Royal Canadian Mounted Police / Gendarmerie royale du Canada

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS A :

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

INVITATION TO TENDER

APPEL D'OFFRES

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

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

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

Title – Sujet : Mechanical Maintenance Services – RCMP Bashaw Detachment / Services d'entretien mécanique – Détachement de Bashaw de la GRC	**Date : 2016 February 26th**
Solicitation No. – N° de l'invitation: M5000-16-3910/A	
Client Reference No. - No. De Référence du Client: 16-1207	
GETS Reference No. - No. De Référence du SEAG: PW-16-00724686	
Solicitation Closes – L'invitation prend fin	
At /à : **2:00 PM** MDT (Mountain Daylight Time) HAR (heure avancée de Rocheuses)	
On / le : **2016 March 22nd**	
Destination of Goods and Services – Destinations des biens et services : Royal Canadian Mounted Police Bashaw Detachment 5107 – 52nd Street Bashaw, AB T0B 0H0	
Instructions See herein — Voir aux présentes	
Address Inquiries to – Adresser toute demande de renseignements à Sandra E. Robinson, Senior Procurement Officer	
Telephone No. – No. de téléphone 780-670-8626	**Facsimile No. – No. de télécopieur** 780-454-4527

COMPLETE BELOW IN FULL - REMPLISSEZ CI-DESSOUS EN ENTIER	
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:	
Complete GST or Business # - Complet GST ou de nombre D'affaires nombre : _____ The entire BN or GST has 15 characters. (ex: 123456789 RT0001)	
Telephone No. – No. de téléphone	**Facsimile No. – No. de télécopieur**
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	**Date**

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PART 1 - GENERAL INFORMATION

1.1. Security Requirements

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

   (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;

   (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;

   (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites; fingerprinting may be required. This information must be provided within three business days of request.

1.2. Statement of Work

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

1.3. Debriefings

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

1.4. Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under $25,000 for goods and under $100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.

PART 2 - BIDDER INSTRUCTIONS

2.1. Standard Instructions, Clauses and Conditions

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

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

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

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

Section 01 – Code of Conduct and Certification – Bid of 2003 referenced above is amended as follows: Delete subsection 1.4 and 1.5 in their entirety.

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

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

2.2. Submission of Bids

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

Ensure that the Bidder's name, return address, the bid solicitation number, and bid solicitation closing date and time are clearly visible on the envelope or the parcel(s) containing the bid.

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

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

2.3. Enquiries - Bid Solicitation

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

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

2.4. Applicable Laws

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their

choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

2.5. Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at **Wednesday, March 9th, 2016 at 1:00 p.m. MDT**. Bidders are requested to meet at the main public entrance at **5107 52nd Street, Bashaw, Alberta**.

Bidders are requested to notify the Contracting Authority, via email: sandra.robinson@rcmp-grc.gc.ca, no later than **two (2) business days** to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1. Bid Preparation Instructions

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

Section I: Technical Bid (two (2) hard copies, Annex B)
Section II: Financial Bid (one (1) hard copy, Annex E)
Section III: Certifications (one (1) hard copy, Part 4, Part 5 and Annex C)

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

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

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

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

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

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

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

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

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

Section II: **Financial Bid**

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

Section III: **Certifications**

Bidders must submit certification required under Part 4, Part 5 and Annex C.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1. Evaluation Procedures

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

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

4.1.1. Technical Evaluation

Submission of Evidence as described below **MUST** be included with the bidder's proposal at time of bid closing. Failure by the bidder to provide the required evidence will result in the bidder being disqualified and no further consideration will be given to the bidder and the proposal will be deemed non responsive. The evidence provided by the bidder may be verified. RCMP reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided.

4.1.1.1. Mandatory Employee Experience and Past Performance

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

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

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

AND

One (1) qualified individual who can work on plumbing.

AND

One (1) qualified individual who can work on electrical.

The bidder must provide evidence to demonstrate that the service personnel proposed to perform equipment maintenance have three (3) recent years

experience and past performance by referencing two (2) similar projects/contracts the service personnel have performed satisfactorily. The bidder must complete Annex B for each technician who will be performing work on this requirement in order to demonstrate that each proposed technician has the required experience.

- Recent experience is defined as experience gained from January 2012 up to and including the solicitation closing date.
- Similar is defined as maintenance service of systems comparable in size, scope and complexity to the equipment listed in Annex A, Statement of Work.

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

4.1.1.2. Mandatory Card and Licensing Documentation

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

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

4.1.1.3. Mandatory Contractor's Experience and Past Performance

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

- Recent experience is defined as experience gained from January 2012 up to and including the solicitation closing date.
- Similar is defined as a maintenance service on Systems comparable in size, scope and complexity to the equipment listed in Annex A, Statement of Work.

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

4.1.2. Financial Evaluation

4.1.2.1. Pricing Schedule 1: Firm Price

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

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

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

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

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

4.1.2.3. Materials

*The Extended Price for parts/materials is calculated by adding mark-up to the total estimated expenditure. (Example: Year 1, $500.00 estimated expenditure; 10% mark-up quoted = $500.00 + ($500.00 x 10%) = $550.00). The estimated expenditure is for evaluation purposes only.

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

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

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

applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

iii) AUTHORIZATION FOR DELIVERY: The consignee shall request delivery of goods/services identified Appendix 1 on an authorization form (Appendix A, Cost Estimate Form for Extra Work).

4.2. Basis of Selection

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

PART 5 - CERTIFICATIONS

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

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

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

5.1. Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive

5.1.1. Integrity Provisions – Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in the Standard Instructions identified in this solicitation. The related documentation therein required will assist Canada in confirming that the certifications are true.

5.1.2. Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.1.3. Additional Certifications Precedent to Contract Award

5.1.3.1. Former Public Servant – Refer to Annex C

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

5.2. Certifications Required with the Bid

5.2.1. Education and Experience

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

5.3. Insurance Requirements

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

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

PART 6 - RESULTING CONTRACT CLAUSES

6.1. Security Requirement

6.1.1. The following security requirement (Security Requirement Checklist at Appendix B and related clauses) applies and form part of the Contract.

The contractor is required to have all persons working on site to be security cleared at the level of Reliability Status, Facility Access with or without Escort, as required, as verified by the Personal Security Unit (PSU) of the Royal Canadian Mounted Police (RCMP).

The contractor SHALL NOT remove or make copies of any DESIGNATED or CLASSIFIED information or assets from the identified work site(s).

6.2. Statement of Work

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

6.3. Standard Clauses and Conditions

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

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

6.3.1. General Conditions

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

Delete subsection 27.4 in its entirety.

6.4. Term of Contract

6.4.1. Period of the Contract

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

6.4.2. Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to **one (1) additional twenty-four (24) month period** under the same terms and conditions. The Contractor agrees that during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

6.4.3. Termination on Thirty Days Notice

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

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

6.5. Authorities

6.5.1. Contracting Authority

The Contracting Authority for the Contract is:

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

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

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

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

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

6.5.3 Site Authority

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

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

The Site Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for providing building and site information. Site Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.4. Contractor's Representative

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

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

6.6. Proactive Disclosure of Contracts with Former Public Servants

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

6.7. Payment

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

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

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

b) "As and When Requested" Work:

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

6.7.2. Limitation of Expenditure

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

2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contactor must notify the Contracting Authority in writing as to the adequacy of this sum.

a. when it is 75 percent committed, or

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

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

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.3. SACC Manual Clauses

H1008C (2008-05-12) Monthly Payment

C0705C (2010-01-11) Discretionary Audit

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

6.8. Invoicing Instructions

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

6.9. Certifications

6.9.1. Compliance

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

6.10. Applicable Laws

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

6.11. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

(a) the Articles of Agreement;

(b) 2010C (2014-09-25) General Conditions - Services (Medium Complexity);

(c) Annex A, Statement of Work

(d) Annex D, Insurance Requirements

(e) Annex E, Basis of Payment

(f) Appendix B, Security Requirements Check List

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

6.12. Procurement Ombudsman

6.12.1. Dispute Resolution Services

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

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

6.12.2. Contract Administration

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

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

6.13. SACC Manual Clauses

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

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

6.14. Insurance – Specific Requirements

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

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

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

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

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

Section A – Definitions

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

Add	Make an addition to, or to top up fluid levels.
Adjust	Make adjustment to equipment or building systems to provide optimum or desirable operating environments.
Assemble	To fit together separate component parts to make whole.
Balance Load	The balancing of three-phase and single-phase circuits which enter (or leave) main switchboards, transformers and distribution panelboards by calculating new and existing loads accordingly.
Clean	Scrape, brush, flush and vacuum as required to remove dust, dirt and foreign matter.
Check / Inspect	View closely for dirt, foreign substance, lack of lubricant, wear, damage, tightness, tension, alignment, leaks, cracks, spalling, deformation, overloading and settings. Make a critical appraisal of equipment, component and parts' ability to fulfil their function to a high degree of efficiency until next maintenance service date.
Hot Work	Hot Work includes any welding, cutting or material by use of torch or other open flame devices and grinding which produces sparks.
Instruct	Inform RCMP Site Authority of any new operating procedures with changes or additions of new equipment and/or building systems. Demonstrate and explain purpose, benefit and method of implementing new procedures.
Isolate	Take a system, or component of a system out of service. Turn off, disconnect and/or remove a system and/or component of that system. Isolate equipment so vibrations or noise does not affect building surroundings.
Lock-out Procedures	Lockout procedures are required if machinery could unexpectedly activate or if the unexpected release of an energy source could cause injury, the energy source must be isolated and controlled. This is done through the lockout procedure. If machinery or equipment is shut down for maintenance, no work may be performed until the following have been done:

	• All parts and attachments have been secured against inadvertent movement. • Where the work will expose workers to energy sources, the hazard has been effectively controlled. • The energy-isolating devices (such as switches or valves) have been properly locked out.
Lubricate	Apply lubricant to joints between moving parts and joints between fixed and moving parts to minimize friction and allow smooth movement.
Measure	Determine capacity or amount in standard units using appropriate instrumentation. Examples: Measure condenser and evaporator pressure drop with differential pressure meter or "U" tube manometer. Measure motor overload with instrument approved by overload manufacturer.
Paint	Clean, prepare and paint surfaces to paint manufacturer's recommendations with paint and primer recommended by paint manufacturer for applicable surface and use.
Remove	Take off or away from.
Repack	Fill with packing again.
Repair	Restore to working order, or a state that was originally intended.
Replace	Removal and or replacement of worn, defective, or contaminated items with new equipment, or fluids, etc.
Report	Verbal reporting can be provided to the RCMP site authority to advice of an event or problem. Written reporting is done as per legislative reporting (i.e. ODS leak testing reporting), or reporting of preventative maintenance and/or repair activities on equipment and/or building systems. Preventative Maintenance reporting should provide documentation of services provided, adjustments made and/or recorded readings/measurements as may be pertinent to that piece of equipment. In some instances reporting could also including thermal scans of electrical panels or building systems (i.e. walls, roofs, etc.) These records are provided to the site authority and/or the technical authority as may be requested, and can consist of a hard copy as well as an electronic version in a format acceptable to the Technical Authority.
Shut Down	To cease or cause to cease operation.
Start Up	Process of setting something into operation or return to service.

Test	A procedure intended to establish the quality, performance or reliability of a particular piece of equipment or system that it will perform in accordance with its intended operation or function.
Tighten	Make or become tight or tighter.
Torque	A predetermined amount of force (work measured in foot pounds or Newton meters) determined by a manufacturer and executed with the use of a torque wrench to turn a nut on a bolt, relating to specific equipment or system.
Treatment	To add agents for the purpose of improving performance, or for cleaning purposes. Examples can include adding chemicals for water treatment for hot water boiler performance, or adding chemicals to water to flush out plumbing lines after major repairs have been completed.

Section B - General Requirements

1. Description of Work

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

2. Work Included:

1. **PM Activity List** (Section E) are the components that may be found in this building. **Appendix 1, Site Specific checklist and Appendix 2, Equipment list*- Site Specific** includes components which shall be checked during inspections. It is the contractor's responsibility to meet all current codes and regulations by authority having jurisdiction and advise authority of changes.
2. Additional activities may be added to the PM program which may be quoted in addition to this contract.
3. Work shall include, but not limited to: Schedule performance inspections and calibrations of the life safety, electrical, heating, ventilation and air-conditioning complete with HVAC control components and BMS system where applicable, handyman services, oversite of building in general.
4. All labour including inspections, emergencies and service calls in accordance with the Basis of Payment.
5. **Note:** Ensure that appropriate lock-out and tag-out procedures are followed.

   General Instructions: Refer to manufacturer's manual for operating and additional maintenance instructions. Ensure that all equipment lock-out and safety practices are followed. Where defects are found it is the responsibility of the person carrying out the

maintenance to report the defects and have required approvals in place before completing the maintenance plan.

6. Inspection examples include but are not limited to: Performance, code compliance, safety, integration, maintenance, malfunction, corruption (calcification, rust, odors), leaks, damming and condensation, draft inspection, recalibrations, re-building, ductwork and pipe inspections, re-installation, damage, life expectancy inspections, flow quality and/or quality inspection and verification, alignment, wet/dry inspection, proper slope, refrigeration, start up and shut down inspections.

7. Recording, reporting, tracking and submitting, maintaining a written record of activity. Submit reports after each inspection to Asset Manager including a summary report to identify issues that require attention and/or require planning for life cycle upgrade.

   Recording includes but is not limited to:

   - Tombstone information for each individual process or activity
   - Detailed activity summary and description
   - Name, contact information and signature of worker(s)
   - RFI, Change orders, pricing, quotes
   - Invoicing and receipts of payment
   - Asset specific activity logs

   Reporting and Tracking includes but is not limited to:

   - Advising Authority of urgent and/or time-sensitive requirements.
   - Regular, accurate and consistent communication with the owner for building access, infringement, down time, hot work permits, fire watch, etc.
   - Oversite of assets needs, assuring timely attention by worker coordination, including emergency contact coverage.
   - Commitment to constant vigilance and cyclical review of total scope of requirements.

   Submitting includes but is not limited to:

   - Turning over a previously agreed-upon record of performance at set times for the entirety of the contract tenure, including during an exercise of options to renew if applicable.

   Maintaining includes but is not limited to:

   - Storing, protecting, entitling, tabbing and cataloguing in such a way that it can be easily referenced, accessed to provide useful tracking and interpretive information

for both the contractor and owner.

- Creating, Submitting (and keeping current) maintenance manuals, and up to date records on site.

8. Regular service inspections, replacement repair and PM work performed on building equipment, systems and structures: both interior and exterior: examples but not limited to: belt, bulb, cover replacement, lubrication, and ductwork cleaning. Belts, filters, nuts, bolts, and plugs are to be replaced as per manufacturer recommendation or as required by system function. These are to be included in pricing. Repair and preventative maintenance examples but not limited to: cleaning, clean out strainers and traps, sealing, caulking.

9. Oversite and notification of deterioration of the building. Work required for example: drywall patching, concreate block patching, foundation sealing, parging, patching, water-proofing, stipple patching; gouge, scratch, stain or reside patching; flooring and baseboards' millwork and architectural woodwork patching, aligning, infills, laminating. Repair for example: painting, texturing, sealing, caulking, infilling, reinforcing, re-laminating, riveting, accessing.

10. Oversite and notification of structures for example: stairs, platforms, decks and rails, fire doors, frames, hardware, casing, windows and window frames, sills, casing, shutters, roofs, chimneys and smoke stacks, masonry, fascia, soffits, eavestroughs, downspouts, flag poles and bases, interior partitions, approaches, driveways, banks, porches, patios, parking lots, exterior and interior signage, foundations and footings.

3. Equipment:

1. Maintain the equipment operating at a high degree of efficiency. Site specific details listed in Appendix 1.

2. See Appendix 2 for Equipment location. Oversite and notification required for all equipment.

3. Ensure all records are maintained up to date, create a records when information is missing.

4. Emergency and Routine – Service Calls

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

a. Emergency:

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

Standard Response Times - Urban Max 2 hour

b. Routine:

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

Standard Response Times – Urban 24 Hrs.

c. Low Priority:

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

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

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

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

5. Replacement Parts:

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

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

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

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

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

6. Frequency:

1. The first maintenance inspection shall be completed within 15 days of commencement of the term of the Contract. Subsequent inspections shall be completed as indicated on Annex A.

2. Scheduled to meet manufacturer's maintenance requirements.

7. Work Schedule:

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

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

8. Cleaning:

1. Maintain work area free of accumulated waste and rubbish.

2. Remove and dispose of debris, used and obsolete material on a daily basis.

9. Co-operation and Protection:

1. Perform work with minimum disturbance to occupants, public, and normal use of premises.

2. Protect existing work from damage.

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

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

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

10. Work Report:

1. Following completion of each work schedule performed as described in Annex A, submit copies of the equipment report and summary report to (1) RCMP Site Authority and (1) electronic copy to technical authority.

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

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

11. Meetings:

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

12. Contractor's Tools and Equipment:

1. Safe, suitable for purpose intended and in good condition.

2. Do not store equipment on-site.

13. RCMP Site Authority:

1. The onsite / designated authority shall:

   a. Request the contractor for service and emergency calls when needed.

   b. Verify contractor's reports and log sheets.

14. Maintenance Manuals:

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

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

15. Energy Conservation:

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

Section C - Safety Requirements

1. Codes and Legislated Requirements:

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

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

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

    a) National Building Code of Canada

    b) Part II of the Canada Labour Code

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

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

    e) Canadian Environmental Protection Act (CEPA)

    f) National Fire Code

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

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

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

    j) Municipal Codes and Standards

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

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

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

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

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

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

2. Fastening Devices Explosive Actuated:

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

3. Confined Spaces:

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

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

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

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

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

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

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

4. Fall Protection:

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

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

5. Product Approvals:

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

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

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

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

Section D - Environnemental Protection

1. Environnemental:

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

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

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

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

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

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

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

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

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

2. Disposal of Wastes:

1. Do not bury rubbish and waste materials on site.
2. Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.

3. Drainage:

1. Provide temporary drainage and pumping as necessary to keep excavations and site free from water.
2. Do not pump water containing suspended materials into waterways or other harmful substances in accordance with local authority requirements.
3. Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.

Section E: Preventative Maintenance Activity (may include by not limited to)

See Related: **Appendix 1 - Site Specific Checklist**

Appendix 2 – Equipment List – Site Specific

PM Activity INDEX	Mandated	Frequency	Reference #
A/C Unit – Split	M	Semi Annual	2
A/C Unit – Split	M	Yearly	2b
Air Handling Unit	M	Monthly, Semi, Yearly, 3Y, 5Y	3
Appliances	M	Yearly	17
BMS		Semi annual	6
Chimneys & Stacks	M	Yearly	16
CO2 Monitors	M	Yearly	22
Distribution Switchboard / Panel	M	Yearly, 3Y, 6Y	7
Drains, Floor, Roof, window wells		Quarterly	21
Ductwork Inspection & Cleaning	M	Every 5Y	8
Exterior Doors	M	Yearly	14
Exterior Stairs & Railings	M	Semi Annual	15

Fan Coil Unit (Cabinet Heater/Cooler)	M	Semi Annual	9
Exhaust Fan	M	Quarterly, Yearly	9, 12
Fire Dampers	M	Yearly	10
Furnace Gar or Oil 1Y		Yearly	4
Furnace Gas or Oil 3Y		Every 3 yrs	4b
HVAC Disconnects	M	Every 2 yrs	12f
HVAC Electrical Motor	M	Quarterly	12b
HVAC Exhaust Fan	M	Semi-annual, Yearly	12c, 12e
PM Activity INDEX	Mandated	Frequency	Reference #
HVAC Motor mechanical portion	M	Quarterly	12
HVAC system Louvers & Screens	M	Yearly	12d
Lighting Panel board 1Y, 6Y		Yearly, Every 6 yrs	11
Lighting – Interior		Every 5 yrs	11c
Log Book		As Required	1
Overhead Doors Powered	M	Quarterly, Yearly	13
Pressure Reducing Valves		Yearly	23
Roof Top Heating/Cooling Unit Gas Fired	M	Monthly, Quarterly	18
Sump Pump		Semi annual	20
Unit Heater		Yearly	5C
Variable Air Volume Boxes VAV	M	Yearly	19
Water Heater	M	Yearly, Every 2 yrs	5

1. Log Books

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

2. A/C Unit Split

2a. A/C Unit Split –Monthly

1. **Motor / Compressor**

   a. Check unit bearings for noise and running temperature. If excessively warm investigate cause and report if unable to rectify.

2. **Fans**

   a. Check for unusual noise or vibration, correct as required.

3. **Condensing Coil**

   a. Clean condenser coil (low pressure air/vacuum).

   b. If water cooled, check operation of water regulation valve.

4. **Refrigerant Circuit**

   a. Check sight glass for bubbles.

   b. Report any defects found but not rectified during this visit.

2b. A/C Unit Split –Yearly

1. **Motor / Compressor**

   a. Inspect and exercise disconnect

   b. Check hold down bolts and tighten as required

2. **Fans**

   a. Check, clean and correct as required.

   b. Oil lubricate fan bearing (as required).

   c. Check fan in place and secure (i.e. shaft, keys and set screws).

   d. Correct as required.

2. **Filters**

   a. Replace air filter, ensure passages are clear.

3. **Refrigerant Circuit**

   a. Check refrigerant level and leaks, correct as required.

   b. Check & record temperature differentials.

   c. Check & record suction pressure.

   d. Check & record discharge pressure.

e. Check moisture indicators and replace dehydrator if required.

f. Do a leak test on units over 19kW (5.4 tons) and fill out Leak Test Notice.

4. **Controls**

a. Check safety switches and controls.

b. Check overall unit operation.

c. Report any defects found but not rectified during this visit.

3. Air Handling Unit

3a. Air Handling Unit, Monthly, Mandated

1. General:

a) Check motor and fan for excessive noise, vibration or overheating.

b) Ensure fan blades are clean and free of any excess lubricant.

c) Check tension, alignment, and condition belt.

d) Inspect return air filters, clean or replace them if necessary.

e) Lubricate the motors and fans if necessary.

f) Check the solidity of the mounting; tighten any loose bolts or screws.

g) Periodic checks and maintenance procedures must be performed on the smoke detector to insure that it will function properly.

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

1. General:

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

b) Ensure fan blades are clean and free of any excess lubricant.

c) Check belt, tension, alignment, and condition.

d) Check the unit's drain pans and condensate piping to ensure that there are no blockages.

2. Motor:

a) Clean unit, tighten all bolts.

3. Fan:

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

b) Check for shaft play, bearing wear; replace as required.

c) Tighten all mountings.

d) Check integrity of safety guard as may be provided.

4. Dampers:

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

5. Controls:

a) Check smooth functioning of damper actuator and motorized valves.

b) Check integrity of air lines and fittings where applicable.

c) Confirm the operation of the emergency electrical disconnection switches.

6. Heating Coil (Glycol):

a) Check all piping and fittings for leaks.

b) Flush coil and bleed air from water coil.

c) Clean fins of dirt and dust with a soft brush, vacuum or low pressure compressed air.

d) Straighten any compressed fins; check integrity of fin fixation to coil; check soldered joints.

e) Check for scale; treat as required.

f) Operate all valves through their full stroke; leave closed or 1/4 turn short of fully open, as appropriate.

g) Check for corrosion; scrape and touch-up paint as required.

h) Check integrity of adjacent insulation.

7. Ductwork (immediate area only):

a) Clean bottom of unit of dirt and debris.

b) Check for scale; treat.

c) Ensure drain is clear and trap is primed.

d) Check canvas for stiffness or cracking; repair.

e) Inspect duct interior upstream and downstream for blockage.

f) Brush and vacuum filter frames.

g) Check integrity of insulation and acoustical tiles.

8. AH Unit:

   a) Wipe down entire unit inside and out.

   b) Tighten all mountings.

   c) Check operation of filter pressure differential gauges; calibrate.

   d) Check condition of interior lighting, if fitted.

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

3c. Air Handling Unit, Yearly, Mandated

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

1. Motor:

   a) Clean unit, tighten all bolts.

2. Fan:

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

   b) Check the shaft play, the bearing wear, replace parts as required.

   c) Tighten all mountings.

   d) Check integrity of safety guard, if fitted.

3. Dampers:

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

4. Controls:

   a) Check smooth functioning of damper actuator and motorized valves.

   b) Check integrity of air lines and fittings where applicable.

   c) Check temperature and humidity set points; adjust as required

   d) Check the operation of the emergency disconnects

5. Ductwork (Immediate Area Only):

   a) Remove the dirt and debris at the bottom of the duct.

   b) Check for scale signs and treat if necessary.

c) Ensure drain is clear and trap is primed.

d) Check canvas is not stiff or cracking, repair if required.

e) Inspect the interior of the duct upstream and downstream for checking if there is blockage.

f) Brush and vacuum filter frames.

g) Check integrity of insulation and acoustical tiles.

6. AH Units:

a) Wipe the unit entire inside and outside.

b) Tighten all mountings

c) Check the operation of the filters differential pressure gauges; calibrate if necessary.

d) Check condition of interior lighting, if fitted.

7. Fight against the microbial growth (Annually May- June)

Minimize microbial growth by checking the following points if necessary:

a) Proper slope of the drain pans, piping, drainpipes, etc. to allow an appropriate flow of water.

b) Stagnant water accumulation.

c) Rust and debris accumulation.

d) Clean, free flowing drains.

e) Leaks.

f) Wet insulation.

g) Proper equipment operation to reduce condensation.

h) Drip pans with porous inside lining. (See note below)

i) Cooling coil for cleanliness.

j) Filter condition.

k) Signs of fungi and other growth on acoustic linings.

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

4. FURNACE

4a. Furnace (Gas or Oil) - 1 Year - Annual Inspection

1. Note any interior or exterior damage

2. Check unit operation and general condition
3. Check for unusual noises, vibration, odor, etc.

i) Mechanical

1. Check all field and safety controls.
2. Check flame sight glasses for cracks or discoloring.
3. Inspect mounting bolts for tightness.
4 Lubricate bearings & motors as needed (do not over lubricate).
5 Check flue connectors for leaks and repair as needed.
6 Inspect air filters, change if necessary.
7 Check belts & pulleys, condition & alignment replace when needed, (if applicable).

ii) Oil Furnace

1 Open all cleanout ports & for cleaning access isolate & remove burner (if necessary).
2. Vacuum & brush heat exchanger, inspect liner & firepot for cracks, repair if necessary.
3. Remove fluepipe from furnace breeching to base of chimney, clean flue pipe including cleanout port at chimney.
4. Replace oil nozzle with nameplate rated nozzle & replace oil line filter, if needed.
5. Reinstall burner, flue pipe and cleanout ports; ensure tight seams and seals (replace gaskets and screws if necessary).
6. For oil burner set up as per Job Plan 090-SP-A.
7. For gas/combination burner set up as per Job Plan 092-SP-A.
8. Check for fuel leaks (soap test for gas, run hand under filter/pump/oil lines for oil).
9. Check the blower wheel(s) for cleanliness & clean if needed.
10. Check or tighten set screws on all fans, pulleys, etc.
11. Check burner and controls for proper operation.
12. Check flame safeguard system for proper operation.
13. Verify air temperature rise (supply air temperature minus (-) return air temperature) and record.
14. Check & clean cooling coil & pan (if applicable).

15. Lubricate dampers & linkages (if applicable).

iii) Electrical

1. Check electrical connections.
2. Check security and damage of wire conduit or flex cable.

4b. Furnace (Gas or Oil) – 3 Years

1. Refer to Oil Burner 090, Gas Burner 091 and Humidifier 350 where applicable.

i) Fan & Motor

1. Remove dirt and rust from blower and casing.
2 Check for unusual noise or vibration.
3. Check bearings and lubricate sparingly as per manufacturer's specifications.

ii) Fan Drive

1. Check belts for wear. Replace or tighten as required.
2. Check alignment of motor and fan sheave.
3. If coupling drive, check coupling for wear and shaft tightness.
4. Check pulleys for wear and tightness as required.

iii) Plenum Casing a& Ductwork

1. Inspect for rust, cracks and holes.
2. Clean and remove dirt from plenum and casing.
3. Check for leaks, proper support and vibration.
4. Replace filters as required.

iv) Refractory, Flue, Chimney & Cleanout

1. Inspect fire box carefully for cracks and signs of deterioration.
2. Clean flue and chimney. Remove soot from cleanout.
3. Check atmospheric damper.

Operations and Controls

1. Check operation program sequence, electrical components, safety limit controls and tighten all terminals.
2. Check settings and proper operation of high limit control, temperature control and protection stat.
3. Ensure bi-metal elements are clean of soot buildup.

4. Check flue gas temperature and correct combustion setting as necessary.

5. HOT WATER HEATER

5a. Hot Water Heater Domestic - 1 Year - Annual Inspection

1. Where a fixture discharges sewage or clear-water waste that is at a temperature above 75°C, provisions shall be made for cooling of the waste to 75°C or less before it is discharged to the drainage system.
2. Ensure that appropriate lock-out and tag-out procedures are followed.
3. If in doubt, contact your immediate Supervisor. **Note:** Where defects are found it is the responsibility of the person carrying out the maintenance to report the defects before completing this maintenance plan.
4. Tank
5. Steam or hot water type (if applicable).
6. Coil heater- clean with flexible tube cleaner.
7. Check steam traps.

5b. Hot Water Heater/Boiler

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

1. Boiler, Hot Water (Gas), Monthly, Life Cycle
   a) Check for leaks.
   b) Check for excessive noise or vibration.
   c) Record boiler temperature readings.

2. Boiler, Hot Water (Gas), Every 3 Months, Life Cycle
   a) Check fuel lines and connections for damage.
   b) Check main flame failure protection and main flame detection scanner on boiler equipped with spark ignition (oil burner).
   c) Check operation of mercury control switches (i.e. hot water temperature limit, atomizing and combustion air proving, etc.).
   d) Check operation and condition of safety pressure relief valve.
   e) Check operation of boiler low water cut-off device.

f) Check hot water pressure gauges.

g) Inspect and clean water column sight glass (or replace).

h) Inspect expansion tanks for signs of damage or leakage.

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

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

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

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

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

d) Complete all logs on site.

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

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

5c. Unit Heater Yearly, Life Cycle

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

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

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

3. Test operate and check thermostat operation.

4. Check for excessive noise or vibration.

5. Clean coil and fan. Tighten supports.

6. Check motor rotates freely by hand.

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

8. Observe normal operation of unit.
9. Hot Water Unit Heaters:
    a) Clean strainers.
    b) Check for leaks.
    c) Operate all valves over full stroke.

5d. Water Heater Domestic, Gas, Yearly, Life Cycle

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

1. Tank
    a) Operate the safety-valve (overpressure/high temperature).
    b) Check the piping and the leaks to connections and if the hooks are adequate.
    c) Check the gates by operating them through their whole running.
    d) Check the temperature of water; calibrate (43ºC/110ºF).
    e) Open the basic valve to evacuate the deposits until flow clear water.
    f) Check the condition of the thermal insulation and the protective jacket.
2. Gas System
    a) Clean the burner with a soft brush; adjust to have a blue flame.
    b) Check the reliability of the thermal convertor.
    c) Check with soapy water the sealing of the gas valves and piping.
    d) Make sure of the cleanliness and the integrity of the flue.
3. Cleaning
    a) Clean the electrical contacts with an abrasive.

6. BUILDING MANAGEMENT CONTROL SYSTEM REQUIREMENTS

Provide support for the Building Management Control System. Include for two (2) preventative maintenance site visits per year by certified technicians to review system operation and adjust for seasonal requirements. Include during one PM visit for annual upgrade to firmware for network supervisory panel. Provide reports of site visits, deficiencies and/or issues to be

addressed. Include hourly charge rates for service technicians, provide standard and overtime rates".

7. DISTRIBUTION PANEL

7a. Distribution Panel – 1 Year

1. Ensure that all equipment lock-out and safety practices are followed
2. Visually check for unusual conditions
3. Check for missing knockouts & missing cover plates
4. Check to ensure solid, vibration-free mounting.
5. Check cover or door installation and locking device
6. Check security of conduits and fittings attached to enclosure;
7. Check for proper identification of panel.

7b. Distribution Switchboard, Every 3 years, Life Cycle

NOTE: While performing visual inspection of electrical equipment respect recommended distance from live electrical part or wear appropriate barrier (rubber gloves). Inspection frequency may vary due to load factor or environmental conditions

Checklist Instructions:

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

Regulations: Canada Labour Code Part II

Standard: CSA Standard C22.1 Canadian Electrical Code Part 1

Requirements: Complete a Request for Electrical Isolation form, a Procedure for Isolation form and a Procedure to Re-Energize form prior to de-energizing.

Checklist Instructions

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

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

7c. Distribution Panel – 6 Year

1. Clean interior of enclosure - blow out dust and dirt using a vacuum cleaner.
2. Note the location of each breaker at start of test.

i) Electrical

1. Check for heat damaged connections, loose wires and other defects.
2. Check to ensure solid, vibration-free mounting.
3. Check cover or door installation and locking device.
4. Check security of conduits and fittings attached to enclosure (lockouts and bushing).
5. Check the grounding.
6. Check for proper identification of panel.
7. Inspect fuses and clean contacts and/or check cable and bus connections.
8. Verify tightness of all terminals (torque to C.E.C.).

9. Ensure overcurrent devices are correct sizes for both the anticipated load and short circuit potential.
10. Move each breaker to off then on position.
11. Restore to pre-test condition.

8. DUCTWORK INSPECTION & CLEANING – EVERY 5 YEARS - MANDATED

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

9. FAN COIL UNIT

9a. Fan Coil Unit (Cabinet Heater/Cooler), Semi-Annual, Life Cycle

1. Motor and Fan
   a) Clean fan and motor; check for noise, vibration or overheating.
   b) Lubricate as required.
   c) Check drive for alignment, wear, and tightness, condition (where applicable).
   d) Check operation of disconnect
2. Coil, Valve and Piping
   a) Inspect for leaks.
   b) Vacuum clean or blow out interior and wipe off surfaces.
   c) Check operation of traps and clean strainers on steam systems if applicable.
   d) Check expansion valve and super heat setting on direct expansion system if applicable.

e) Check and clean strainers on chilled water or hot water systems if applicable.

f) Check continuity of electrical element, check terminals are tight, check contacts and clean or replace as required (if applicable).

3. Filter Air Flow

a) Remove and ensure that air passages are free and clear.

b) Clean or replace filter media.

4. General

a) Check start switch and operation of unit.

b) Check control system if applicable.

c) Check damper motor for proper opening and closing if applicable.

d) Check and adjust deflector fins.

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

a) Proper slope of drain pans, piping, drains, etc. to allow for adequate water runoff.

b) Stagnant water accumulation.

c) Rust and debris accumulation.

d) Clean, free flowing drains.

e) Leaks. Wet insulation.

f) Proper equipment operation to reduce condensation.

g) Drip pans with porous inside lining (see note below).

h) Cooling coil for cleanness.

i) Filter condition.

j) Signs of fungi and other growth on acoustic linings.

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

9b. Fan, Exhaust, Every 3 months, Life Cycle - See B.2.5 Lock Out

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

9c. Fan, Exhaust, Yearly, Life Cycle - See B.2.5 Lock Out

1. General:
   a) Grease lubricate every 6 months for continuous duty or every year for occasional use.
   b) Wipe down entire unit inside and out.
2. Motor:
   a) Clean unit, tighten all bolts.
3. Fan:
   a) Clean fan blades; check that fan rotates freely.
   b) Check for shaft play, bearing wear; replace as required.
   c) Tighten all mountings.
   d) Check integrity of safety guard, if fitted.
4. Dampers:
   a) Operate dampers where applicable, check linkages; adjust and tighten, clean and lubricate.
5. Controls:
   a) Check smooth functioning of damper actuator.
   b) Check control (switch, thermostat and timer) and adjust or repair as required.
6. Ductwork (immediate area only):
   a) Clean bottom of unit of dirt and debris.
   b) Check for scale; treat.
   c) Check canvas for stiffness or cracking; repair.

d) Inspect duct interior upstream and downstream for blockage.

9d. Fan, Exhaust (Roof Mount), Yearly, Life Cycle

Checklist Instructions:

1. General

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

b) Ensure fan blades are free of any excess lubricant.

c) Check belt, tension, alignment, condition where applicable.

d) Wipe down entire unit inside and out.

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

f) Check for shaft play, bearing wear; replace as required.

g) Tighten all mountings.

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

i) Check control (switch, thermostat and timer) and adjust or repair as required.

10. FIRE DAMPERS & STOP FLAPS – YEARLY – MANDATED

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

a) Keeping fusible links and other heat-sensitive devices undamaged and free of paint and dirt;

b) Keeping guides, bearings and stay rolls clean and lubricated;

c) Making necessary adjustments and repairs to hardware and accessories to ensure proper closing and latching; and

d) Repairing or replacing inoperative parts of hold-open devices and automatic release devices.

e) Provide mapping of dampers with corresponding log report of inspected damper and any adjustments, repairs or observations, pertinent to the dampers function or operation.

11. LIGHTING PANELBOARD

11a. Lighting Panelboard – 1 Year

1. Review and apply the equipment specific Lock-Out Tag-Out procedure prior to carrying out this procedure.
2. Review and apply the control measures required (hazard assessment, confined space, fall protection, etc.) to perform this procedure safely.
3. All required PPE for this procedure must be worn.
4. Should this procedure require the shutdown of systems which may affect tenant operations, both the tenants and RCMP Asset Manager must be notified two weeks prior to the shutdown.
5. Visually check for unusual conditions.

i) Electrical

1. Check for missing knockouts & missing cover plates.
2. Check to ensure solid, vibration-free mounting.
3. Check cover or door installation and locking device.
4. Check security of conduits and fittings attached to enclosure.
5. Check for proper identification of panel.

ii) Fire Stops IRE STOPS

1. Check for missing fire stops systems where tubing, electrical wires and cables or raceways penetrate a fire separation or a membrane forming an assembly required to have a fire resistance rating, or where tubing, electrical wires and cables or raceways penetrate a firewall or horizontal fire separation.
2. Report missing fire stops.

11b. Lighting Panelboard - 6 Year Inspection

1. Review and apply the control measures required (hazard assessment, confined space, fall protection, etc.) to perform this procedure safely. All required PPE for this procedure must be worn.
2. Should this procedure require the shutdown of systems which may affect tenant operations, both the tenants and PWGSC must be notified two weeks prior to the shutdown.
3. Clean interior enclosure - blow out dust and dirt using a vacuum cleaner. **Note the location of each breaker at start of test.**

i) Electrical

1. Check for heat damaged connections, loose wires and other defects.
2. Check to ensure solid, vibration-free mounting.
3. Check cover or door installation and locking device
4. Check security of conduits and fittings attached to enclosure (lockouts and bushing).
5. Check the grounding.
6. Check for proper identification of panel.
7. Inspect fuses and clean contacts and/or check cable and bus connections
8. Verify tightness of all terminals (torque to C.E.C.).
9. Move each breaker to off then on position.
10. Restore to pre-test condition.

11c. Lighting – Interior - 5 Year Inspection

1. Check for burnt out lamps & ballasts.
2. Visually inspect the general condition of the switch.
3. Check the operation of the automatic switches.
4. Check the general condition of the lamps and lenses.
5. Clean/replace any dirty, missing or defective components.

12. HVAC SYSTEM MOTOR

12a. HVAC System Motor (+1HP) mechanical portion Every 3 months, Life Cycle
Motors on Fan Coils, RTU, AHU, Exhaust Fans

1. Check for mechanical distress such the noisy or overheated landings, excessive vibration, oil leak or grease leak to the bearings or the couplings.
2. Check for loose bolts, vibrating deflectors, damaged fan blades, chemical deterioration or cracks of the parts.
3. Check oil level in the engines; follow the manufacturer's instructions.
4. Clean the motor and ensure that the access holes are not blocked.
5. Ensure that there is no drainage or splashing on the motor.
6. Check for the misalignment of the motor and the device.

12b. HVAC Electric Motor

1. All motors

   a) Check motor for unusual noise, vibration and overheating.

   b) Ensure that all connections are solid.

   c) Ensure windings are not grounded. If such is the case, investigate and correct the cause. If unable to rectify, stop the motor, tag, and report to direct supervisor immediately.

   d) Record amperage of each phase at motor.

   e) Record voltage of each phase at motor.

   f) Check and tighten all connections.

   g) Verify size of fuses, overload relay, etc. and ensure correct sizes are utilized.

   h) Report unusually high loads to determine if motor needs corrective action.

12c. HVAC Exhaust Fan – Semi Annual Inspection

Mechanical

1. Check all structural elements for secureness, corrosion and damage.
2. Check or tighten set screws on all fans.
3. Check condition of belts and pulleys, if applicable.
4. Inspect the fan and fan shroud for damage.
5. Check for vibrations, unusual noises in bearings, motors, etc.
6. Check flashing at base; repair as necessary.
7. Check damper operation.
8. Check secureness of panels.

12d. HVAC system: Louvers & Screens, Air Handling Units or Air Exhaust Systems (Fan coils, RTU) - Yearly, Life Cycle

Check, clean and service as required:

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

12e. HVAC EXHAUST FAN – 1 Year

General

1. Check motor and fan for excessive noise, vibration or overheating and oil lubricate fan and motor where applicable.
2. Ensure fan blades are clean and free of any excess lubricant.
3. Check belt, tension, alignment, condition.
4. Report any defects found but not rectified during this visit

Annual

1. Requirements: Ensure that all equipment lock-out and safety practices (including confined space entry procedures where applicable) are followed.
   a) Grease lubricate every 6 months for continuous duty or every year for occasional use.
   b) Wipe down entire unit inside and out.
2. Motor
   a) Clean unit and tighten all bolts.
3. Fan
   a) Clean fan blades; check that fan rotates freely.
   b) Check for shaft play, bearing wear - replace as required.
   c) Tighten all mountings.
   d) Check integrity of safety guard, if fitted.
4. Dampers
   a) Operate dampers where applicable, check linkages; adjust and tighten, clean and lubricate.
5. Controls
   a) Check smooth functioning of damper actuator.
   b) Check control (switch, thermostat, humidistat and timer) and adjust or repair as required.
6. Ductwork (immediate area only)
   a) Clean bottom of unit of dirt and debris.
   b) Check for scale; treat.
   c) Check canvas for stiffness or cracking; repair.

d) Inspect duct interior upstream and downstream for blockage.

7. Check operation of disconnect.

12f. HVAC Disconnects, Every 2 years, Mandated

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

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

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

13. OVERHEAD DOORS

13a. Overhead Doors, Powered, Every 3 months, Life Cycle

1. Check electrical/mechanical operation.
2. Check condition of doors & tracks.
3. Check operation of locking devices and limit stops.
4. Check operation of lights & switches.
5. Check electric motor & controls.
6. Inspect lifting cables.

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

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

7. Lubricate all bearings. Clean and lubricate rollers and bearings on head shaft.
8. Check all roller brackets, centre hinges and trusses for security. Tighten loose fasteners and replace any worn or fractured hinges and rollers.
9. Check guide assembly fastenings and the hanging of the horizontal tracks. Make sure all fasteners are secure.
10. Examine torsion springs.

11. Check chain on operator.
12. Check belts or chain drive for wear.
13. Check for damage to electric controls and switches caused by operation of door.
14. Check all pulleys for alignment.
15. Check weights for breakage and pins for wear.
16. Check dock seals, weather stripping.
17. Check safety bumper (pad) on door.

13b. Overhead Doors, Powered, Yearly, Mandated

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

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

1. Check operation of door from stop to stop and at intermediate positions, verify all electrical and mechanical safety components for proper operation; i.e. (electric eye, brake, limit switches, push buttons, guide track, etc.).
2. Check motor for overheating, vibration and excessive noise;
3. Check contacts clean or replace as required;
4. Check wiring and connections for solidity, clean as required;
5. Clean motor, gearbox and chain, lubricate as required;
6. Check signal and operational lights, if applicable;
7. Check manual operation for break release, motor disengagement, and proper operation of chain and sprockets.
8. Check condition of door;
9. Check operation of locking devices and limit stops;
10. Check condition of rails, lubricate as required;
11. Check lifting cables, for broken strands, wear, kinks;
12. Check lifting cable's anchor points for solidity repair or replace as required;
13. Check rollers, roller brackets, hinges, and trusses for solidity, repair or replace as required;
14. Clean and lubricate all bearings and rollers as required;
15. Check guide assembly, fasteners and hangers, for solidity;

16. Check torsion springs for proper tension, adjustment and tightness;
17. Check condition of belt, adjust or repair if required;
18. Check condition chain drive, adjust, repair and lubricate as required if applicable;
19. Check all pulleys for alignment;
20. Check counter weights and pins for wear or damage;
21. Check dock seals, weather stripping;
22. Check safety bumper (pad) on door.

14. EXTERIOR DOORS - YEARLY

This plan includes; Revolving, Swing and Handicap Doors.

1. Check general condition and operation of door.
2. Check door frame and hinges, latch keeper, kick plates and door stops; lubricate with graphite or oil where needed; wipe off excess.
3. Check door closer operation for timing, looseness and leaks. Adjust as required.
4. Check locks for foreign material; clean as required and test operation of firmness; adjust or replace as required.
5. Check hold open device for proper operation; clean and lubricate as required.
6. Ensure door knob or pull is secure.
7. Inspect weather-stripping, glazing, caulking and door sill; repair or report for replacement.
8. Test operate automatic door opener (where applicable).

9 Test the safety features of revolving doors.

9. Test sliding doors that are required to swing on vertical axes in the direction of egress when pressure is applied.

11. Test when doors are equipped with electromagnetic locks.

15. EXTERIOR STAIRS & RAILINGS - SEMI-ANNUAL INSPECTION

1. Means of egress shall be maintained in good repair and free of obstructions.
2. Exterior passageways and exterior exit stairs shall be maintained free of snow and ice accumulations.
3. Where equipment is provided to melt snow or ice on exterior passageways and exterior exit stairs, such equipment shall be in working order or alternative measures taken to maintain egress in good repair and free of obstructions.
4. Check for settlement or shifting of the entire flight.

5. Check for water damage or moisture infiltration.
6. Check step and nosing for wear, damage, missing pieces, spalling and dangerous stepping surface.
7. Check for cracks and exposed reinforced steel.
8. Steel Stairs: Check for rust, bending, broken welds and loose, damaged or missing bolts, nuts, rivets or screws.
9. If steel grating, check for obstructions, foreign material or excessive wear.
10. If masonry (concrete, brick, ceramic, terrazzo, etc.), check for need to reseal.
11. Check handrail for secure mounting and proper height.
12. Install/remove winter stair protection.

16. CHIMNEYS & STACKS – 1 YEAR

1. Review and apply the control measures required (hazard assessment, confined space, fall protection, etc.) to perform this procedure safely. All required PPE for this procedure must be worn.
2. Should this procedure require the shutdown of systems which may affect tenant operations, both the tenants and RCMP Asset Manager must be notified two weeks prior to the shutdown.
3. Open chimney and stack; clean out and remove debris.
4. Inspect stack, spark arrester and flashing. Soot or creosote deposits thicker than 3mm require immediate cleaning.
5. Inspect chimney for crumbling mortar, distortion of stack, separation of sections of factory-built liner, cracking, settling and loose or broken supports.
6. Note: During inspection of a chimney connected to an operating appliance, the presence of dense smoke at the outlet will indicate improper operation of the appliance, incorrect sizing of the chimney or that unsuitable fuels are being used.
7. National Fire Code – 2005 (or most current) **LOG BOOK** must be completed along with this work order. Equipment specific procedures may be indicated following the standard procedures or posted at the piece of equipment. The completion of the specific procedures form part of this work order

17. Appliances, Every 3 years, Life Cycle

Checklist Instructions

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

1. Clean interior enclosure - blow out dust and dirt using a vacuum cleaner.
2. Check for heat damaged connections, loose wires and other defects.

3. Check to ensure solid, vibration-free mounting.
4. Check cover or door installation and locking device.
5. Check security of conduits and fittings attached to enclosure.
6. Check the grounding.
7. Check for proper identification and up-to-date directory on panel.
8. Inspect fuses and clean contacts and/or check cable and bus connections.
9. Operate all switches 3 times.
10. Check the voltage and amperage on the primary wires.
11. Check amperage for each phase.
12. Check terminals are tight.
13. Perform infra-red test and report all deficiencies.
14. Ensure over current devices are correct sizes for both the anticipated load and short circuit potential.

18. ROOF TOP HEATING / COOLING UNITS

18a. Roof Top Heating/Cooling Units - Gas Fired, Monthly, Life Cycle

1. Fan and Motor
   a) Remove dirt and rust from blower and casing.
   b) Check the wear and the tightening of the pulleys if applicable.
2. Plenum Casing and Ductwork
   a) Check housing for loose or rusted panels and braces. Paint and repair as required.
   b) Check and repair for loose insulation.
   c) Check for leaks, proper support and vibration.
   d) Verify that all fasteners or holding mechanisms are in place, repair or replace as required.
3. Drives – General
   a) Check belt wear and tightness.
   b) Check clamps, guards, fixing bolts, etc.
4. Heat Exchanger
   a) Verify the damper operation where applicable.

5. Air Filters

   a) Check that frames/racks, seals, and filters are in good condition and are properly installed (i.e. filter air flow direction).

   b) Check the filters and replace as required with correct size and type.

6. Gas Burner

   a) Visually check the flame.

   b) Check ignition, pilot and proper flame stability on low fire.

   c) Verify that combustion air openings are free of obstruction to the combustion air entering the unit. Clean or clear as required.

7. Refrigeration System

   a) Check moisture indicators/ replace dehydrator as required.

   b) Check to ensure that all mounting screws are tight.

   c) Verify the operation of the condenser and evaporator fans.

   d) Verify the operation of the compressor oil sump heater.

8. Microbial Growth Control

   Minimize microbial growth by checking the following points if necessary:

   a) Proper slope of drain pans, piping, fixture, drains, etc. to allow an appropriate flow of water.

   b) Stagnant water accumulation.

   c) Rust and debris accumulation.

   d) Clean, free flowing drains.

   e) Leaks.

   f) Wet insulation.

   g) Proper equipment operation to reduce condensation.

   h) Drip pans with porous inside lining (see note below).

   i) Cooling coil for cleanliness.

   j) Air Filter condition.

   k) Signs of mold or fungi or any other growth on acoustic linings.

9. Records

a) Ensure that the records are available and up to date concerning the Refrigeration systems.

b) Ensure that the leak test and service logs are either on or near the unit.

NOTE:

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

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

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

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

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

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

18b. Roof Top Heating/Cooling Unit - Gas Fired, Every 3 months, Life Cycle

1. Fan and Motor

a) Remove dirt and rust from blower and casing.

b) Check pulleys and lubricate motor as required.

c) If there is a drive coupling, check wear signs of the coupling and the shaft tightening.

d) Check the wear and the tightening of the pulleys if applicable.

2. Plenum Casing and Ductwork

a) Remove panels and clean unit - wash, vacuum or blow out dirt as applicable.

b) Check housing for loose or rusted panels and braces. Paint and repair as required.

c) Check and repair for loose insulation.

d) Inspect for rust, cracks, and holes.

e) Check for leaks, proper support and vibration.

f) Inspect condition of insulation; submit a report on necessary repairs as required.

g) Inspect around the unit to ensure that the roof flashing is in good condition.

h) Verify that all fasteners or holding mechanisms are in place, repair or replace as required.

3. Drives – General

a) Check belt wear and tightness.

b) Check clamps, guards, fixing bolts, etc.

c) Set screws and keys.

d) Ensure that mounting bolts are tight. Re-torque as required.

e) Belt drives (if applicable)

I. Clean condition and tension belts (replace entire belt set if required).

II. Check pulley alignment and wear - correct as required.

f) Direct drive (if applicable)

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

18c. Roof Top Heating/Cooling Unit - Gas Fired, Yearly, Life Cycle

1. Fan and Motor

a) Remove dirt and rust from blower and casing.

b) Check pulleys and lubricate motor as required.

c) Check alignment of motor and fan sheave.

d) If there is a drive coupling, check wear signs of the coupling and the shaft tightening.

e) Check the wear and the tightening of the pulleys if applicable.

2. Plenum Casing and Ductwork

   a) Remove panels and clean unit - wash, vacuum or blow out dirt as applicable.

   b) Check housing for loose or rusted panels and braces. Paint and repair as required.

   c) Check and repair for loose insulation.

   d) Inspect for rust, cracks, and holes.

   e) Remove dirt from plenum and casing.

   f) Check for leaks, proper support and vibration.

   g) Inspect condition of insulation; submit a report on necessary repairs as required.

   h) Inspect around the unit to ensure that the roof flashing is in good condition.

   i) Verify that all fasteners or holding mechanisms are in place, repair or replace as required.

3. Drives – General

   a) Check belt wear and tightness.

   b) Check clamps, guards, fixing bolts, etc.

   c) Set screws and keys.

   d) Ensure that mounting bolts are tight. Re-torque as required.

   e) Belt drives (if applicable)

      I. Clean condition and tension belts (replace entire belt set if required).

      II Check pulley alignment and wear - correct as required.

   f) Direct drive (if applicable)

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

4. Heat Exchanger

   a) Verify the damper operation where applicable.

   b) Clean flue and damper.

5. Air Filters

   a) Check that frames/racks, seals, and filters are in good condition and are properly installed (i.e. filter air flow direction).

   b) Check the filters and replace as required with correct size and type.

6. Gas Burner

   a) Check the burner for carbon build-up.

   b) Check high/low pressure gas cut-out switch.

   c) Clean and check the flame proving system for the flame. i.e. flame rod, photo cell etc.

   d) Check ignition, pilot and proper flame stability on low fire.

   e) Perform a leak test on the gas piping, valves and fittings. Repair leaks as required.

   f) Check operation of gas pressure regulator, pilot gas valve, safety shut-off valve, and modulating control valve.

   g) Verify that combustion air openings are free of obstruction to the combustion air entering the unit. Clean or clear as required.

   h) Perform a combustion test on the unit to ensure it is operating efficiently.

   i) Verify the manifold pressure and compare it with original installed data.

7. Refrigeration System

   a) Clean the condenser and evaporator coils.

   b) Check temperature differentials.

   c) Check suction pressure.

   d) Check discharge pressure.

   e) Check moisture indicators/ replace dehydrator.

   f) Check refrigerant level and leaks.

   g) Verify the Superheat to the compressor.

   h) Leak test the refrigeration system.

   i) Check to ensure that all mounting screws are tight.

   j) Verify the voltage and current drawn by the compressor.

   k) Verify the operation of the condenser and evaporator fans.

   l) Verify the operation of the compressor oil sump heater.

8. Controls

   a) Verify the operation of the safety shut-off systems.

   b) Verify the operation of the system controls including the thermostat circuits.

   c) Check operation program sequence, electrical components, safety limit controls, check terminals are tight.

   d) Check settings and proper operation of high limit control, temperature control and protection thermostat/sensor.

   e) Ensure elements in contact with flue gas are clean of soot buildup.

9. Microbial Growth Control

   Minimize microbial growth by checking the following points if necessary:

   a) Proper slope of drain pans, piping, fixtures, drains, etc. to allow an appropriate flow of water.

   b) Stagnant water accumulation.

   c) Rust and debris accumulation.

   d) Clean, free flowing drains.

   e) Leaks.

   f) Wet insulation.

   g) Proper equipment operation to reduce condensation.

   h) Drip pans with porous inside lining. (See note below)

   i) Cooling coil for cleanliness.

   j) Air Filter condition.

   k) Signs of mold or fungi or any other growth on acoustic linings.

10. Records

   a) Ensure that the records are available and up to date concerning the Refrigeration systems.

   b) Ensure that the leak test and service logs are either on or near the unit.

   NOTE:

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

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

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

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

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

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

19. VARIABLE AIR VOLUME BOXES – YEARLY, LIFE CYCLE

1. Open unit; vacuum fan motor and damper.
2. The filter on fan-powered units will need to be inspected / replaced routinely depending on the environmental conditions of the plenum.
3. If applicable, water coils should be inspected and the fins should be cleaned periodically.
4. Check operation of unit in response to controller.

20. SUMP PUMP – 2 YEAR INSPECTION

General

1. Check unit operation and general condition
2. Note any interior or exterior damage
3. Check pump and drive operation for excessive vibration, noise or overheating
4. Clean sump/tank if needed

Mechanical

1. Check for leaks on suction and discharge connections, seals, etc.; repair as required.
2. Check gauges for proper operation (if applicable).
3. Clean screens and strainers as needed.
4. Inspect check valve for proper operation.
5. Check overflow drains, valves, make up water lines, etc. for proper operation.

6. Tighten or replace loose, missing, or damaged nuts, bolts and screws.
7. Lubricate pump and motor (if applicable).
8. Inspect coupling for wear (if applicable).
9. Check alignment of pump and motor; adjust as necessary.
10. Clean sump/tank if needed.
11. Clean exterior of pump, motor and surrounding area.
12. Check float and switch for proper operation.
13. Lift submersible sump pump once a year.

Electrical

1. Check for any loose electrical connections; tighten as required.
2. Check electrical wiring for signs of overheating.
3. Check controls for proper operation.
4. Check amperage of motor and record.
5. Take motor meter readings (if applicable).
6. Check security and damage of wire conduit or flex cable.

21. DRAINS FLOOR/ROOF DRAIN – QUARTERLY & ANNUAL INSPECTION

1. All required PPE for this procedure must be worn.
2 Where defects are found it is the responsibility of the person carrying out the maintenance to report the defects before completing this maintenance plan.

Quarterly

1. Drain traps in mechanical rooms should not be allowed to go dry since this may result in sewer gas being released. Health concerns may result if sewer gaskets into the supply air.
2. Remove and clean cover; check for corrosion.
3. Check trap primer operation.
4. Check for cracks, breaks in wall of drain, water seal.
5. Check if water level in trap is below requirement for sewer gas seal and ensure water level is restored.

Annually

i) Floor Drains

1. Run water and observe if rate of drainage is adequate
2. Check if mouth of drain is set at proper height.

ii) Roof

1. Clean all drains and remove any accumulation of rubbish etc.
2. Repair or replace baskets, screens where applicable.

iii) Window Wells

1. Window wells constructed with drains should be kept clear so water is directed away from vulnerable below-ground windows.
2. Keep window wells free of grass clippings, fallen leaves and other yard debris. Accumulations of organic debris reduce window well capacity for water, which can seep into windows or leak into the foundation.
3. Inspect windows protected by window wells, outside and inside. Windows exposed to below ground moisture need regular caulking and painting to withstand water damage, rust or rot; inspect and repair as needed.
4. Check interior frames and adjoining walls on the same seasonal schedule to forestall possible leaks

22. CO2 MONITOR, YEARLY, LIFE CYCLE

Follow manufactures maintenance recommendations.

23. PRESSURE REDUCING VALVES, YEARLY, LIFE CYCLE

Perform inspection and testing as per manufacturer recommendations or industry standards

ANNEX B
MANDATORY TECHNICAL CRITERIA

Mandatory Employee Experience and Past Performance -

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

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

OR

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

AND

One (1) qualified individual who can work on the plumbing.

AND

One (1) qualified individual who can work on the electrical.

In the event where the information for any of the service personnel cannot be confirmed by the client contacts named in the proposal, the proposal will be considered non-responsive and no further consideration will be given to the proposal.

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

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

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

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

PLUMBER/GAS FITER Journeyman Plumber Certificate or Journeyman Pipefitter Certificate & natural gas ticket		
Name of Service Personnel:_____		
Name of client organization or Company:	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____
Name and title of client contact who can confirm the information presented in the proposal:	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact:	Phone #: _____ E-mail: _____	Phone #: _____ E-mail: _____
Performance period of the project or contract (indicate year, month , day):	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)

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

Contractor's Experience and Past Performance

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

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

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

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

(Please attach a separate sheet if required)

ANNEX C
CERTIFICATIONS PRECEDENT TO CONTRACT AWARD

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

C.1 Former Public Servant Certification

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

If so, the Bidder must provide the following information:

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

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

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is $5,000, including the Goods and Services Tax or Harmonized Sales Tax.

Certification

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

Definitions

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

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

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

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

ANNEX D
INSURANCE REQUIREMENTS

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

COMMERCIAL GENERAL LIABILITY INSURANCE REQUIREMENTS

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than $2,000,000 per accident or occurrence and in the annual aggregate.

2. The Commercial General Liability policy must include the following:

   a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

   b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

   c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

   d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

   e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

   f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

   g. Employees and, if applicable, Volunteers must be included as Additional Insured.

   h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

   i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

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

m. Litigation Rights: Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

   Send to:

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

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

ANNEX E
BASIS OF PAYMENT

Please Note:

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

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

BIDDER'S PRICING:

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

Table 1.1

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

Table 1.2

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

Table 1.3

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

Pricing Schedule 2: Extra Work – As and When Requested

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Table 2.8

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

Table 3

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

Appendix 1
Site Specific Checklist
(Attached as separate document)

Appendix 1 Site Specific PM Activity & Frequency

Bashaw Detachment

379.7 **Sq M**

city Bashaw
vlookup `Y

Visits/yr description

S-Seasonal
2x/yr-Semi Annual
Qtly-Four times/year
SME - Same Month Every...
SMEY-Once per year
SME2Y-Once Every 2 yrs
SME3Y-Once every 3 yrs
SME4Y-Once every 4 yrs
SME5Y-Once every 5 yrs
SME6Y-Once every 6 yrs
SME10Y-Once every 10 yrs
SME15Y-Once every 15 yrs

type	BU code	PM Frequency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Det	**KBU302**	A/C UNIT-SPLIT-1Y (SMEY)					**X**								1
		CHIMNEYS & STACKS-1Y (SMEY)						X							1
		DISTRIBUTION PANEL-1Y (SMEY)					**X**								1
		DISTRIBUTION PANEL-6Y (SME6Y)					**X**								1
		DOMESTIC HOT WATER HEATER-1Y (SMEY)					**X**								1
		DRAINS-1Y (SMEY)					**X**								1
		EXHAUST FAN-1Y (SMEY)					**X**								1
		EXHAUST FAN-6M (SMEY)					**X**								1
		EXTERIOR DOORS-1Y (SMEY)										X			1
		EXTERIOR STAIRS & RAILINGS-6M (2x/yr)					**X**								2
		FAN COIL UNIT-1Y (SMEY)					**X**								1
		FIRE DAMPER-1Y (SMEY)							**X**						1
		FIRE DAMPER-4Y (SME4Y)							**X**						1
		FURNACE (GAS OR OIL)-1Y (SMEY)										X			1
		FURNACE (GAS OR OIL)-3Y (SME3Y)										X			1
		LIGHTING- EXTERIOR-3Y (SME3Y)						X							1
		LIGHTING- INTERIOR-5Y (SME5Y)						X							1
		LIGHTING PANELBOARD-1Y (SMEY)						X							1
		LIGHTING PANELBOARD-6Y (SME6Y)						X							1
		OVERHEAD DOORS-1Y (SMEY)					**X**								1
EH01	**KBU132**	CHIMNEYS & STACKS-1Y (SMEY)						X							1
		DOMESTIC HOT WATER HEATER-1Y (SMEY)					**X**								1
		FURNACE (GAS OR OIL)-1Y (SMEY)										X			1
		FURNACE (GAS OR OIL)-3Y (SME3Y)										X			1

Appendix 2
Equipment List-Site Specific
(Attached as separate document)

Appendix 2 Equipment List - Site Specific

Muni BASHAW

type	Equip Description	Mfg	Model #	Serial #	Location	Specific Location
Det	**BUILDING GENERAL**	unknown / inconnu				
	BUILDING, EXTERIOR	unknown / inconnu				
	CEILINGS	unknown / inconnu			**ALL LOCATIONS**	
	ELEC PANELS - ALL	WESTINGHOUSE				BASEMENT
	ELECTRIC METER	unknown / inconnu				
	ELECTRICAL INFRARED SCAN	unknown / inconnu				
	EM LIGHT PACK	Lumicell				
	EM LIGHT PACK	Lumicell			**GUARD ROOM**	CELL BLOCK
	ENTRANCE DOORS	unknown / inconnu			**ALL LOCATIONS**	
	EXHAUST FAN	unknown / inconnu			**BASEMENT**	
	EXHAUST FAN	unknown / inconnu			**CELL BLOCK**	
	EXHAUST FAN	unknown / inconnu			**MEN'S WASHROOM**	
	EXHAUST FAN	unknown / inconnu			**WOMEN'S WASHROOM**	
	EXHAUST FAN	unknown / inconnu			**EXHIBIT ROOM**	
	EXHAUST FAN	unknown / inconnu	**N362**		**IN BUILDING**	IN CEILING
	EXHAUST FAN - ALL	unknown / inconnu			**VARIOUS**	IN CEILING
	EXIT LIGHTS	unknown / inconnu			**ALL LOCATIONS**	
	EXTERIOR LIGHTING	unknown / inconnu			**ALL LOCATIONS**	
	EXTERIOR STAIRS & RAILINGS	unknown / inconnu			**ALL LOCATIONS**	
	EXTERIOR WALLS	unknown / inconnu			**ALL LOCATIONS**	
	EXTERIOR WINDOWS	unknown / inconnu			**ALL LOCATIONS**	
	FIRE DAMPERS-ALL	unknown / inconnu			**ALL LOCATIONS**	
	FIRE DOOR	unknown / inconnu		138253	**MAIN FLOOR GARAGE**	
	FIRE DOOR	unknown / inconnu		308946	**MIAN FLOOR HALLWAY TO HOLDING**	
	FIRE DOOR	unknown / inconnu		158413	**MAIN FLOOR REAR EXIT TO STAIRW**	
	FIRE DOOR	unknown / inconnu		158412	**BASEMENT MAIN ENTRANCE**	
	FIRE DOOR	unknown / inconnu		118117	**BASEMENT VICTIM SERVICES DOOR**	
	FIRE DOOR	unknown / inconnu		58415	**BASEMENT ELECTRICAL ROOM DOOR**	
	FIRE DOOR	unknown / inconnu		308343	**BASEMENT CRAWL SPACE DOOR**	

Muni	BASHAW						
type	**Equip Description**	**Mfg**	**Model #**	**Serial #**	**Location**	**Specific Location**	
	FIRE DOOR	unknown / inconnu	**N362**	308950	**BASEMENT FURNACE ROOM**		
	FIRE DOOR	unknown / inconnu		236870	**MAIN FLOOR OVERNIGHT LOCK UP**		
	FIRE DOORS - ALL	unknown / inconnu			**ALL LOCATIONS**		
	FIRE EXTINGUISHER	AMEREX	**B456**	101541	**MAIN FLOOR**	MAIN PULL PEN AREA	
	FIRE EXTINGUISHER	AMEREX	**B456**	372274		GARAGE	
	FIRE EXTINGUISHER	FLAG	**ABC-050-W**	605648	**LOCATION REQUIRED**	BASEMENT	
	FIRE EXTINGUISHER	FLAG	**ABC-10-H**	705198	**MAIN**	MAIN OFFICE AREA	
	FIRE EXTINGUISHER	FLAG	**ABC-10-H**	705199	**SECURE BAY**	SECURE BAY	
	FIRE EXTINGUISHER	GENERAL	**TGP-10B**	48433	**MAIN OFFICE**	MAIN OFFICE	
	FIRE EXTINGUISHER - ALL	unknown / inconnu					
	FIRE PANEL	unknown / inconnu			**FRONT ENTRANCE**		
	FLAG POLES	unknown / inconnu			**GROUNDS**		
	FLOOR DRAINS	unknown / inconnu			**ALL LOCATIONS**		
	FLOORS	unknown / inconnu			**ALL LOCATIONS**		
	FORCE FLOW HEATER	unknown / inconnu			**BACK ENTRANCE**	FRONT ENTRANCE	
	FORCE FLOW HEATER	unknown / inconnu	**FA27-408**		**FRONT ENTRANCE**	FRONT ENTRANCE	
	FOUNDATIONS, FOOTINGS & SUPPOR	unknown / inconnu					
	FURNACE	LENNOX	**G16U2H-80-C3**	6386H53019	**BASEMENT**	NORTH SIDE WEST UNIT	
	FURNACE	LENNOX	**G16Q3H-75-C3**	6386H53255	**BASEMENT**	SOUTH UNIT	
	FURNACE #1	LENNOX	**G136Q3H-75-C3**	6386H-53321	**BASEMENT**	WEST SIDE NORTH UNIT	
	GAS METER	unknown / inconnu					
	GROUNDS & APPROACHES	unknown / inconnu					
	HEALTH & SAFETY ACTION PLAN	unknown / inconnu					
	INTERIOR DOORS	unknown / inconnu			**ALL LOCATIONS**		
	INTERIOR LIGHTING	unknown / inconnu			**6900050-80-379-001**		
	INTERIOR WALLS	unknown / inconnu			**ALL LOCATIONS**		
	METERS - ALL	unknown / inconnu					
	OVERHEAD DOOR	unknown / inconnu	**LJ**	86-37525	**GARAGE**	GARAGE	
	PANEL A	WESTINGHOUSE			**MAIN FLR**	MAIN FLOOR	
	PANEL E BREAKER	WESTINGHOUSE	**NBA**		**BASEMENT**	BASEMENT	

Muni	BASHAW					
type	**Equip Description**	**Mfg**	**Model #**	**Serial #**	**Location**	**Specific Location**
	ROADS, APPROACHES PARKING	unknown / inconnu			**GROUNDS**	
	ROOF	unknown / inconnu			**ROOF**	
	ROOF DRAINS	unknown / inconnu			**ROOF**	
	SUMP PUMP	MYERS	**ME40/MW50**		**BASEMENT**	MECH ROOM
	SUMP PUMP	unknown / inconnu			**BASEMENT**	MECH ROOM
	TOILETS SINKS URINALS SHOWERS	unknown / inconnu			**ALL LOCATIONS**	
	WATER METER	unknown / inconnu				
	DISTRIBUTIN PANEL	WESTINGHOUSE	**NEB**		**BASEMENT**	BASEMENT
	MAIN BREAKER PANEL	WESTINGHOUSE		410290	**BASEMENT**	BASEMENT
	DOMESTIC HWT	A O SMITH	**GPVH4010000L010T25**	1305A000809	**BASEMENT**	MECH ROOM
	CHAIN DRIVEN DR LIFT	DOORLEC CORPORATION	**LJ**	LJ86-37525	**SECURE GARAGE**	SECURE GARAGE
	CHIMNEY(S)	unknown / inconnu			**ROOF**	
	A/C UNIT(S)	LENNOX	**HS18-311-C6P**		**OUTSIDE**	REAR
EH01	**BUILDING GENERAL**	unknown / inconnu				
	BUILDING, EXTERIOR	unknown / inconnu				
	CEILINGS	unknown / inconnu				
	CHIMNEY, WOOD BURNING	unknown / inconnu			**UPSTAIRS FIREPLACE**	
	DOORS, INTERIOR	unknown / inconnu				
	ELECTRICAL METER	unknown / inconnu				
	ENTRANCE DOORS	unknown / inconnu				
	EXHAUST FAN	unknown / inconnu			**WASHROOM**	
	EXTERIOR WALLS	unknown / inconnu				
	FIRE EXTINGUISHER	unknown / inconnu				
	FIRE EXTINGUISHER-ALL	unknown / inconnu			**VARIOUS**	
	FLOOR DRAINS	unknown / inconnu			**BASEMENT**	
	FLOORS	unknown / inconnu				
	FOUNDATIONS, FOOTINGS & SUPPOR	unknown / inconnu				
	FURNACE #1	LENNOX	**G61MP-36B-07001**	5803M02578	**BASEMENT**	NORTH UNIT
	FURNACE #2	LENNOX	**G61MP-36B-045-01**	5804C21749	**BASEMENT**	
	GAS METER	unknown / inconnu				
	GROUNDS AND APPROACHES	unknown / inconnu				
	HOT WATER TANK	GSW INC.	**G640534FU-04**	50510549737	**BASEMENT**	NORTH OF FURNACES

Muni	BASHAW						
type	**Equip Description**	**Mfg**	**Model #**	**Serial #**	**Location**	**Specific Location**	
	METERS - ALL	unknown / inconnu					
	OVERHEAD DOOR	unknown / inconnu			**GARAGE**		
	PANEL	SQUARE D ELECTRIAL	**Q024-M**		**BASEMENT**	LAUNDRY ROOM	
	PLUMBING FIXTURES	unknown / inconnu					
	ROADS & APPROACHES	unknown / inconnu					
	ROOF	unknown / inconnu					
	ROOF DRAINS	unknown / inconnu			**ROOF**		
	SMOKE DETECTOR	unknown / inconnu					
	STAIRS	unknown / inconnu					
	WALLS, INTERIOR	unknown / inconnu					
	WATER METER	unknown / inconnu					
	WINDOWS	unknown / inconnu					
	LIGHTING - INTERIOR	unknown / inconnu					
	LIGHTING - EXTERIOR	unknown / inconnu					
	CHIMNEY(S)	unknown / inconnu			**ROOF AND FURNACE ROOM**		
	CHIMNEY(S)	unknown / inconnu			**ROOF AND LIVING ROOM FIREPLACE**		

Appendix A
COST ESTIMATE FORM FOR EXTRA WORK

Contractor: _____ **Date:** _____

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

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

Contractor signature:_____ RCMP Approval:_____

Print Name: _____ Print Name: _____

Appendix B

Security Requirements Checklist
(Attached as separate document)

Government of Canada / Gouvernement du Canada

SRCL # 2015-11122907

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

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 RCMP	2. Branch or Directorate / Direction générale ou Direction Property Management
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

Preventative Maintenace program/work at K Division detachments/properties. Contractors must come in periodically to do work. It would be best served to clear some at RRS level and some at FA2 escorted level

5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	☑ No Non	☐ 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?	☑ No Non	☐ 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)	☑ No Non	☐ 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.	☒ No Non	☑ 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?	☑ No Non	☐ 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 ☑	NATO / OTAN ☐	Foreign / Étranger ☐

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion ☐	All NATO countries / Tous les pays de l'OTAN ☐	No release restrictions / Aucune restriction relative à la diffusion ☐
Not releasable / À ne pas diffuser ☐		
Restricted to: / Limité à : ☐	Restricted to: / Limité à : ☐	Restricted to: / Limité à : ☐
Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :

7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A ☐	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ ☐	PROTECTED A / PROTÉGÉ A ☐
PROTECTED B / PROTÉGÉ B ☐	NATO RESTRICTED / NATO DIFFUSION RESTREINTE ☐	PROTECTED B / PROTÉGÉ B ☐
PROTECTED C / PROTÉGÉ C ☐	NATO CONFIDENTIAL / NATO CONFIDENTIEL ☐	PROTECTED C / PROTÉGÉ C ☐
CONFIDENTIAL / CONFIDENTIEL ☐	NATO SECRET / NATO SECRET ☐	CONFIDENTIAL / CONFIDENTIEL ☐
SECRET / SECRET ☐	COSMIC TOP SECRET / COSMIC TRÈS SECRET ☐	SECRET / SECRET ☐
TOP SECRET / TRÈS SECRET ☐		TOP SECRET / TRÈS SECRET ☐
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) ☐		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) ☐

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Contract Number / Numéro du contrat
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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? — ☑ No / Non ☐ Yes / Oui
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
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? — ☑ No / Non ☐ Yes / Oui
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

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 : Contrators/trades FA2, PM contractors RRS

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? — ☑ No / Non ☐ Yes / Oui
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

If Yes, will unscreened personnel be escorted? — ☐ No / Non ☐ Yes / Oui
Dans l'affirmative, le personnel en question sera-t-il escorté?

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? — ☑ No / Non ☐ Yes / Oui
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

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

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? — ☑ No / Non ☐ Yes / Oui
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

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? — ☑ No / Non ☐ Yes / Oui
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?

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

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ A	PROTECTED / PROTÉGÉ B	PROTECTED / PROTÉGÉ C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRES SECRET
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, classifier 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, classifier 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).

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Donna Hourihan	Sr Asset Manager -Property Managment	Donna Hourihan

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
780-412-5490	780-412-5323	donna.hourihan@rcmp-grc.gc.ca	Oct 23/2015

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Terri BOYCHUK Team Leader Personnel Security NWR Departmental Security		Terri Boychuk

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
(306)780-7074	(306)780-6585		2015/10/26

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)	Title - Titre	Signature

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Terri BOYCHUK Team Leader Personnel Security NWR Departmental Security		Terri Boychuk

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
			2015/10/26

Boychuk
2015/10/26

15-10-26