



Parks Parcs
Canada Canada

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

**Parks Canada Agency
Bid Receiving Unit
111 Water Street East
Cornwall, ON – K6H 6S3**

Attn: Lynn Kalp

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal to: Parks Canada Agency
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 or attached hereto, the supplies and services listed herein or on any attached sheets at the price(s) set out therefore.

Proposition à : l'Agence Parcs Canada
Nous offrons par la présente de vendre à sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les articles et les services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

This RFP includes security requirements

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

Title-Sujet Annual Inspection & Fire Suppression Fortress of Louisbourg NHSC	
Solicitation No. - N° de l'invitation	Date July 5, 2016
GETS Reference No. – N° de référence de SEAG	
Client Reference No. – N° de référence du client 5P300-16-5194	
Solicitation Closes L'invitation prend fin — at – à 2 :00 PM on – le August 16, 2016	Time Zone Fuseau horaire - Eastern Daylight Time (EDT)
Address Inquiries to: - Adresser toute demande de renseignements à : Marilyn Bernier – CSQ.Contrats@pc.gc.ca	
Telephone No. - No de téléphone 418 648-4569	Fax No. – N° de FAX: 418 648-5392
Destination of Goods, Services, and Construction: Destinations des biens, services et construction : See Herein	
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur :	
Telephone No. - N° de telephone : Facsimile No. - N° de télécopieur : Email – Courriel :	
Name and title of person authorized to sign on behalf of the 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)	
_____	_____
Name/Nom	Title/Titre
_____	_____
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;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.2 Statement of Work

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

1.3 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 259 Park Service Road, Louisbourg, NS B1C 2L2 on July 20, 2016. The site visit will begin at 10:30 AM (ADT), in administration building of Fortress of Louisbourg.

Bidders are requested to communicate with the Contracting Authority no later than July 19, 2016 at 2:00 PM (EDT) 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.

1.4 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

Bids must be submitted only to Parks Canada Agency (PCA) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

2.3 Former Public Servant

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

Definitions

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

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

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

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation](#)

[Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

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

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

2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

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.

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: Financial Bid (1 hard copie)

Section II: Certifications (1 hard copie)

Section I: Financial Bid

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

Section II: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

The Contractor shall ensure that all their staff and sub Contractor's staff, where applicable, have all appropriate qualifications, licenses and certifications to carry out the work in accordance with the requirements of the province in which the work is undertaken and this Statement of work (SOW).

Any person who undertakes the inspection testing, maintenance or minor repair/modifications on fire alarm systems must be qualified as follows:

M1	Currently registered by the Canadian Fire Alarm Association (CFAA) as having successfully completed the fire alarm technology program and having worked as an apprentice to a person who has been a CFAA registered technician for a period of not less than one year;
M2	A certified and registered electrician having completed a recognized post-secondary program or course for fire alarm systems maintenance approved by the provincial or territorial AHJ; or
M3	Work for a fire alarm company listed under the fire alarm certificate service of ULC bearing a certificate equal to the level of complexity of the fire alarm system being inspected, tested and maintained.

Any person who undertakes the inspection testing, maintenance or minor repair/modifications on water based fire protection systems (automatic sprinkler system) must be qualified as follows:

M4	Red Seal certified as a sprinkler systems installer(s) or equivalent in the jurisdiction where work is being performed - NOC (7252)
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Any person who undertakes the inspection testing, maintenance or minor repair/modifications on commercial cooking equipment fire protection systems (fixed fire suppression systems) must be qualified as follows:

M5	Red Seal certified as a sprinkler systems installer(s) or equivalent in the jurisdiction where work is being performed - NOC (7252) and
M6	Have been trained by the manufacturer and possess a certificate for the specific fire protection system requiring maintenance and/or testing.

4.1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) (2010-01-11), Evaluation of Price

4.2 Basis of Selection

4.2.1 Basis of Selection - Mandatory Technical Criteria

SACC Manual Clause A0031T, Basis of Selection - Mandatory Technical Criteria

A bid must comply with the 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 associated information to be awarded a contract.

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

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Precedent to Contract Award and Certifications Required with the Bid

5.1.1 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.

5.1.1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions [2003](#). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

5.1.2 Certifications Required with the Bid

Bidders must submit the following duly completed certifications with their bid. See 4.1.1.1 Mandatory Technical Criteria

PART 6 - RESULTING CONTRACT CLAUSES

6.1 Security Requirements

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

The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Parks Canada Agency Security Directorate (PCASD).

2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by PCASD.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of PCASD.
4. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex "C";
 - (b) Industrial Security Manual (Latest Edition).

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

6.3.1 General Conditions

2010C (2016-04-04), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2018 inclusive.

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

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Marilyn Bernier
Contracting Officer, National Contracting Services
Parks Canada Agency
Chief Financial Officer Directorate
3 Passage du Chien-d’Or, Room 200
Québec, QC G1R 3Z8

Telephone: 418 648-4569
Facsimile: 418 648-5392
E-mail address: CSQ.Contrats@pc.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 Project Authority

The Project Authority for the Contract is: **Will be provided at contract award**

Name: _____
Title: _____
Organization: _____
Address: _____

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

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

6.5.3 Contractor's Representative **To be completed by Bidder**

Name: _____
Title: _____
Organization: _____
Address: _____

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

Procurement Business Number (PBN) or GST/HST Number: _____

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

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 "B", to a limitation of expenditure of \$_____. Customs duties are included and Applicable Taxes are extra.

6.7.2 Limitation of Price

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

6.8 Invoicing Instructions

1. 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 is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.9 Certifications

6.9.1 Compliance

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

6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova-Scotia.

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2016-04-04), General Conditions - Services (Medium Complexity);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Insurance;
- (g) the Contractor's bid dated _____

6.12 SACC Manual Clauses

SACC Manual Clause A1009C (2008-05-12) Work Site Access
SACC Manual Clause A9068C (2010-01-11) Government Site Regulations
SACC Manual Clause B6802C (2007-11-30) Government Property
SACC Manual Clause D5328C (2014-06-26) Inspection and Acceptance

6.13 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.

ANNEX "A"

STATEMENT OF WORK

1. Objective

To complete the annual fire alarm systems, automatic sprinkler systems and the commercial cooking equipment fire protection systems inspections, tests, maintenance and minor repairs at Fortress of Louisbourg NHSC (FOL) in accordance with the most recent edition of the applicable standards and to obtain certification of such an inspection.

2. Scope of Work

The Contractor shall furnish all necessary tools, equipment, materials, labor and any other resources required to inspect, test, maintain and do minor repairs (ITM) to the fire alarm systems, automatic sprinkler systems and the commercial cooking equipment fire protection systems in various buildings within the defined property limits of the Fortress of Louisbourg NHSC. The Contractor shall perform the referenced ITM in compliance with the most current edition of the Codes and Standards available at the time of entering into the Contract.

Standard Name	Fire Alarm System / National Standard – Legislated
Standard number	290-000-1-012
Frequency	Annual
Code Reference	<ul style="list-style-type: none">• National Fire Code of Canada (2010) – 6.3.1.2 (NFCC)• CAN/ULC-S536-13 Standard for Inspection and Testing of Fire Alarm Systems

Standard Name	Automatic Sprinkler System / National Standard – Legislated
Standard number	290-000-1-012
Frequency	Annual
Code Reference	<ul style="list-style-type: none">• NFCC (2010) – 6.4.1.1• NFPA 25 - Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems (2014 Edition)

Standard Name	Commercial Cooking Equipment - Fire Protection Systems, Fire Dampers, Exhaust System (Grease Buildup) / National Standard – Legislated
Standard number	290-000-1-012
Frequency	Semi-Annual / Annual
Code Reference	<ul style="list-style-type: none">• NFCC (2010) – 2.6.1.9.(2) / 6.6.1.1• NFPA 96 - Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations (2014 Edition)

- **NFPA 17A - Standard for Wet Chemical Extinguishing Systems (2013 Edition)**
 - **NFPA 17 - Standard for Dry Chemical Extinguishing Systems (2013 Edition)**
-

3. Work Description

The Contractor will be responsible for the inspection, testing, maintenance and minor repair (ITM) of the fire alarm systems, automatic sprinkler systems and the commercial cooking equipment fire protection systems of all buildings and their associated infrastructure within the defined property limits. All ITM work activities shall be performed in conformance with the latest editions of the applicable standards.

System Impairment procedures are the responsibility of the Contractor as per the NFCC Subsection 6.1.1, Chapter 15 of NFPA 25 (2014) and shall include provisions to notify the tenant, the fire department and the fire alarm signal receiving centre “monitoring agency”. The Contractor is responsible for the health and safety of his personnel while carrying out the requirements of this SOW. The Contractor must also comply with Canada Labour Code Part II, Provincial Health and Safety Regulations. Ensure that all equipment lock-out and safety practices in accordance with are followed.

All Work that involves isolation and/or lock out of electrical circuits shall be planned and executed by suitably qualified and trained individuals using appropriate tools, notices and equipment.

4. Reporting

The Contractor shall ensure that submitted reports meet as a minimum for the fire alarm system, the requirement of CAN/ULC-S536-13 Standard for Inspection and Testing of Fire Alarm Systems Appendix C – Annual Fire Alarm System Test and Inspection Records. The submitted reports for the automatic sprinkler systems and the commercial cooking equipment fire protection systems shall meet as a minimum the recommended requirements as established in the applicable NFPA standard. The report(s) shall be provided within thirty (30) calendar days of the ITM activity completion. The report(s) shall also be used by the Contractor to record any system deficiencies. The report shall be signed by and include the identification number of the technician that carried out the work.

5. Deliverables

1. The inspections, test and maintenance activities must be completed within thirty (30) calendar days of award of the contract.
2. Upon completion, the contractor must provide detailed reports for every system and component inspected, tested and maintained including a complete list of the deficiencies and

recommendations. Documentation shall be one electronic copy and two paper copies provided within thirty (30) calendar days of the completed inspection.

Contractor will be reimbursed for all such properly documented work in accordance with the labour and material rates set-out in the Contract.

Appendix "A"- System Information

Building	Fire Panel	Sprinkler	Kitchen Hood Suppression	Verified
Administration	Edwards QS-4			
Archaeology	Edwards FS 502	✓ (Wet)		
Beausejour	Edwards EST 3X	✓		30.03.2016
Bigot	Edwards EST 3X	✓		
Chateau Complex	Edwards EST 3	✓		
De la Perelle	Annunciator			21.03.2016
De la Plagne	Edwards EST 3X	✓		
De la Valliere	Edwards EST 3X	✓		30.03.2016
Degannes	Edwards EST 3X	✓		
Delort I	Edwards EST1-2Z2	✓		
Destouches	Edwards EST 3X	✓		
Dugas	Edwards EST 3X	✓		
Duhaget	Edwards EST 3X	✓		
Garage	Edwards FS 502			
King's Bakery	Edwards EST 3X	✓		
Lartigue	Edwards EST 3X	✓	✓	
Library	Edwards FS 502			
Museum	Edwards EST 3X			22.03.2016
Rodrigue	Edwards EST 3X	✓		
Site Firehall	Edwards EST 3	✓		
Vault #1	Edwards EST1-2Z2			
Vault #2	Edwards EST 3	✓		
VRC	Edwards EST1-2Z2			
Water Treatment Plant	Edwards EST1-2Z1			

Device	Number (approx)
Smoke Detectors	500
Heat Detectors	100
CO Detectors	4

ANNEX "B"**BASIS OF PAYMENT****INSPECTION ANNUAL & FIRE SUPPRESSION**

The bidder shall be paid for costs reasonably and properly incurred for the goods received as follows.

Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is extra, if applicable.

Please provide your pricing as follows:

Contractor will submit a price including all expenses.

INITIAL CONTRACT :

Year 2016-2017 Total Amount : \$ _____

Year 2017-2018 Total Amount : \$ _____

TOTAL AMOUNT FOR INITIAL CONTRACT \$

OPTION YEAR :

Year 2018-2019 Total Amount : \$ _____

OPTION YEAR TOTAL : \$
(Taxes not included)

GRAND TOTAL : (Initial contract and option year) \$
(Taxes not included)

Name of the company

Date

Signature

BASIS OF PAYMENT**YEAR 1**

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to this Contract. For the provision of services as described in Annex A - Statement of Work, the Contractor will be paid the all-inclusive firm price as listed below in the performance of this Contract, applicable taxes extra. For additional work that is identified by the contractor in the completion of this contract, a quote will be supplied to the project authority and, if authorized, the extra work and parts will be billed at the rates listed below. Any additional work that is authorized shall be performed during the time period for completion of this contract.

	Contract Period Date of Contract Award to March 31, 2017
An all-inclusive firm price for the Annual inspection, testing and maintenance of the fire alarm systems, automatic sprinkler systems and the Semi-Annual and Annual inspection, testing and maintenance of commercial cooking equipment fire protection systems at the FOL as per the applicable Codes	\$
An all-inclusive on site hourly rate per certified Fire Alarm, Sprinkler System and Fixed Fire Suppression System Technicians.	\$
An all-inclusive on site hourly rate for any uncertified helpers that may be authorized to assist Technicians.	\$
% Mark-up to be applied to cost spare parts or materials required for the purpose of carrying out authorized repairs.	%

** All inclusive means, all costs included in the hourly rate including, but not limited to, any travel (travel, meals and accommodations), if any, in the performance of the work as per the statement of Work (Annex A).

BASIS OF PAYMENT**YEAR 2**

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to this Contract. For the provision of services as described in Annex A - Statement of Work, the Contractor will be paid the all-inclusive firm price as listed below in the performance of this Contract, applicable taxes extra. For additional work that is identified by the contractor in the completion of this contract, a quote will be supplied to the project authority and, if authorized, the extra work and parts will be billed at the rates listed below. Any additional work that is authorized shall be performed during the time period for completion of this contract.

	Contract Period April 1 st , 2017 to March 31, 2018
An all-inclusive firm price for the Annual inspection, testing and maintenance of the fire alarm systems, automatic sprinkler systems and the Semi-Annual and Annual inspection, testing and maintenance of commercial cooking equipment fire protection systems at the FOL as per the applicable Codes	\$
An all-inclusive on site hourly rate per certified Fire Alarm, Sprinkler System and Fixed Fire Suppression System Technicians.	\$
An all-inclusive on site hourly rate for any uncertified helpers that may be authorized to assist Technicians.	\$
% Mark-up to be applied to cost spare parts or materials required for the purpose of carrying out authorized repairs.	%

** All inclusive means, all costs included in the hourly rate including, but not limited to, any travel (travel, meals and accommodations), if any, in the performance of the work as per the statement of Work (Annex A).

BASIS OF PAYMENT**OPTION YEAR**

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to this Contract. For the provision of services as described in Annex A - Statement of Work, the Contractor will be paid the all-inclusive firm price as listed below in the performance of this Contract, applicable taxes extra. For additional work that is identified by the contractor in the completion of this contract, a quote will be supplied to the project authority and, if authorized, the extra work and parts will be billed at the rates listed below. Any additional work that is authorized shall be performed during the time period for completion of this contract.

	Contract Period April 1 st , 2018 to March 31, 2019
An all-inclusive firm price for the Annual inspection, testing and maintenance of the fire alarm systems, automatic sprinkler systems and the Semi-Annual and Annual inspection, testing and maintenance of commercial cooking equipment fire protection systems at the FOL as per the applicable Codes	\$
An all-inclusive on site hourly rate per certified Fire Alarm, Sprinkler System and Fixed Fire Suppression System Technicians.	\$
An all-inclusive on site hourly rate for any uncertified helpers that may be authorized to assist Technicians.	\$
% Mark-up to be applied to cost spare parts or materials required for the purpose of carrying out authorized repairs.	%

** All inclusive means, all costs included in the hourly rate including, but not limited to, any travel (travel, meals and accommodations), if any, in the performance of the work as per the statement of Work (Annex A).

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

Client Ref. No. - N° de réf. du client
5P300-16-5194

File No. - N° du dossier
Annual Inspection & Fire Suppression

Marilyn Bernier
CCC No./N° CCC - FMS No./N° VME

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

Client Ref. No. - N° de réf. du client
5P300-16-5194

File No. - N° du dossier
Annual Inspection & Fire Suppression

Marilyn Bernier
CCC No./N° CCC - FMS No./N° VME

ANNEX "D"

INSURANCE



CERTIFICATE OF INSURANCE

Description and Location of Work	Contract No.
Annual Inspection & Fire Suppression – Fortress of Louisbourg NHSC	Project No. 5P300-16-5194

Name of Insurer, Broker or Agent	Address (No., Street)	City	Province	Postal Code
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Name of Insured (Contractor)	Address (No., Street)	City	Province	Postal Code
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Additional Insured
Her Majesty the Queen in Right of Canada as represented by the Minister of the Environment for the purposes of the Parks Canada Agency

Type of Insurance (Required when Checked)	Insurer Name and Policy Number	Inception Date D / M / Y	Expiry Date D / M / Y	Limits of Liability		
				Per Occurrence	Annual General Aggregate	Completed Operations Aggregate
<input checked="" type="checkbox"/> Commercial General Liability				\$	\$	\$
<input type="checkbox"/> Umbrella/Excess Liability				\$	\$	\$
<input type="checkbox"/> Builder's Risk / Installation Floater				\$		
<input type="checkbox"/> Pollution Liability				\$	<input type="checkbox"/> Per Incident <input type="checkbox"/> Per Occurrence	Aggregate \$
<input type="checkbox"/> Marine Liability				\$		
<input type="checkbox"/> Aviation Liability				\$	<input type="checkbox"/> Per Incident <input type="checkbox"/> Per Occurrence	Aggregate \$
<input type="checkbox"/>				\$		

I certify that the above policies were issued by insurers in the course of their Insurance business in Canada, are currently in force and include the applicable insurance coverages stated on page 2 of this Certificate of Insurance, including advance notice of cancellation / reduction in coverage.

Name of person authorized to sign on behalf of Insurer(s) (Officer, Agent, Broker) _____
Telephone Number

Signature _____
Date D / M / Y



<p>General</p> <p>The insurance policies required on page 1 of the Certificate of Insurance must be in force and must include the insurance coverages listed under the corresponding type of insurance on this page.</p> <p>The policies must insure the Contractor and must include Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services as an additional Insured.</p> <p>The insurance policies must be endorsed to provide Canada with not less than thirty (30) days notice in writing in advance of a cancellation of insurance or any reduction in coverage.</p> <p>Without increasing the limit of liability, the policies must protect all insured parties to the full extent of coverage provided. Further, the policies must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.</p>	<p>Commercial General Liability</p> <p>The insurance coverage provided must not be substantially less than that provided by the latest edition of IBC Form 2100.</p> <p>The policy must either include or be endorsed to include coverage for the following exposures or hazards if the Work is subject thereto:</p> <ul style="list-style-type: none"> (a) Blasting. (b) Pile driving and caisson work. (c) Underpinning. (d) Removal or weakening of support of any structure or land whether such support be natural or otherwise if the work is performed by the insured contractor. <p>The policy must have the following minimum limits:</p> <ul style="list-style-type: none"> (a) \$5,000,000 Each Occurrence Limit; (b) \$10,000,000 General Aggregate Limit per policy year if the policy contains a General Aggregate; and (c) \$5,000,000 Products/Completed Operations Aggregate Limit. <p>Umbrella or excess liability insurance may be used to achieve the required limits.</p>	<p>Builder's Risk / Installation Floater</p> <p>The insurance coverage provided must not be less than that provided by the latest edition of IBC Forms 4042 and 4047.</p> <p>The policy must permit use and occupancy of any of the projects, or any part thereof, where such use and occupancy is for the purposes for which a project is intended upon completion.</p> <p>The policy may exclude or be endorsed to exclude coverage for loss or damage caused by asbestos, fungi or spores, cyber and terrorism.</p> <p>The policy must have a limit that is not less than the sum of the contract value plus the declared value (if any) set forth in the contract documents of all material and equipment supplied by Canada at the site of the project to be incorporated into and form part of the finished Work. If the value of the Work is changed, the policy must be changed to reflect the revised contract value.</p> <p>The policy must provide that the proceeds thereof are payable to Canada or as Canada may direct in accordance with GC10.2, "Insurance Proceeds" (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R/R2900D/2).</p>
<p>Contractors Pollution Liability</p> <p>The policy must have a limit usual for a contract of this nature, but not less than \$1,000,000 per incident or occurrence and in the aggregate.</p>	<p>Marine Liability</p> <p>The insurance coverage must be provided by a Protection & Indemnity (P&I) insurance policy and must include excess collision liability and pollution liability.</p> <p>The insurance must be placed with a member of the International Group of Protection & Indemnity Associations or with a fixed market in an amount of not less than the limits determined by the <i>Marine Liability Act</i>, S.C. 2001, c. 6. Coverage must include crew liability, if it is not covered by the statutory requirements of the Territory or Province having jurisdiction over such employees.</p> <p>The policy must waive all rights of subrogation against Canada as represented by Public Works and Government Services Canada for any and all loss of or damage to the watercraft however caused.</p>	<p>Aviation Liability</p> <p>The insurance coverage shall include Bodily Injury (including passenger Bodily Injury) and Property Damage, in an amount of not less than \$5,000,000 per incident or occurrence and in the aggregate.</p>