTATIVE:**

The authority designated by Transport Canada to manage the current contract is:

- the Regional Facilities Management Officer
- the Regional Manager, Administrative Services

#### **4. COMPLIANCE WITH ACTS, RULES AND REGULATIONS**

- 4.1 All work shall be performed in compliance with all federal, provincial and municipal legislation, codes, standards, rules and directives. In case of omissions or contradictions in these standards, the most stringent requirements shall apply.
- 4.2 The Contractor shall obtain, at its own expense, all permits, certificates, licenses and authorizations required to perform the work.

#### **5. UPDATING DOCUMENTS**

The Contractor shall make any required modifications to copies of plans, specifications, instruction manuals and other documents clearly and legibly so they are always up to date and transmit to Transport Canada.

#### **6. INFORMATION OWNERSHIP**

All documents acquired from any suppliers during the execution of this contract, remains the property of the Minister. The Contractor shall conserve the documents for consultation by Transport Canada. Further updating of these documents will be the Contractor's responsibility.

#### **7. ESTIMATE OF SPECIFICATIONS**

- 7.1 At the Departmental Representative written request, the Contractor (mechanical technician) shall provide an estimate of specifications that include an evaluation of improvement costs and/or project repair. Total number of hours in each discipline according to prices in the tables of prices of services.
- 7.2 Following the approval from the Departmental Representative, the Contractor shall perform the work within the agreed upon timeframe according to the schedule presented and negotiated between the Contractor and the Departmental Representative.
- 7.3 To purchase maintenance material, the Contractor shall complete the "*Authorization of Material Purchases*" form and obtain the written approval of the Departmental Representative

#### **8. MEETINGS**

- 8.1 The Contractor shall meet his/her staff on-site to supervise the performance and progress of construction, repair and/or improvement on a minimum frequency of at least every two (2) weeks. A record of these meetings may be requested by the Departmental Representative of Transport Canada and must be submitted within five (5) working days.
- 8.2 The Contractor shall meet with the Departmental Representative every month to inform him/her of the services rendered and to inspect the premises.
- 8.3 To purchase maintenance material, complete authorization of buying material and make it signed up by the Minister's representative.

**9. SERVICE CALLS**

- 9.1 During normal working hours, the Contractor shall act on all regular service calls within two (2) hours.
- 9.2 The Contractor shall provide the Departmental Representative with a central telephone number where the Contractor can be reached at any time, 24 hours a day, 365 days a year. The Contractor shall respond to all emergency calls within two (2) hours.
- 9.3 The Contractor shall ensure the provision of telecommunication devices necessary to ensure that each employee can be reached in an emergency.
- 9.4 For each emergency call outside of normal working hours, the Contractor will receive an increase of 50% of hours worked (time registered in the building’s log book) or a minimum of two (2) hours pay with a 50% increase, whichever amount is the highest. In addition, the Contractor will receive an amount equal to one (1) hour’s work for travel allowance

**10. SCHEDULE OF WORK**

- 10.1 The daily work schedule for 8 hours shall be from 7:00am to 4:00pm, Monday to Friday, excluding statutory holidays.
- 10.2 The Contractor will be paid according the hours of person-power registered in the logbook. The Contractor must keep two (2) technicians and a handy man on site for forty (40) hours per week.
- 10.3 The Contractor agrees under this Specification, that all employees assigned to this contract shall perform contract related duties only during working hours on the service site.
- 10.4 The Departmental Representative must approve any overtime work in writing before work is begun, except for emergencies.
- 10.5 There are eleven (11) statutory holidays in a year.

January 1 <sup>st</sup>	Holy Friday	Easter Monday	Victoria Day
June 24 <sup>th</sup>	July 1 <sup>st</sup>	Labour Day	Thanksgiving Day
Remembrance Day	December 25 <sup>th</sup>	December 26 <sup>th</sup>	

**11. NON- EXCLUSIVE NATURE OF THE CONTRACT**

- 11.1 This contract is not exclusive. The Departmental Representative may call on other contractors to perform certain work.
- 11.2 The Contractor shall assist, coordinate and supervise the various external workers as pertaining to electromechanical work and must facilitate their access to the workplace and provide a report to the Departmental Representative.

**12. TRANSITION PERIOD**

- 12.1 For the week prior to the start of the contract, the Contractor shall delegate the operational manager (electrician) and the mechanical technician to the site in order to become familiar with the procedures, premises and equipment.
- 12.2 During the last week of the contract, the parting Contractor shall assist the representatives of the new Contractor, if necessary, in order for them to become familiar with the premises and equipment (see Appendix A).

**13. INSPECTION OF WORK**

- 13.1 The Departmental Representative shall be allowed access to any work site and to the Contractor's workshop at anytime, for inventory control and to verify the technicians' working methods.
- 13.2 The Departmental Representative has the authority to decide whether work and materials meet the provisions of the contract, refuse work and materials that do not comply and order their demolition or removal, and order that work to be redone or materials replaced.
- 13.3 The Departmental Representative has the authority to require the Contractor to cease work immediately if it is determined that the safety of the work, personnel or public is endangered.

**14. CONTRACTOR'S GUARANTEES**

- 14.1 The Contractor shall guarantee all work and materials for a period of one (1) year after the Departmental Representative has accepted the work. A letter of guarantee containing all details of the work, the start and end dates of the warranties shall be submitted to the Departmental Representative.
- 14.2 The Contractor is responsible for the proper operation and collective functioning of equipment for the duration of the contract.

**15. TEMPORARY SERVICE INTERRUPTIONS**

When works requires a temporary service interruption, the Contractor shall submit to the Departmental Representative at least five (5) business days in advance, a work schedule as well obtain the Departmental Representative's approval. Hours of service interruption shall not impede upon the normal operation of the building. Service interruptions should be, if possible, outside regular working hours.

**16. TRAFFIC**

Work will be performed to provide the least inconvenience to pedestrian and vehicular traffic.

## **17. CONTRACTOR'S WORKSHOPS**

- 17.1 Transport Canada shall provide the Contractor with premises for storing parts, equipment, materials and tools belonging to the Contractor as well as Transport Canada.
- 17.2 Based on the Departmental Representative's recommendation, the Contractor shall allow outside employees free access to the workshops on the premises. The Departmental Representative's decision shall be final as to the use of the workshops
- 17.3 Upon termination of this contract, the Contractor shall restore workshops and equipment to the original state at its own expense.

## **18. VERIFICATION OF RELIABILITY**

Following the granting of the contract, the Contractor shall provide the Departmental Representative the names of three (3) candidates chosen to execute the work stipulated in the contract. Candidates will undergo a reliability check and only accredited candidates shall have access to the premises. The Contractor shall be responsible for maintaining a bank of accredited replacement employees.

## **19. CHANGES IN PERSONNEL**

If a change of regular personnel assigned to the building is required, the Contractor shall provide training equivalent to that given by Transport Canada during the transition period and sufficient for accomplishing the tasks, and to the satisfaction of the Departmental Representative. The replacement must undergo a reliability check and obtain his accreditation before accessing the building.

## **20. SKILLS AND ABILITIES**

- 20.1 In addition to the technical knowledge, the operation manager (electrician) and his/her team must be able to communicate orally and in writing in both official languages. In addition, they will be able to provide expert opinion in the appropriate technical fields in both official languages.
- 20.3 The Contractor shall ensure that all personnel assigned to this work have the sufficient knowledge and experience in maintaining and repairing the systems concerned and that they hold valid certificates issued by the province for their respective trades.
- 20.4 The operational manager (electrician) and his/her team must have basic computer skill knowledge.

## **21. CLOTHING AND IDENTIFICATION**

- 21.1 The contractor must ensure that all members of the organization are dressed neatly and appropriately, as follows: industrial pants and shirt in the same colour for all employees. The Contractor's identification must appear on the shirt.
- 21.2 The Contractor shall ensure that its employees wear safety shoes and have a neat appearance. The Departmental Representative will be the sole judge the appearance and cleanliness of regular employees.

## **22. ETHICS**

The ethical principals of the federal government must be respected.

The Contractor shall ensure that its employees do not request nor accept tips at any time, nor under any circumstances. Employees shall not ask nor give any materials or tools to clients or customers.

**23. CONTRACTOR’S RESPONSIBILITIES**

- 23.1 The Contractor shall be fully responsible for the results, performance and consequences of work and operations performed by its employees.
- 23.2 The Contractor shall provide constant and strict monitoring of the functional and operation of all mechanical and electrical equipment.
- 23.3 The Contractor shall carry out the necessary follow-up required to improve performance and reliability.
- 23.4 The Contractor shall ensure compliance with safety rules, prevent the misuse of services, and take the necessary measures to prevent damage to the facility.
- 23.5 The Contractor shall comply with the requirements appearing in the chart below.

**Performance Standards for Ambient Indoor Air Quality Required for this Building**

<b>Temperature</b>	Winter: 20°C to 23.5 °C Summer: 23°C to 26°C [According to 55a-1995 of <i>American Society of Heating, Refrigerating and Air-conditioning Engineers (ASHRAE)</i> Thermal Comfort Chart and Table 3.] The optimum operating temperature is 22°C during the winter and 24.5°C during the summer. In unoccupied buildings, acceptable temperatures are 18°C during the winter and 27°C during the summer.
<b>Relative Humidity</b>	Winter: from 30% to 40% ( <i>ASHRAE 55a-1995 of</i> ) Depending on the age and construction of the building envelope, 25% is acceptable when the outside temperature is -27°C or lower. Summer: 60% maximum 70% maximum allowable during unoccupied summer periods.
<b>Ventilation</b>	10 litres/second/person for office and general areas equivalent to a maximum of 700 parts per million CO <sub>2</sub> above the outdoor air concentration ( <i>ASHRAE 62-2001</i> ) 25 litres/second per toilette or urinal for toilette facilities.
<b>Air Motion</b>	Generally between 0.05 to 0.15 m/s. drafts must be avoided. ( <i>ASHRAE 200155a-1995</i> )
<b>Carbon Monoxide</b>	< 9 parts per million levels above ambient or > 5 parts per million indicate pollution entrainment and the source must be controlled. [ <i>Health Canada</i> ]
<b>Formaldehyde</b>	< 0.1 parts per million [ $< 0.3$ parts per million during building commissioning and refit] [ <i>Health Canada</i> ]
<b>Total Volatile Organic Compounds</b>	< 1 mg/m <sup>3</sup> [ $< 5$ mg/m <sup>3</sup> during commissioning and refit] [ <i>Health Canada</i> ]
<b>Particulates</b>	< 50 Fg/m <sup>3</sup> by weight [ <i>Health Canada</i> ; US EPA PM10 Standard] All supply air shall be passed through filters rated at 85% ( <i>ASHRAE 52.2-1999</i> ) Minimum Efficiency Reporting Value standard for Dust Spot Efficiency.
<b>Microbials</b>	< 150 cfu/m <sup>3</sup> winter; < 500 cfu/m <sup>3</sup> summer, and < 7 cfu/m <sup>3</sup> (one viable spore) each toxigenic species. Indoor species must reflect rank order of outdoor species.

- 23.6 Lighting at desktop level (750 mm above floor level) in the premises and at floor level in all other areas shall not be less than the maintained luminance levels below. The arrangement of lighting fixtures shall be such as

to provide illumination with uniformity of 0.8 (average/minimum = 0.8) over the work area and provide maximum flexibility in rearrangement of the space.

**Chart – Interior Lighting Levels**

Description of task (interior space)	Illumination (lux)
Visually demanding and intensive work	1 000
Typical high contrast paper-oriented work	500
VDT data-entry work	500*
Interactive VDT oriented work	500
CAD operators area	300
Laboratories	750
Filing work	300
Reception areas	300
Public spaces and lounges	100 - 200
Directory boards	300
Meeting, conference and training rooms (flexible and dimmable)	300 - 600

\* The level of 500 lux in the premises can be reduced to 350 lux provided the office space is equipped with an independently switched task light fixture to provide a combined lighting illumination of 500 lux minimum at the work surface.

**Chart - Domestic water supply standards for this office building**

<b>Domestic Hot Water</b>	Stored in hot water tanks: 60°C
	Delivered at taps: 35°C to 43°C Treasury Board, <i>Handbook of Occupational Safety and Health</i>
<b>Drinking Water</b>	Standards based on the <i>Guidelines for Canadian Drinking Water Quality</i> <u>Lead</u> : Maximum Acceptable Concentration (MAC) – 0.01 mg/L (5 Min. Flush); <u>Heterotrophic Plate Count</u> : MAC not more than 500 Heterotrophic Plate Count colonies per millilitre; <u>Total Coliforms</u> : MAC not more than 10 total coliform organisms per 100 ml, none of which should be faecal coliforms; and <u>Escherichia E-Coli MAC</u> : not more than zero presence of E-coli organisms or other faecal coliform organisms.

**24. OCCUPATIONAL HEALTH AND SAFETY**

- 24.1 Transport Canada is committed to:
- a safe and healthy workplace for its employees;
  - the safety and well-being of tenants, the public and contractors; and
  - the protection of the environment in all its operations.
- 24.2 As a federal department, Transport Canada is governed by the health and safety provisions in the Canada Labour Code Part II.
- 24.3 The Contractor’s regular employees must participate in the emergency procedures of the building.

## **25. CHEMICALS**

- 25.1 The Contractor shall provide a copy of the technical data, in French, of each product in compliance with W.H.M.I.S. (Workplace Hazardous Materials Information System).
- 25.2 The Contractor will be responsible for monitoring water analysis of hydronic systems: cooled water from the tower, chilled water, warm water of heat reclaim circuit, hot domestic water and drinking water.

## **26. MATERIALS AND SPARE PARTS**

The Contractor shall be responsible for the purchase of materials necessary for preventive and corrective maintenance. The form “*Authorization to Purchase Equipment*” must be submitted and signed by the Departmental Representative prior to making any purchase. These forms will be presented with the monthly billing. Purchases with advance authorization will be refunded, taking into account the administrative costs and profits of 15% as recorded on the tender form (see Appendix B).

## **27. REPORTS AND REGISTERS**

Transport Canada needs various reports. Firstly, the Department requires information to carry out asset management functions related to all its properties and to fulfill its strategic real property advisory role to government. The Department must also report to central agencies and to Parliament on matters related to the real property holdings for which it is custodian. Finally, the Department will use the information at its disposal to verify that the Contractor has performed the services outlined in this Statement of Work and to certify that the services have been rendered before the government issues payments.

Information management refers to the creation, capture, storage and retrieval of all forms of information in electronic, printed or other formats, generated through the delivery of services identified in this Statement of Work. In the context of this section, reporting generally refers to an analysis or summary of captured information and other events for the purpose of clarifying a specific situation and compiling in-depth knowledge.

Transport Canada uses a number of managerial and operational information systems in the delivery of its real property services. In addition to being instrumental in terms of the application of mandatory reporting practices, these systems are also highly useful tools that allow the Department to respect its commitment to providing excellent service for its tenants. Where appropriate, Transport Canada will require that the Contractor have access to these systems to facilitate the sharing of information and to enable the Contractor to enter and update information related to its service delivery obligations. Transport Canada will provide the Contractor with user training and support for these systems.

The systems used by the Contractor must allow for the production of operational reports that will be useful to Transport Canada. The Contractor may propose that it be given access to these systems to facilitate the management of service delivery by Transport Canada. In such cases, the Contractor should describe in detail the proposed systems, the method of access and the training required by Transport Canada to access the systems. Transport Canada will assess these proposals, and may accept or reject them.

- 27.1 At the end of every week, the Contractor shall prepare a summary of the weekly reports and submit a copy to the Departmental Representative.
- 27.2 The Contractor shall record daily activities.
- 27.3 The Contractor shall submit with his monthly invoice the summary report of the weekly activities.

## **28. TOOLS**

The Contractor shall supply all tools, equipment and spare parts required to perform the work. If necessary, the Contractor shall absorb the cost of renting tools.

- Maintenance and usual maintenance tools
- Measuring instruments normally found in electro technology
- General carpentry tools
- Specialized instruments for calibrating electronic and pneumatic

## **29. WASTE REMOVAL**

The Contractor shall ensure that cleaning and waste removal operations are carried out in compliance with environmental protection standards or codes.

**APPENDIX " I "**

**TRANSITION PERIOD SCHEDULE**

APPENDIX " I "

TRANSITION PERIOD SCHEDULE

STAGES	SCHEDULE	DESCRIPTION
DAY 1	7:00am to 12:00pm	Orientation visit of the facility's floors and roof. Presentation of the new contractor to clients.
	1:00pm to 4:00pm	Reading of the electromechanical systems information manual <i>Bouthillette, Parizeau &amp; Ass.</i> And equipment modification communications
DAY 2	7:00am to 12:00pm	Consultation and identification of drawings and reference manuals in the Contractor's room (0163).
	1:00pm to 4:00pm	Information session on computerized electromechanical systems functioning.
DAY 3	7:00am to 12:00pm	Verification of preventative maintenance statements and information about corrective maintenance statements functioning. Directives on the fulfilling of reports: weekly activities report, material purchase authorization, monthly summary report, air quality report and logbook.
	1:00pm to 4:00pm	Analysis and treatment of water hydronic systems of different networks.
DAY 4	7:00am to 12:00pm	Information on operation sequences of electromechanical systems according to the manual <i>Bouthillette, Parizeau &amp; Ass.</i>
	1:00pm to 4:00pm	Reading of maintenance specifications with intervening parties in the contract: Transport Canada representative, contractor billing agent, operational manager (electrician) and technician.
DAY 5	7:00am to 12:00pm	Removal of the outgoing contractor and installation of the incoming contractor Verification and reconciliation of inventory, tools, toolboxes, ladders.
	1:00pm to 4:00pm	Transition of power, submission of documents, access cards and keys and taking inventory of materials belonging to the Department.

**APPENDIX “ II ”**

**AUTHORISATION OF MATERIAL PURCHASES**

**AUTHORISATION OF MATERIAL PURCHASES**

Company name and legal representative			Contract #	
Signature		Date	Service call #	
Quantity	Unit Price	Detailed Description Goods or Merchandise		Price
<b><u>Justifications and remarks</u></b>			<b>Total cost of purchase</b>	
			<b>Commission 15%</b>	
			<b>Sub total</b>	
<b><i>I DECLARE THAT THE MATERIAL PRICE TAKES INTO ACCOUNT THE DISCOUNT WHICH I GET FROM MY SUPPLIERS</i></b>			G.S.T.	
			P.S.T.	
Contractor Signature			Date	<b>TOTAL</b>
Administrator Signature			Date	Authorisation #

**APPENDIX “ III ”**

**LIST OF THE HOURS BY CATEGORY OF EMPLOYEE**

**LIST OF THE HOURS BY CATEGORY OF EMPLOYEE**

	DESCRIPTION	UNIT	UNIT PRICE	QUANTITY	ESTIMATE
1	<b>Administration Fees</b>	Month	\$	12	\$
	<b>Sub-total</b>				\$

	DESCRIPTION	UNIT	UNIT PRICE	QUANTITY	ESTIMATE
2	<b>Regular Staff</b>				
	Operational manager (electrician)	Hour	\$	2080	\$
	Overtime	Hour	\$	200	\$
	Mechanical Technician of building	Hour	\$	2080	\$
	Overtime	Hour	\$	80	\$
	Handy man	Hour	\$	2080	\$
	Overtime	Hour	\$	80	\$
	<b>Sub-total</b>				\$

	DESCRIPTION	UNIT	UNIT PRICE	QUANTITY	ESTIMATE
3	<b>Casual Employee</b>				
	Construction's electrician	Hour	\$	120	\$
	Overtime	Hour	\$	10	\$
	Plumbing	Hour	\$	30	\$
	Overtime	Hour	\$	10	\$
	Refrigerating Engineer	Hour	\$	20	\$
	Overtime				
	Daily worker	Hour	\$	1040	\$
	Overtime	Hour	\$	100	\$
	Painter	Hour	\$	100	\$
	Overtime	Hour	\$	150	\$
	Locksmith	Hour	\$	50	\$
	Overtime	Hour	\$		\$
	System access door technician	Hour	\$	100	\$
	Overtime	Hour	\$		\$
	<b>Sub-total</b>				\$

	DESCRIPTION	UNIT	UNIT PRICE	QUANTITY	ESTIMATE
4	<b>Materials (provisional sum)</b>	\$		30,000.00	\$
	<b>Sub-total</b>				\$

	DESCRIPTION	UNIT	UNIT PRICE	QUANTITY	ESTIMATE
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<b>5</b>	<b>Percentage of profits on materials</b>	%	15 %	\$4,500.00	
	<b>Sub-total</b>				\$
<b>ESTIMATED ANNUAL TOTAL OF SERVICES RENDERED AT THE UNIT PRICE</b>					\$

	DESCRIPTION	UNIT	UNIT PRICE	QUANTITY	ESTIMATE
<b>6</b>	<b>Generator</b>				
	Preventive maintenance	Month	\$	12	\$
	<b>Sub-total</b>				\$

	DESCRIPTION	UNIT	UNIT PRICE	QUANTITY	ESTIMATE
<b>7</b>	<b>Windows</b>		\$		\$
	Window cleaning (interior and exterior), excluding skylight located in the ceiling of the ground floor.		\$	2 times per year	\$
	<b>Sub-total</b>				\$

**APPENDIX “ IV ”**

**Preventive maintenance of a generator**

## Entretien préventif d'un groupe électrogène (Génératrice)

### **BACKGROUND AND PURPOSE**

Apply a preventive maintenance program of a generator at our building 700 Leigh Capreol Dorval H4Y 1G7 whose components are as follows:

- Leroy Somer Generator 250 KW model A2810L7
- Volvo Penta Brand Engine Model T1D12 1FG
- Schmidteck Inverter model TS-753-400A

The maintenance program should allow the maintenance of a backup power supply to keep different systems functioning that are related to the safety of occupants and mandate of the department during a power failure in a federal building.

Verifications and tests should be performed regularly to ensure that the equipment can respond appropriately in due course.

Following each visit, a report indicating the status of the equipment and a list of corrective measures should be produced and delivered to the operator of the building.

Any work not listed in the contract must be previously authorized in writing by the operator to allow the payment of the said works to the supplier.

### **HISTORY OF EQUIPMENT**

1985 Installation of the generator  
Timestamp about 1 350Hrs

### **DESCRIPTION AND SCOPE OF WORK**

Visual verification of the diesel tank, the fuel distribution line and filters. The filters should be cleaned and replaced when necessary.

Verify the condition and operation of the LEDs.

Verify the condition and operation of the following indicators:

- Ampermeter
- Voltmeter
- Frequency meter
- Hourmeter

Leroy Somer Generator 250 KW model A2810L7

- Visual inspection of the unit
- Lubrication of all components that requires it
- Verification of the coupling system to the engine

## Volvo Penta Engine model T1D12 1FG

Visual inspection of the engine

Verifying the injection system (pump, tubing and filter) and make the required changes

Changing the crankcase oil and replacing the oil filter with the following frequency

Once a year or every 100 hours whichever comes first

Lubrication of all components that requires it

Verifying the ignition system

Starter

Batteries

Cables

Solenoid

Verifying the charging system, belts, regulators and alternator

Verifying the motor protection equipment

Temperature

Oil pressure

Engine rotational speed

## Schmidteck inverter model TS-753-400A

Visual inspection of the unit

Verifying automatic diverter and accessories

Timer Exercise

Transfer Mechanism

Stop relay

Autostart group

Voltage sensitive relay

Give instructions on the operation and maintenance of the generator between the company responsible for maintenance visits.

Submit every month a detailed report on each visit. In case of breakage, provide a complete list of required work and costs. Written permission is required for the execution of all repairs that will not be covered by the maintenance contract

## **FREQUENCY**

- All tests must be performed after 06:00 pm on weekdays except for the last test that can be run on Saturday.
- A full inspection is required during the first visit (see description in the "Description and scope of work")
- A fixed schedule of inspection visits should be submitted at the beginning of the contract
- Ten visual inspections with power failure simulation of a duration of one hour with load of the building to ensure that the generator operates according to the manufacturer's specifications. A notice of one week (7 days) should be given to the operator when any interruption in the power supply to the building is planned.
- At the last visit, an electric failure simulation with load bank for a period of 2 hours.

## **WORKPLACE**

- The work will be performed at 700 Place Leigh Capreol in Dorval, Quebec.
- The equipment is located in a room with an outside door for staff and for electric cables.
- Access is adjacent to a parking lot.