



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

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

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

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

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

<b>Title - Sujet</b> Maintenance generator set at St-Hya		
<b>Solicitation No. - N° de l'invitation</b> EF944-171287/A	<b>Date</b> 2016-10-03	
<b>Client Reference No. - N° de référence du client</b> R.004242.001		
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$MTC-560-14069		
<b>File No. - N° de dossier</b> MTC-6-39202 (560)	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-11-15</b>		<b>Time Zone</b> <b>Fuseau horaire</b> Heure Avancée de l'Est HAE
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>		
<b>Address Enquiries to: - Adresser toutes questions à:</b> Ghali, Camille		<b>Buyer Id - Id de l'acheteur</b> mtc560
<b>Telephone No. - N° de téléphone</b> (514) 496-3871 ( )		<b>FAX No. - N° de FAX</b> (514) 496-3822
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTERE DES TRAVAUX PUBLICS ET SERVICES GOUVERNEMENTAUX CANADA PL.BONAVENTURE,PORTAIL S-E,BUR.7300 800 RUE DE LA GAUCHETIERE O. MONTREAL Québec H5A1L6 Canada		

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT**

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# GENERATOR SET INSPECTION AND MAINTENANCE

## PART 1 - GENERAL INFORMATION

### 1.1 Security Requirements

1. At the date of bid closing, 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 sites 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. For additional information on security requirements, Bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### 1.2 Statement of Work

The scope of work includes mainly the maintenance service, verification and, eventually, the repair of the generator set located at 3600 Casavant, St-Hyacinthe, Québec.

Details as per Annex «A».

### 1.3 Debriefings

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

### 1.4 Trade Agreements

"The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT)."

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days  
Insert: 90 days

### 2.2 Submission of Bids

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

### 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.

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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 **ten (10)** 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 Québec.

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: Technical Bid (2 hard copies)

Section II: Financial Bid (1 hard copies)

Section III: Certifications (1 hard copies)

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) (<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**

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 the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

#### **Section III: Certifications**

Bidders must submit the certifications and additional information 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.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

1. The Contractor must have at least two (2) technicians with at least five (5) years of experience on maintenance generators above 950 kW.
2. The Contractor must show that he has 5 years' experience in maintaining generator above 950 kW.
3. The Contractor must submit a list of the facilities where it currently has the contractual responsibility for maintaining generators greater than 950 kW. The list must include at least three (3) facilities in Quebec.

**Must submit this list and include contact information** (see attached sheet in Annex «E»).

The bidder must also submit WITH his bid, the resume (CVs) or a proof which must demonstrate criteria 1 & 2. Otherwise, the bid will be deemed non-responsive.

#### **4.1.2 Financial Evaluation**

SACC Manual Clause [A0222T](#) (2014-06-26), Evaluation of Price - Canadian / Foreign Bidders

### **4.2 Basis of Selection**

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 overall price; Part A & Part B (=A1+B1+B2) of Annex B, will be recommended for award of a contract.

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, 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 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 will render the bid non-responsive or constitute a default under the Contract.

### **5.1 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications as part of their bid.

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

#### **5.1.2 Mandatory Security requirements for Canadian suppliers**

The Bidder must enclose a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC) with its bid.

### **5.2 Certifications Precedent to Contract Award and Additional Information**

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information 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 provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

#### **5.2.1 Integrity Provisions – Required Documentation**

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

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## 5.2.2 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 available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_p  
rogram.page?&\\_ga=1.229006812.1158694905.1413548969](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)).

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.

## 5.2.3 Additional Certifications Precedent to Contract Award

### 5.2.3.1 Education and Experience

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

## PART 6 - RESULTING CONTRACT CLAUSES

### THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

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

#### 6.1 Security Requirements

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

#### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

1. 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 Canadian Industrial Security Directorate (CISD), **Public Services and Procurement Canada (PSPC)**.
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PSPC.
3. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PSPC.
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".

The Contractor must provide all tools, equipment and labor necessary to perform maintenance, inspections and repairs of the generator system described in Annex "A" - Statement of Work for the CENTRE DE RECHERCHE ET DE DÉVELOPPEMENT, 3600 CASAVANT OUEST, ST-HYACINTHE (QUÉBEC) J2S 8E3, QC.

#### 6.3 Standard Clauses and Conditions

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

### 6.3.1 General Conditions

2010C (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 February 21<sup>st</sup>, 2017 to February 20<sup>th</sup>, 2022 inclusive.

### 6.5 Authorities

#### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

**Camille Ghali**

Agent d'approvisionnement | Supply Officer  
Direction générale des approvisionnements | Acquisitions Branch  
Bureau régional du Québec | Quebec Regional Office  
Travaux publics et Services gouvernementaux Canada | Public Works and Government  
Services Canada  
800 rue de la Gauchetière Ouest, Suite 7300, Montréal (Québec)  
Canada, H5A 1L6  
T: 514.496.3871 | F: 514.496.3822 |  
E-mail: [camille.ghali@tpsgc-pwgsc.gc.ca](mailto:camille.ghali@tpsgc-pwgsc.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:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 6.5.3 Contractor's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_

Telephone: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 6.6 Payment

### 6.6.1 Basis of Payment

**6.6.1.1** For the Work described in **Part "A" - Maintenance Services** of the price table in Annex «B»:

The Contractor will be paid fixed rates, according to prices established over 5 years in connection with section 2 GE of the Specifications, as per Part "A" of Annex «B», for the preventive maintenance services (including parts (such as oil and filters), labour, travel and living) performed during the Principal Period of Maintenance (PPM), FOB Destination. Customs duties are included and Applicable Taxes are extra.

**6.6.1.2** For the additional remedial work described in **Part "B" - Repair** of the price table in Annex «B»:

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 \$     B1+B2     (*insert the amount at contract award*). Customs duties and Applicable Taxes are extra.

The Contractor will be paid firm hourly rates, for remedial services performed outside of the PPM for items listed in Part "B" of Annex «B», FOB Destination. Customs duties are included and Applicable Taxes are extra.

### 6.6.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$     (A1+B1+B2)     . Customs duties are included and Applicable Taxes are extra.
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 Contractor 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 provided 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.

### 6.6.3 SACC Manual Clauses

SACC Manual clause A9117C (2007-11-30), T1204 - Direct Request by Customer Department  
SACC Manual clause C0710C (2007-11-30), Time and Contract Price Verification  
SACC Manual clause H1001C (2008-05-12), Multiple Payments

## 6.7 Invoicing Instructions - Maintenance Services

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the monthly maintenance report described in the Statement of Work of the Contract.  
Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Project Authority.
2. The Contractor must distribute the invoices and reports as follows:  
  
The original and two (2) copies of the invoices and monthly maintenance reports must be forwarded to the following address for certification and payment: the Project Authority.
3. One (1) copy of the invoice and monthly maintenance report must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 6.8 Certifications and Additional Information

### 6.8.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

### 6.8.2 SACC Manual Clauses

SACC Manual clause A3015C (2014-06-26), Certifications - Contract

## 6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. (*Insert the name of the province or territory as specified by the Bidder in its bid, if applicable*)

## 6.10 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.

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- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2016-04-04)
- (c) Annex A, Statement of Work;
- (d) Annex C, Security Requirements Check List;
- (e) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on \_\_\_\_\_” or “, as amended on \_\_\_\_\_” and insert date(s) of clarification(s) or amendment(s)*)

#### **6.11 SACC Manual Clauses**

SACC Manual clause A9068C (2010-01-11), Government Site Regulations

SACC Manual clause C2000C (2007-11-30), Taxes - Foreign-based Contractor

SACC Manual clause G1005C (2016-01-28), Insurance



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## **ANNEX «A»**

### **STATEMENT OF WORK**

**See following pages**

### **SPECIFICATIONS**

## **GENERATOR SET INSPECTION AND MAINTENANCE**

## ANNEX «B»

### BASIS OF PAYMENT TABLE

#### PART "A" MAINTENANCE SERVICES

<b>Lump sum:</b>	Lump sum based on section 2GE of specifications <u>for 5 years</u> .		Frequency for 5 years :	(A1)	\$
<b>Price</b>	Monthly	\$	x 50	\$	
<b>breakdown</b>	Semi-annually	\$	x 5	\$	
(breakdown of	Annually*	\$	x 4	\$	
A1)	Five-year + annual*	\$	x 1	\$	

\*Costs associated with the annual inspection occurring on the five-year inspection year must be included in the five-year line.

#### PART "B" REPAIRS (see note 2)

<b>Materials</b>	Provisional amount for repair materials or addition of equipment only. According to section 1GE for the duration of the contract.	(B1)	15 000.00\$
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**Labour** Labour cost for repairs or addition of equipment for term of contract (see note 3):

<u>Unit price</u>	<u>Number of hours</u> (approximate)	<u>Hourly rate</u>		
Qualified Technician (07h30 to 16h30-Monday to Friday)	50	\$	=	\$
Qualified Technician (16h30 to 7h30 -Monday to Friday and Saturday)	25	\$	=	\$
Qualified Technician (Sundays and holidays )	25	\$	=	\$
Total labour:			(B2)	\$

\* Grand Total : \$

\*(Add parts (A1), (B1) and (B2) and enter the total amount of the tender form. (See note 1)

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**NOTES :**

1. The total amount of the bid (A1+B1+B2) is used for evaluation **only**; only the Part A amount is covered by this contract. The Department undertakes to pay the Part A amount only, subject to approval of the work and other conditions in the specifications.
2. The Department is not committed to paying the Contractor the amounts for materials and labour indicated in Part B. However, the Department will pay the Contractor the amounts negotiated for each repair authorized by the departmental representative. The Contractor will be paid for work at an hourly rate and materials based on the general provisions of section **1GE** and will not be entitled to any other compensation for any difference between the hours negotiated for each repair and the hours actually worked. The Contractor will be paid only for materials authorized and used in performing the work and shall obtain prior approval from the Department's authorized representative before starting any work under Part B.
3. The above hourly rates shall include all labour costs related to the work done by employees, including benefits, travel, overhead and the Contractor's profit.

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## **ANNEX «C»**

### **SECURITY REQUIREMENTS CHECK LIST**

## ANNEX «D»

### INTEGRITY PROVISIONS – LIST OF NAMES

(Text copied from the Ineligibility and Suspension Policy <http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html> dated 2016-04-04)

**List of names:** All bidders, regardless of their status under the Policy, must submit the following information when participating in a procurement process or real property transaction:

- bidders that are corporate entities, including those bidding as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- bidders bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners; or
- bidders that are a partnership do not need to provide a list of names.

If the list of names has not been received in a procurement process or real property transaction by the time the evaluation of bids or offers is completed, or has not been received in a procurement process or real property transaction where no bid/offer will be submitted, the contracting authority will inform the bidder of a time within which to provide the information. Providing the required names is a mandatory requirement for award of a contract or real property agreement. Failure to provide the list of names within the time specified will render a bid or offer non-responsive, or the bidder otherwise disqualified for award of a contract or real property agreement.

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## ANNEX «E»

### FORMULAIRE DES RÉFÉRENCES - / REFERENCE FORM

#### Référence no. 1 / Reference # 1

•

Année du contrat / Contract year \_\_\_\_\_

Organisation/Cie / Organization /Company \_\_\_\_\_

Nom pers. Contact / Contact name \_\_\_\_\_

Commentaires / Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### Référence no. 2 / Reference # 2

•

Année du contrat / Contract year \_\_\_\_\_

Organisation/Cie / Organization /Company \_\_\_\_\_

Nom pers. Contact / Contact name \_\_\_\_\_

Commentaires / Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### Référence no. 3 / Reference # 3

•

Année du contrat / Contract year \_\_\_\_\_

Organisation/Cie / Organization /Company \_\_\_\_\_

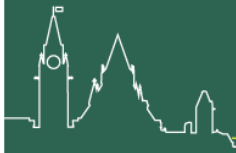
Nom pers. Contact / Contact name \_\_\_\_\_

Commentaires / Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Respect • Intégrité • Excellence • Leadership

Au service du  
**GOUVERNEMENT,**  
au service des  
**CANADIENS.**

Maintenance and Technical Services

# Specification

## FEDERAL BUILDING

**CENTRE DE RECHERCHE ET DE DÉVELOPPEMENT  
3600 CASAVANT OUEST  
ST-HYACINTHE (QUÉBEC) J2S 8E3**

## GENERATOR SET INSPECTION AND MAINTENANCE

August 2016

Project :

[www.tpsgc-pwgsc.gc.ca](http://www.tpsgc-pwgsc.gc.ca)



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## **FEDERAL BUILDING**

**AGRICULTURE ET AGROALIMENTAIRE CANADA  
3600 CASAVANT OUEST  
ST-HYACINTHE (QUÉBEC) J2S 8E3**

## **SPECIFICATION**

## **GENERATOR SET INSPECTION AND MAINTENANCE**

**Maintenance and technical services  
Centre of expertise | Professional and technical services  
PSPC | Quebec Region**

**August 2016**



**List of sections**

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**NUMBER OF PAGES**

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Generator Set (GEN) module	9

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2. Conditions
3. Work at hourly rates
4. Defects and anomalies
5. Parts and tools
6. Labour
7. Work period
8. Powering off
9. Security
10. Department requirements
11. Knowledge of premises and systems
12. Personal protection and protection of property
13. Fire protection
14. Tidiness of premises
15. Instructions
16. Communications
17. Reports, certificates and worksheets
18. Manufacturer's instructions
19. Additions/changes
20. General safety

## **SECTION 2 GE**

### **Scope of work**

1. General
2. Reporting
3. Inspection log

**GENERATOR SET (GEN) MODULE**

1. Inspections Before Start-up
2. Operating Conditions
3. Operation and Maintenance
4. Inspection Lists
5. Weekly Inspections
6. Monthly Inspections
7. Semi-annual Inspections
8. Annual Inspections
9. Five-year Inspections
10. Summary of Equipment
11. Routine Inspection Records

**END OF SECTION**

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## **SECTION 1 GE - GENERAL PROVISIONS**

### **1.1. DRAWINGS**

- .1 No drawings are appended to these Specifications.

### **1.2. CONDITIONS**

- .1 Section 2 GE of these specifications must be performed at the lump-sum rate set out in Part A of the price schedule to be completed.
- .2 If repairs are required and authorized by the Department, they must be performed at the hourly rate set out in Part B of the price schedule to be completed.
- .3 The Contractor must provide round-the-clock emergency service to cover possible breakdowns. The Contractor must ensure that the required staff are on site within three (3) hours. Only the building technical officer or his or her representative is permitted to authorize service calls and work orders.
- .4 The Contractor must supply any parts needed to perform maintenance or repair work for which the Contractor is responsible.

### **1.3. WORK AT HOURLY RATES (REPAIR, ADDITION OF EQUIPMENT AND SERVICE CALLS)**

- .1 Performance of repair work and addition of equipment at hourly rates, as well as service calls, must in all cases be preauthorized by the technical officer and confirmed by a duly completed "Call-Up against a Standing Offer" form.
- .2 The applicable hourly rates must be the rates set out in Part B and must include benefits, travel, overhead and profit.

#### **1.4. DEFECTS AND ANOMALIES**

- .1 Defects or anomalies in systems or equipment discovered during an inspection must be promptly reported to the technical officer, who must then be responsible for rectifying them. If the services of a licensed electrician are required to install wiring or electrical conduits, for example, the technical officer may opt to hire the Contractor awarded this contract or another contractor to perform the work. In either case, the Contractor must provide technical advice to the technical officer or a representative thereof to help correct the defects or anomalies.
- .2 The Contractor is responsible for maintenance, repairs and adjustment of the equipment or systems where such work is done by a sub-contractor. The Contractor must not, however, be liable for work done by another contractor selected by the technical officer unless the Contractor subsequently inspects the repaired or adjusted equipment or systems.
- .3 Where repairs are carried out by the Contractor, the Contractor must leave on site for verification any defective parts that were replaced and must make a note to that effect in the report.

#### **1.5. PARTS AND TOOLS**

- .1 The Contractor must repair or, where necessary, replace worn parts with new parts.
- .2 The Contractor must supply the instruments, tools and materials (or parts) needed to maintain, repair or replace components covered by the contract.
- .3 Replacement parts must be authentic and must be obtained from the equipment manufacturer. Where it is impossible to obtain authentic replacement parts or materials, the Contractor must use parts or materials equal in quality to or better than the original parts or equipment; substitutes must be approved by the technical officer or a representative thereof.
- .4 The technical officer reserves the right to determine the quality of replacement parts; the officer's decision must be final and not subject to appeal.
- .5 Any parts installed without authorization or determined to be non-compliant by the technical officer must be replaced within eight (8) days, failing which the Contractor must be deemed to be in default.
- .6 Any substitution of parts must be authorized in advance by the technical officer.

**1.6. LABOUR**

- .1 The Contractor must supervise its employees so as to ensure that their conduct and attire are appropriate and that their movement within the buildings is limited to the specific requirements of the work to be performed.
- .2 The technical officer must make available to the Contractor a person to provide guidance as needed during the work period.

**1.7. WORK PERIOD**

- .1 The work period and schedule must be established and coordinated with the schedule previously agreed to by the Contractor and the Building Technical Authority and/or the latter's authorized representative.
- .2 The contractor must supply annually, a fix calendar of the planned visits relating to the preventive maintenance (part ``A`` of contract). The calendar will specify dates and time of planned visits, as well as type of activity (monthly, semi-annual, annual, five-year). It will be updated annually and on a need-to basis.

**1.8. POWERING OFF**

- .1 None of the owner's devices and/or equipment must be powered off unless the Contractor is given official notice by the building technical officer and/or an authorized representative thereof.

**1.9. SECURITY**

- .1 The Contractor and representatives of the Contractor's firm must comply with the building security rules.
- .2 The Contractor must provide directives, notices and signs to inform the technical officer and occupants of the building of the work being done.
- .3 Materials must be delivered to the place designated by the building technical officer. The Contractor's representatives must clear that place upon receipt of materials unless otherwise authorized by the technical officer.
- .4 The Contractor or the Contractor's representatives must sign in and out at the place designated by the building technical officer. They must indicate the time in and time out and state the reasons for the visit.

**1.10. DEPARTMENT REQUIREMENTS**

- .1 The Contractor must have sufficient staff and must demonstrate that every person other than apprentices has at least five (5) years of experience in his or her field.
- .2 Only qualified staff with the appropriate certification will be allowed to perform electrical, electronic or pneumatic work as the case may be.
- .3 The Contractor must be fully accountable for any omissions, breakage or incompetence attributable to its staff.

**1.11. KNOWLEDGE OF PREMISES AND SYSTEMS**

- .1 Before submitting a bid, the Contractor must gather information on the systems, the existing site conditions and working conditions in the building where the work is to be performed.
- .2 No additional claims for special equipment will be considered by the technical officer because of any failure to gather information.
- .3 Any technical information the Contractor needs before submitting a bid can be obtained from the competent Contracting Authority.

**1.12. PERSONAL PROTECTION AND PROTECTION OF PROPERTY**

- .1 The Contractor must take such safety measures and precautions as are needed to protect persons and property from accidents or damage while maintenance or repair work is being performed.
- .2 The Contractor must be specifically and fully liable for any accidents or damage sustained by persons or property as a result of its activities on the premises.
- .3 Special care must be taken to prevent finished surfaces from being soiled, scratched, damaged or bumped by equipment, ladders, scaffolding or other items that may be used while performing the work.

**1.13. FIRE PROTECTION**

- .1 The Contractor must at all times comply with the latest version of the National Fire Code of Canada.

**1.14. TIDINESS OF PREMISES**

- .1 Debris must not be allowed to accumulate. After each work period, the Contractor must remove from the premises any waste and debris generated by its work. The Contractor must leave the premises clean to the satisfaction of the technical officer.

**1.15. INSTRUCTIONS**

- .1 The Contractor must comply with any instructions or directives it receives from the technical officer:

Public Services and Procurement Canada  
Federal Building – 3600 Casavant Ouest,  
St-Hyacinthe (Quebec)  
J2S 8E3

**1.16. COMMUNICATIONS**

- .1 The addresses and telephone numbers where the Contractor or the Contractor's superintendent or manager can be reached at any time of day or night must be recorded on a list prepared and updated as necessary by the Contractor and given to the building technical officer before work is begun.

**1.17. REPORTS CERTIFICATES AND WORKSHEETS**

- .1 After every repair or service call, the Contractor must produce three (3) copies of a worksheet along with detailed certificates of replacement parts. The worksheet must identify the work performed, the

parts replaced and/or repaired and the number of hours each employee spent on the job. The Contractor must submit separate worksheets for maintenance work and repairs. Worksheets for emergency calls must identify not only the information indicated above, but also the date and exact time of the call, the name of the person making the call, the Contractor's arrival time at the premises and the time the Contractor left.

- .2 The building technical officer or his or her authorized representative must keep a copy signed by the Contractor and must promptly send a copy to the client department. The third copy must remain the property of the Contractor.
- .3 Where there is no authorized representative on site, the Contractor must forward to the technical officer two (2) copies of the worksheet duly signed by the security guard on duty.

**1.18. MANUFACTURER'S INSTRUCTIONS**

- .1 Servicing of systems, devices and equipment must be assured by the Contractor in strict compliance with the instructions and directives of the manufacturers and suppliers concerned.

**1.19. ADDITIONS/CHANGES**

- .1 The technical officer reserves the right to move, modify or add devices and connected equipment. The Contractor must maintain such devices and equipment at no additional cost provided the amount of equipment added does not exceed 3% of the existing amount.



## **1.20. GENERAL SAFETY**

### **.1 GENERAL CLAUSES**

- .1 In accepting this contract, the Contractor agrees to assume all of the responsibilities normally assigned to the Principal Contractor and the employer under the *Act respecting occupational health and safety* and to supervise the work.
- .2 The Contractor must manage its activities to ensure that the health and safety of its employees, the occupants of the building or facility and the public, as well as and protection of the environment, always take precedence over cost and scheduling concerns. Further, the Contractor must meet all of the requirements of these Specifications.
- .3 The Contractor must comply at all times with the provisions of the *Act respecting occupational health and safety*, the *Safety Code for the construction industry* and the *Regulation respecting occupational health and safety* where they apply.
- .4 The Contractor must perform all work in accordance with the latest editions of the *National Fire Code of Canada*, the *National Building Code of Canada*, the *Canadian Electrical Code* and any other applicable codes or standards.
- .5 The Contractor must submit to the Building Technical Authority a prevention program specific to any activities the Contractor is likely to carry out in the building at least ten (10) days prior to the start of work. The Contractor must thereafter update the prevention program if the work proceeds differently than initially planned. The Building Technical Authority may, after receiving the program and at any time during the work, demand that the program be amended or complemented to better reflect actual worksite conditions. The Contractor must then make the necessary changes prior to the start of work.

The program must be based on the risks identified and must take into account the information and requirements contained in these Specifications. The program must remain in force throughout the term of the contract and must satisfy the following requirements:

- Include the company's policy on health and safety;
  - Include an organization chart of health and safety responsibilities;
  - Identify the hazards specific to each category of tasks to be performed under the contract and the corresponding preventive measures based on regulatory requirements.
  - Identify the person responsible for applying the preventive measures.
  - Take into account risks that may affect the health and safety of workers, occupants of the building or facility and the public;
  - Include first aid and primary care standards;
  - Include an accident response procedure;
  - Include a worksite inspection sheet based on risks identified;
  - Include any repair jobs that may be assigned to the Contractor under this contract;
  - Include a written undertaking from all stakeholders to adhere to the prevention program.
- .6 In addition to the program specified in the previous paragraph, for all cases in which the work to be completed involves a construction site as defined in the *Act respecting occupational health and safety*, R.S.Q., c. S-2.1, the Contractor must develop a prevention program specific to the work to be completed and submit it to the Building Technical Authority, and must also submit it to the Commission de la santé et de la sécurité du travail (CSST) and the Association paritaire

pour la santé et la sécurité du travail, in compliance with section 198 of this Act. The requirements for that program are the same as the requirements listed in the preceding clause.

.7 For all cases in which the work constitutes a construction site as defined in the *Act respecting occupational health and safety*, R.S.Q., c. S-2.1, a notice of opening of a construction site must be submitted to the CSST before the start of work and a copy must be submitted to the Building Technical Authority. A copy of his notice must be posted in plain view on the site. When the site is disassembled, a notice of closing of a construction site must be submitted to the CSST with a copy to the Building Technical Authority for the building.

.8 The Contractor must submit the following documents to the Building Technical Authority:

- A copy of the training certificates required for the application of these Specifications and safe planning of the work, such as: general health and safety for construction sites, asbestos, lock-out and first aid);
- A copy of the safety data sheet for every controlled product used on the worksite, at least three days before the product is used on site;
- Confirmation of the medical examinations for its supervisory staff and all employees, where a medical examination is required under a statute, regulations, a directive, specifications or a prevention program. The Contractor must also thereafter promptly submit confirmations of medical exams for all persons new to the worksite;
- A copy, signed and sealed by an engineer, of all plans and compliance certificates required under the *Safety code for the construction industry* (S-2.1, r. 4), any other statute or regulation, or any other clause of the Specifications or the contract. A copy of these documents must also be sent to the CSST and must be available on the site at all times;
- A mechanical inspection certificate for the machinery used to perform the work (e.g. elevating platforms);
- an investigation report within 24 hours following any accident that results in an injury or any incident that brings to light a potential hazard; and
- A copy, within 24 hours, of any inspection report, notice of correction or recommendation issued federal or provincial inspectors.

.9 The Contractor must ensure that the material, equipment, tools and protective equipment used to carry out the work are maintained and kept in good condition. Equipment, tools or protective equipment that cannot be installed or used without compromising the health and safety of workers or the public are deemed to be inadequate for the work to be performed. The Building Technical Authority reserves the right to prohibit the use of equipment or tools deemed to be dangerous, defective or inappropriate.

.10 The Contractor must ensure that its employees have received the training and information needed to perform their tasks safely and that all necessary tools and protective equipment are available, comply with the applicable standards, statutes and regulations, and are used.

.11 The Contractor must take such measures as are needed to enforce and ensure compliance with the health and safety requirements set out in the contract documents, federal and provincial regulations, applicable standards and the prevention program specific to the work, and to comply promptly with any order or notice of correction issued by the CSST.

Regardless of the number of workers assigned to the work, the Contractor must designate a person to act as workplace health and safety officer and give that person the authority to order

work stopped or resumed when he/she deems such action to be necessary for health and safety reasons.

- .12 Without limiting the scope of the preceding clause, the Building Technical Authority may at any time order that work be stopped if he/she believes there is a hazard or risk to the health and safety of employees assigned to the work, the public or the environment.

The Contractor must take such measures as are needed to ensure effective communication of health and safety information. As soon as they arrive on the worksite, all workers must be informed of the details of the prevention program and of their obligations and rights. The Contractor must maintain a log of information provided and obtain the signature of every worker who is given the information.

The Contractor must inform its workers that they have the right to refuse any work that entails a risk to their health or safety.

- .13 The Contractor must inspect the work sites and submit to the Building Technical Authority a duly completed work site inspection sheet every working day or at an interval determined with the Building Technical Authority on the call-up form.
- .14 The Contractor must promptly take such measures as are needed to correct instances of non-compliance with statutes and regulations and hazardous situations identified by a government inspector, the Building Technical Authority or the PSPC health and safety coordinator, or in the course of a periodic inspection. Submit to the Building Technical Authority written confirmation of all measures taken to correct non-compliances or hazardous situations.
- .15 The Contractor agrees to comply with first-aid and emergency response standards in accordance with the applicable policies and regulations and any other clause of the Specifications.
- .16 The Contractor must review the building and facility evacuation procedure and provide its employees with the training and information they need to apply the procedure.
- .17 For all cases in which the work constitutes a construction site as defined in the *Act respecting occupational health and safety*, R.S.Q., c. S-2.1, a decision-making representative for the Contractor must attend all meetings where health and safety on the site is considered. The Contractor must set up a worksite committee and hold meetings in compliance with the requirements of the *Safety Code for the Construction Industry*, S-2.1, r.4.
- .18 For all cases in which the work constitutes a construction site as defined in the *Act respecting occupational health and safety*, R.S.Q., c. S-2.1, the following information and documents must be posted in a location that workers can access easily:
- notice of opening of work site;
  - identification of Principal Contractor;
  - company policy on occupational health and safety;
  - prevention program specific to the worksite;
  - emergency plan;
  - safety data sheets for all controlled products used on the worksite;
  - minutes of worksite committee meetings;
  - names of the worksite committee members;
  - Names of first-aid attendants;
  - CSST intervention and correction reports.

- .19 The Contractor must identify and control access to the work area and install barricades as needed.
- .20 The Contractor must take all necessary measures to keep the workplace clean and orderly throughout the work and must ensure that, at the end of each work day, the workplace is free of any hazards.
- .21 Where a worker works alone in an isolated place where it is impossible to ask for assistance, the Contractor must identify the risks related to the situation and provide the Building Technical Authority with a procedure for preventing those risks and quickly getting help in an emergency.
- .22 Where a hazard not identified in the Specifications arises as a result of or in the course of the work, the Contractor must stop work immediately, implement temporary protective measures for workers and the public, and notify the Building Technical Authority orally and in writing. The Contractor must then submit the necessary changes for approval before proceeding with the prevention program to ensure that work can resume safely.
- .23 In the event of an incident, the Contractor must take such measures as are needed, including stoppage of work, to ensure the health and safety of workers and the public and must contact the Building Technical Authority promptly.
- .24 Sub-contracting is not permitted without special authorization from the Building Technical Authority. In making a decision, the Building Technical Authority will consider the subcontractor's ability to meet these requirements.
- .25 Sealing guns and other cartridge devices must not be used without authorization from the Building Technical Authority.

The above notwithstanding,

- Every person who uses a sealing gun must have a training certificate and must meet all of the requirements set out in section 7 of the *Safety Code for the construction industry* (S-2.1, r. 4);
  - Every explosive-actuated tool must be used in accordance with the manufacturer's instructions and applicable standards and regulations.
- .26 On the work site, the Contractor must consider the following conditions in developing a safe work plan:
- If the Contractor is asked to carry out work where asbestos dust is likely to be released, the Contractor must comply with the requirements of section 3.23 of the *Safety code for the construction industry* and the *Act respecting occupational health and safety* (R.S.Q., c. S-2.1).
- If the Contractor is asked to do roofing work, the Contractor must indicate in its prevention program the measures to be taken to prevent falls.
- If the Contractor is asked to do work near a body of water or holding pond, the Contractor must indicate in its prevention program the measures to be taken to prevent the risk of drowning, electric shock and electrocution.
- If the Contractor is asked to do work at heights in/on the building, the Contractor must indicate in its prevention program the measures to be taken for work at heights.
- If the Contractor is asked to inspect or check electrical rooms, the Contractor must indicate in its prevention program the measures it plans to take to protect people in those areas.
- If the Contractor is asked to do work in confined spaces, the Contractor must include in its prevention program the measures it intends to take when working in these areas, and take into

account the requirements of section 2.4 of the *Safety code for the construction industry* and the *Act respecting occupational health and safety* (R.S.Q., c. S-2.1).

If the Contractor is asked to do work in laboratories, the Contractor must contact the Building Technical Authority to determine whether special procedures need to be taken.

## .2 SPECIFIC CLAUSES

### .1 Lock-out

- .1 Whenever work is being done on electrically powered equipment or equipment powered by any other source of energy, the Contractor must submit a lock-out procedure to the Departmental Representative and implement it.
- .2 Supervisory staff and all workers involved in or affected by the work for which the lock-out is required must have received training on lock-out provided by a recognized entity; the Contractor must send the certificates for this training to the Departmental Representative.
- .3 Before undertaking a lock-out operation on equipment in an occupied site, the Contractor must coordinate its work with the site representative if the power cut-off could have an effect on site operations or on the occupants.
- .4 Before locking out equipment, the Contractor must obtain from the site representative all information necessary to identify the isolation points for the equipment to be locked out, validate this information, perform the lock-out and then conduct "zero-energy" tests before doing the work.
- .5 The Contractor must complete the lock-out form supplied by the site representative, where applicable.

### 2. Electrical work

- .1 The Contractor must ensure that all electrical work is performed by qualified licensed workers or apprentices in accordance with Provincial *Act respecting manpower vocational training and qualification*.
- .2 Any electrical equipment on which work is being done must be de-energized, except where complete disconnection is not feasible.
- .3 The Contractor must comply with of all the requirements in the "Lock-out" paragraph in this section.
- .4 The Contractor must notify the Departmental Representative in writing regarding any work that must be done on live equipment. The Contractor must demonstrate to the Departmental Representative that de-energizing is not feasible, and supply all the information needed to complete and obtain a live-line work permit (method of work, assessment of arc flash level, flash protection boundary, protection equipment, etc.) before starting the work.
- .5 The live-line work permit must contain at least the following:
  - Description of the circuit and of the apparatus and location;
  - Justification of the need to carry out live-line work;
  - Description of the safe work practices to be employed;

- Conclusions of the shock hazard analysis:
  - Determination of shock protection perimeter:
  - Conclusions of the arc flash hazard analysis:
  - Determination of arc flash hazard perimeter:
  - Description of personal protection equipment required;
  - Description of the ways to restrict access to unauthorized persons;
  - Proof that a briefing session has taken place;
  - Signature of approval for live-line work (by an authorized person or by the Owner).
- .6 If operational needs of the site occupants are such that the Contractor has to do live-line work, it must obtain all information necessary to complete a live-line work permit (method of work, assessment of arc flash level, flash protection boundary, protection equipment, etc.) and have it signed by the site representative designated by the Departmental Representative before the start of the work.
- .7 In addition to the requirements indicated in the paragraphs above, the Contractor must comply with the requirements of standard CSA Z462, *Workplace Electrical Safety Standard*.
- .3 Fall risk prevention
- .1 The Contractor must supply the equipment needed to work at heights (e.g. ladders, stepladders, elevating platforms, scaffolding).
- .2 All persons who use an elevating platform (scissor lift, or telescoping, articulated or rotating elevating platform. etc.) must have received training to do so.
- .3 Workers must wear a safety harness on all elevating, telescoping, articulated or rotating platforms.
- .4 A danger zone must be identified around any elevating platform.
- .5 Any opening in a platform or in a roof must be surrounded by a guardrail or blocked with a cover attached to the platform and strong enough to withstand the loads to which it will be subjected, regardless of the dimensions of this opening or the fall height it represents.
- .6 Anyone working less than two metres from a location from which a fall of three (3) or more metres could occur must use a safety harness, in accordance with regulatory requirements, unless there is a guardrail or other element to ensure an equivalent level of safety.
- .7 Notwithstanding regulatory requirements, the Departmental Representative may order the installation of guardrails or the use of safety harnesses for certain specific situations where there is a risk of a fall of less than three (3) metres.
- The Departmental Representative may also order the installation of a guardrail or the use of safety harnesses for certain temporary installations where there is a risk of a fall of less than three (3) metres.



.4 Asbestos

Before starting work likely to generate asbestos dust, the Contractor must:

- .1 Provide a written procedure covering all of the items listed in section 3.23 of the *Safety code for the construction industry* S-2.1, r-4.
- .2 Show that all workers concerned have been trained in asbestos hazards and the procedure described above (ASP Construction) (s. 3.23.7).
- .3 Show that it has in hand all the equipment needed to comply with the procedure and safely perform the work.

.5 Special conditions for confined spaces

- .1 For each confined space to which the Contractor must have access, the Contractor must include in its prevention program a written procedure identifying the following:
  - The tools needed to perform the work;
  - The equipment installed or to be installed in the confined space and the measures to be taken to install, use, maintain, protect or move the equipment;
  - Pipes and conduit entering the enclosed space.
  - Risks and the safety measures to be taken depending on the work to be performed;
  - Contaminants that may be found in the enclosed space.
  - Appropriate rescue measures and equipment and emergency measures.
- .2 The Contractor must complete an access permit for any entry into a confined space. The Contractor must submit a copy of its initially filled-out permit beforehand to the building representative; the latter may request that it be amended if content is not complete. The permit is valid for one shift and must take into account the information contained in the evaluation report and the specific conditions related to the work to be performed.
- .3 The Contractor must complete a hot work permit issued by the building representative where the work to be performed includes welding, cutting or any other activity that produces a flame or sparks.
- .4 All persons who have access to a confined space, including the custodian, must hold the following training certificates:
  - PSPC safety for work in confined spaces (ASP Construction or an equivalent course)
  - Occupational first aid and CPR (organization recognized by the CSST)
  - Use of ventilation devices (ASP Construction or equivalent course)
  - Use of safety harnesses (ASP Construction or equivalent course)
  - Use and maintenance of breathing apparatus (ASP Construction or equivalent course)
  - Gas detection devices (ASP Construction or equivalent course)

- Where the use of air-supplied devices or stand-alone respirators is anticipated, full training in the preparation, maintenance and use of the devices (manufacturer, supplier or a recognized organization).
  - In remote areas where there is no local emergency response unit, the Contractor must designate persons to carry out rescue operations in confined spaces. The rescuers designated by the Contractor must complete relevant training in the use of rescue equipment.
- .5 Anyone who has to use a supplied air respirator must present a medical certificate which confirms their ability to use this sort of device. Such certificates are valid for two (2) years.
- .6 Employees required to work in sewer collection systems or other similar systems must be immunized against infectious diseases in accordance with the immunization program prescribed by Health Canada, that is, diphtheria and tetanus; immunization against hepatitis B is an additional requirement where work is to be performed for the Correctional Service of Canada (CSC).
- .7 Vaccination against diphtheria and tetanus is strongly recommended for work in confined spaces.
- .8 The Contractor must establish an emergency and rescue procedure with municipal and ambulance services. The procedure, telephone numbers and location of the nearest telephone must be clearly posted near the work location.
- .9 Before entering the confined space and continuously thereafter, the Contractor must take readings of the concentration of oxygen, flammable gases and any toxic gases likely to be present, in particular carbon monoxide and hydrogen sulphide, and make sure that no one enters the confined spaces if the gas concentrations are not within regulatory limits. The readings must be recorded in the entry permit. The detection devices used must be calibrated and adjusted by a qualified person according to the manufacturer's instructions so that the alarms comply with the limits set out on the permit.
- .10 The Contractor must supply its own gas detection devices and keep them in good condition. The Departmental Representative may have the Contractor's devices checked for accuracy by a qualified person at any time. If a detection device fails to comply, work must be stopped immediately, and all workers must exit the enclosed space. Where that occurs, no claim for lost time will be accepted.
- .11 If the alarm on a detection device sounds, all workers must leave the confined space. The Contractor must then determine the source of the contamination, neutralize it and ventilate the confined space in order to eliminate any remaining contaminant and must keep individuals out of the confined space until the oxygen and gas levels have returned to normal.
- .12 Compressed gas cylinders and welding machines must not be taken into confined spaces. Such equipment must remain outside and must not block any entrance or exit. All cylinders must be properly secured.
- .13 Electric tools and devices used to access confined spaces must be grounded and, if necessary, designed to be explosion-proof. All equipment must be connected to a ground fault interrupter or step-down transformer. The Contractor must, at its own expense, have a qualified electrician modify any power outlets and/or breakers it plans to use that do not meet these criteria.



- .14 The Contractor must provide a ventilation system to keep contaminant levels below the allowable limits.
  - .15 The Contractor must post signs to prevent unauthorized persons from entering an enclosed space.
  - .16 Where it is impossible to keep the noise level below 85 dB, the Contractor must supply all workers with ear protectors adapted to the desired level of noise reduction and the work to be performed.
  - .17 The Contractor must ensure that all workers wear the required personal protective equipment.
  - .18 The Contractor must assign a qualified person to assume the duties of custodian. This person must:
    - Be familiar with the procedure for working in enclosed spaces.
    - Ensure constant communication with all workers in an enclosed space. The directives applied must be adapted to confined spaces. The Contractor must select means of communication taking into account the identified hazards and other pertinent factors, that is, the protective equipment workers are required to wear, noise levels in and near confined spaces, remoteness, lighting conditions, etc.;
    - Be familiar with the gas detection devices and ensure that they are functioning properly throughout the work period.
    - Be familiar with the back-up ventilation systems and ensure that they are in working order throughout the work.
    - Be familiar with the emergency procedure.
    - Ensure that:
      - All workers who enter the enclosed space follow the Contractor's work procedure.
      - The working conditions and environment inside the enclosed space do not adversely affect the health and safety of the workers.
  - .19 The custodian must remain at the entrance to the confined space as long as there is a worker in the space.
  - .20 The Contractor must designate a person to be in charge of safety in confined spaces. This person must be on site at all times.
  - .21 The same person may serve as both custodian and confined spaces safety officer, provided that person is able to meet the requirements of both positions.
- .6 Hot work
- .1 Hot work means any work that involves the use of an open flame or which may produce heat or sparks, such as the following work: riveting, welding, cutting, grinding, milling, burning and heating, etc.
  - .2 At the start of each work shift and for each sector, the Contractor must obtain a "Hot work permit" issued by the Building Technical Authority.

- .3 A working handheld extinguisher appropriate to the fire hazard must be available and readily accessible within a 5-metre radius of any flame or source of sparks or intense heat.
- .4 The Contractor must designate a person to continuously monitor fire risks for a minimum period of one hour after the end of any hot work. This person must sign the section of the permit designated for this purpose and give it to the Building Technical Authority at the end of that hour.

.7 Welding and cutting

In addition to the conditions set out in the preceding paragraphs, the Contractor must comply with the following requirements:

- Welding and cutting must be performed in accordance with the requirements set out in the *Safety Code for the construction industry*, S-2.1, r.4. and standard CSA W117.2, *Safety in Welding, Cutting and Allied Processes*.
- Pause any activity that produces gases, vapors or flammable or combustible dust if in proximity to welding or cutting work.
- Store compressed gas cylinders on a flame-retardant surface and ensure that the room is well ventilated.
- Store oxygen cylinders at least 6 metres from flammable gas cylinders (e.g., acetylene) or combustible materials such as oil or grease unless they are separated by a partition made of non-combustible material as specified in section 3.13.4. of the *Safety Code for the Construction Industry*, S-2.1, r.4.
- Store cylinders far from sources of heat.
- Do not store cylinders near stairs, exits, corridors or elevators;
- To prevent the risk of an explosive reaction, do not allow acetylene to come into contact with such metals as silver, mercury, copper and brass alloys containing more than 65% copper.
- Make sure that the electric arc welding equipment has the required voltage rating and is grounded.
- Make sure that the lead wires of the electric welding equipment are not damaged;
- Place the welding equipment on a flat surface protected from the weather.
- Install flame-retardant sheet metal where welding is being done overhead or there is a risk of falling sparks.
- Remove or protect flammable or combustible materials located 15 metres or closer to the welding work.
- Never weld or cut on closed containers.
- Do not cut, weld or carry out open-flame work on a tank, pipe or other container that may contain a flammable or explosive substance or residue unless:
  - Air samples have been taken, indicating that the work can be done safely, or
  - Measures have been taken to ensure worker safety

**END OF SECTION**

**1. GENERAL**

- .1 The Contractor must provide the labour, materials, tools and equipment needed to carry out the maintenance work described in this section on any equipment that is part of the systems described under the GEN module, and any components thereof, and the inspections. Follow the description of work and omit irrelevant items.
- .2 The purpose of the specifications is to keep the equipment in very good working condition. These specifications must nevertheless be considered a minimum standard according to which the Contractor must work and in no way constitute the limit of the Contractor's responsibilities and obligations.
- .3 All work must be performed to the manufacturer's standards and in compliance with the most recent version of the *National Building Code*. Tests must comply with the latest revision of Standard CSA-C282, Article 6.5 of the NFC and all other applicable standards.
- .4 During hours that the building is occupied, the Contractor must not conduct any tests or inspections that could accidentally activate the transfer switch. Any inspections during occupied hours are prohibited without the written authorization of the Technical Authority of the building.
- .5 The Contractor must make arrangements with the Technical Authority for a suitable time to operate the generator set under load.
- .6 Employee training must comply with the latest revision of Standard CSA-C282.
- .7 Annual oil changes must be done according to the manufacturer's recommendations.
- .8 Adjust the injectors according to the manufacturer's recommendations (if required). A written submission must be submitted to the Technical Authority should it be necessary to replace the injectors. The Technical Authority may request a second opinion subsequent to the Contractor's recommendation.

**2. REPORTS**

- .1 At least 10 working days following the inspection of the generator, the Contractor must provide the Technical Authority with a complete print character report of the inspections, including the list of equipment confirming that it is operating properly.
- .2 The form and the information to be recorded in each report must be submitted before the contract, to approval by the Technical Authority, which reserves the right to have them changed, if necessary.
- .3 Each report must be checked and countersigned by the Technical Authority of the building or another individual who has been designated by the Technical Authority.
- .4 Reports can be sent by mail, mail, email or fax.
- .5 PSPC must have received the report or reports and certificates required to make payment of the invoice.
- .6 The reports must be in french.

**3. INSPECTION LOG**

- .1 The Contractor must establish/maintain a log of all tests for the generator set using the model provided and must keep the logs for consultation by the competent authority. The logs must be available for consultation for the time required between two inspections, maintenance operations or tests, and must include at least the following elements:
- The date of work.
  - A note specifying what parts were replaced
  - A note describing the symptoms and corrective measures taken
  - The name of the technician who executed the work; and
  - A note certifying that all isolating and control elements that were isolate for safety reasons are back in available mode.

(ref.: NFC 6.5.1.4/CAN/CSA-C282-11.1.2 and 11.5.3)

**END OF SECTION**

**GENERATOR SET  
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## **1. INSPECTION BEFORE STARTUP**

- .1 Ensure that all safety measures are followed.
- .2 Ensure that all safety signs are in place at the entrance to the emergency generator room and that they indicate that the equipment is controlled automatically and could start at any time.

## **2. OPERATING CONDITIONS**

- .1 Check that the safe operating temperature of the engine is not exceeded.
- .2 Check that the room temperature does not exceed 38°C nor fall below 10°C.
- .3 Check that the combustion air required for the engine is available.
- .4 Check that the operating temperature of the cooling system components does not exceed the level recommended by the manufacturer.
- .5 Ensure that the independent emergency lighting units provide light of 50 lux for at least two hours in all rooms containing equipment requiring adjustment and maintenance.
- .6 Inspect the exhaust pipe and muffler for any loss of particles and other pollutants.

## **3. OPERATION AND MAINTENANCE**

- .1 Electrical emergency power supply equipment must be operated and maintained in compliance with the manufacturer's recommendations and instruction manuals, and clauses 11.1.2 to 11.5 of Chapter 11, Operation and Maintenance Program, of latest Standard CSA-C282.

## **4. INSPECTION LISTS**

- .1 The inspection lists presented in the tables below have been created using the tables setting out inspection, test and maintenance requirements contained in latest version of Standard CSA-C282-09 published by the Canadian Standards Association. Should there be any discrepancies between the lists and the tables, the content of the tables in the Standard must take precedence.
- .2 The clauses and tables given as a reference in each of the tables are those contained in Standard CSA-C282-15 published by the Canadian Standards Association.
- .3 The year of the five-year maintenance tasks must be decided by the client.

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**5. WEEKLY INSPECTIONS\***

- .1 Weekly inspections, tests and maintenance must be performed **\*by PWGSC personnel** in compliance with the requirements and with the assistance of Table 2 of Standard CSA-C282-15.

**Table 2**

**Weekly inspection, test, and maintenance requirements**

(See Clauses 6.11.2, 10.7, 11.1.2, 11.5.1 and 11.5.2 and Tables 3 to 5 in the Standard)

1.	Consumables: a) Inspect day tank fuel level (gas pressure) and main tank level (gas pressure) (if applicable). There must be a minimum supply of 2 h (see Clause 7.3.1). b) Inspect lubricating oil level. c) Inspect engine coolant level. d) Inspect engine, generator, fuel tank(s), and cooling systems for leakage. e) Inspect for proper operation of fuel transfer pump (if applicable). f) Inspect fuel filter for contamination if filter is equipped with a transparent bowl.
2.	Starter system: a) Inspect electric starter for cleanliness, mounting and terminal security. b) Air starter: (i) Inspect air tanks for pressure. (ii) Inspect valves for leakage. (iii) Test auxiliary engine and compressor for proper operation. (iv) Bleed off any condensation.
3.	Batteries and charging equipment: a) Inspect all battery cells for correct electrolyte fill level (applicable to vented or flooded lead-acid batteries only). b) Test all battery cells for correct electrolyte specific gravity (applicable to vented or flooded lead-acid batteries only). c) Inspect electrical connections for tightness and evidence of corrosion. d) Inspect battery for cleanliness and dryness between terminals. e) Inspect charger electrical connections for cleanliness and tightness.
4.	Engine: a) Test lubricant and/or coolant heaters for proper operation. b) Inspect governor control linkages and oil level (if applicable). c) Inspect fuel pump oil sump (if applicable). d) Inspect fan belts for correct tension and wear.
5.	Control panel: a) Inspect control panel covers for security. b) Test annunciator lamps to confirm that they are operational. c) Inspect control panel settings (ensure that the unit is ready for automatic start-up). d) Test remote visual and audible trouble signals at the building fire alarm panel.
6.	Inspect air control louver settings to ensure proper operation.
7.	Test emergency lighting unit(s).
8.	Verify whether room temperature is above 10°C.
9.	Inspect generator room (s) for cleanliness and accessibility to all components of the emergency system.
10.	Correct all defects found during inspections and tests.
11.	Record all inspections, tests, and corrective actions in the log (see Clause 11.5.3).

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## 6. MONTHLY INSPECTIONS

- .1 Monthly inspections, tests and maintenance must be performed **by the Contractor** in compliance with the requirements and with the assistance of Table 3 of Standard CSA-C282-15.

### 1.1.1 Table 3

#### Monthly inspection, test, and maintenance requirements

(See Clauses 6.7, 10.7 11.1.2, 11.4, 11.5.1 and 11.5.2 and Tables 4 and 5 in the Standard)

1.	All items specified in Table 2.
2.	Test and verify the entire system as follows: <ol style="list-style-type: none"><li>a) Simulate a failure of the normal electrical supply to the building.</li><li>b) Operate the system under at least 30% of the rated load for 60 min.</li><li>c) Inspect brush operation for sparking.</li><li>d) Inspect for bearing seal leakage.</li><li>e) Inspect for correct operation of all auxiliary equipment, e.g., radiator shutter control, coolant pumps, fuel transfer pumps, oil coolers, and engine room ventilation system(s).</li><li>f) Record the readings for all instruments in the log (see Clause 11.5.3) and verify that they are normal.</li><li>g) Drain the exhaust system condensate trap.</li></ol>
3.	Inspect block heater hoses and wires.
4.	Correct all defects found during inspections and tests.
5.	Record all inspections, tests, and corrective actions in the log (see Clause 11.5.3).
6.	Inspect all electrical components to ensure proper function.

## 7. SEMI-ANNUAL INSPECTIONS

- .1 Semi-annual inspections, tests and maintenance must be performed **by the Contractor** in compliance with the requirements and with the assistance of Table 4 of Standard CSA-C282-15.
- .2 The work described in points 2 to 9 of Table 4 of Standard CSA-C282-15 requires special skills. This work must be carried out by a qualified contractor, the system manufacturer, or individuals trained and certified by the system manufacturer.

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**1.1.2 Table 4**

**Semi-annual inspection, test, and maintenance requirements**

(See Clauses 6.7, 7.6.1, 10.7, 11.1.2, 11.5.1 and 11.5.2, and Table 5 in the Standard)

1.	All items specified in Tables 2 and 3.
2.	Inspect and clean engine crankcase breathers.
3.	Inspect and clean all engine linkages.
4.	Lubricate the engine governor and ventilation system.
5.	Test protective devices for proper operation*.
6.	Before start-up, perform two full cranking cycles (as specified in Clauses 10.4.1 and 10.4.2). Near the end of each cycle (and while still cranking), measure and record the lowest indicated battery voltage. If the measured voltage is less than 80% of the battery's rated voltage, replace the battery. Alternatively, perform a battery load test using a suitable load tester.
7.	Inspect ventilation system belt(s).
8.	Correct all defects found during inspections and tests.
9.	Record all inspections, tests, and corrective actions in the log (see Clause 11.5.3).

*\*For item 5, if it is not possible to create the fault condition, a simulated fault condition should be performed if possible.*

**8. ANNUAL INSPECTIONS**

- .1 Annual inspections, tests and maintenance must be performed **by the Contractor** in compliance with the requirements and with the assistance of Table 5 of Standard CSA-C282-15.
- .2 The work described in points 2 to 10 of Table 5 of Standard CSA-C282-15 require special skill. This work must be carried out by a qualified contractor, the system manufacturer, or individuals trained and certified by the system manufacturer.

**1.1.3 Table 5**

**Annual inspection, test, and maintenance requirements**

(See Clauses 7.3.7, 8.7.1, 11.1.2, 11.3, 11.5.1, 11.5.2 and 11.5.5.1, B.13, B.23 and B.24)

1.	All items specified in Tables 2 to 4
2.	Control panel (see Clause B.23): <ol style="list-style-type: none"><li>a) Open all inspection covers and inspect all electrical connections.</li><li>b) Test breakers for proper operation.</li><li>c) Clean insulators and bushings.</li><li>d) Test voltage regulator for proper operation.</li><li>e) Operate all moving parts to ensure that they move freely.</li><li>f) Clean and dress contacts as required.</li><li>g) Remove all dust.</li><li>h) Check gauge calibration.</li><li>i) With the generator set operating at full load (see Clause 11.3), conduct an infrared survey of all electrical connections to identify any high-resistance connections.</li><li>j) For off-site fueled generators, turn position-indicating valve to off-position to ensure valve rotates properly and that the audible alarm on generator control panel is activated.</li></ol>



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3.	<p>Engine:</p> <ul style="list-style-type: none"><li>a) Change engine lubrication oil and filters.</li><li>b) Test strength of coolant and chemical protection level of coolant inhibitors.</li><li>c) Change fuel filters, clean strainer(s), and verify that the fuel supply valve is open.</li><li>d) Inspect the exhaust system. Check and record the back pressure of the exhaust system to ensure that it complies with the engine manufacturer's requirements, and compare with previous readings.</li><li>e) Clean and lubricate linkages.</li><li>f) Inspect air filters.</li><li>g) Inspect all mechanical connections.</li><li>h) Inspect all electrical connections.</li><li>i) Inspect all external surfaces of heat exchanger(s) and clean as necessary.</li><li>j) Inspect all belts and hoses and replace if necessary.</li><li>k) Test and inspect ignition system(s). Replace any defective components.</li><li>l) Inspect coolant pump(s) for leaks and external wear (if belt driven, remove the belt(s) first).</li></ul>
4.	<p>Diesel fuel storage tank(s):</p> <p>The fuel oil in any storage tanks (and day tank, if used) must be tested in accordance with Clause 11.5.5, and if the fuel oil fails the test, it must be:</p> <ul style="list-style-type: none"><li>a) drained and refilled with fresh fuel in accordance with Article 6.7.1.5 of the <i>National Fire Code of Canada</i>; or</li><li>b) fuel filtered to remove water, scale, bacteria, and oxidized gums/resins to minimize filter clogging and ensure diesel start-up (see Clause B.20 for commentary).</li></ul> <p>When the fuel is filtered, it must be treated with a suitable conditioner and stabilizer to minimize degradation while in storage.</p> <p><b>Note:</b> <i>The bottom(s) of the tank(s) must be also tested chemically for water.</i></p>
5.	<p>Generator:</p> <ul style="list-style-type: none"><li>a) Test surge suppressor and rotating rectifier on brushless machines.</li><li>b) Grease bearings (replace old grease with new) (if applicable).</li><li>c) Clean the collector and the slip rings (if applicable).</li><li>d) Clean rotor and stator windings using clean compressed air.</li><li>e) Inspect coupling bolts and alignment.</li><li>f) Inspect conduits for tightness.</li><li>g) Inspect windings at rotor and stator slots.</li><li>h) Inspect all electrical connections.</li><li>i) With the generator set operating at full load (see Clause 11.3), conduct an infrared survey of all electrical connections to identify any high-resistance connections.</li></ul>
6.	<p>Overcurrent protective devices:</p> <ul style="list-style-type: none"><li>a) Electrically isolate all overcurrent protective devices.</li><li>b) Remove all dust.</li><li>c) Test devices for proper operation.</li><li>d) While performing the full load test required by Clause 11.3, conduct an infrared survey of all electrical connections, contacts, and energized components</li></ul>
7.	<p>Transfer switches:</p> <ul style="list-style-type: none"><li>a) Isolate transfer switch, open all inspection covers, and inspect all electrical connections.</li><li>b) Operate all moving parts to ensure that they move freely.</li><li>c) Clean and dress contacts as required.3</li><li>d) Remove all dust.</li><li>e) Clean and lubricate linkages.</li><li>f) Conduct an infrared survey of all electrical connections, contacts, and energized components while under load on both the normal and the emergency side.</li></ul>
8.	<p>Lubricate door locks and hinges (if necessary), especially those of outdoor enclosures.</p>
9.	<p>Conduct a 2 h full-load test (see Clause 11.3)</p>

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10.	As needed, review and provide instruction on the technical requirements specified in Tables 2 to 4 with the person(s) responsible for carrying out the work.
11.	Correct all defects found during inspections and tests.
12.	Record all inspections, tests, and corrective actions in the log (see Clause 11.5.3).

## 9. FIVE-YEAR INSPECTIONS

- .1 Five-year inspections, tests and maintenance must be performed **by the Contractor** in compliance with the requirements and with the assistance of Table 6 of Standard CSA-C282-15.
- .2 The work described in points 1 to 4 of Table 5 of Standard CSA-C282-15 requires special skills. This work must be carried out by a qualified contractor, the system manufacturer, or individuals trained and certified by the system manufacturer.

### 1.1.4 Table 6

#### **Quinquennial (every five years) inspection, test, and maintenance requirements**

(See Clauses 11.1.2, 11.5.1 and 11.5.2 in the Standard)

1.	Generator: Inspect insulation of generator windings. Use an insulation tester (Megger). The resistance in megohms should be not less than <u>Rated voltage + 1000</u> 1000 If the resistance is less, dry out the insulation using the auxiliary heat process.
2.	Engine: a) Drain and flush the cooling system. Refill the system with new coolant. b) Clean radiator tubes and cooling fins. c) Replace thermostats. d) Inspect valve clearance and adjust as appropriate.
3.	While performing the full load test required by Clause 11.3, conduct an infrared thermal imaging assessment of all electrical connections, contacts, and energized components.
4.	Correct all defects found during inspections and tests.
5.	Record all inspections, tests, and corrective actions in the log (see Clause 11.5.3).

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**10. SUMMARY OF EQUIPMENT:**

**GENERATOR SET :**

**Model :** 760.0M16R-LS2-9XRR (Faguy)

**Alternator :** Leroy Somer, model A4010-L5, series 10256

**Engine :** Mitsubishi, model S12N-PT, series 10480

**Capacity :** 950 kVA, 760 kW à 0.8 PF, 600/347 volts, 60 cycles, 3 phases, 4 wires

**Automatic transfer switch:** ITE switch gear, 347/600 volt, 1200 amps.

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MAINTENANCE (GEN)**

**11. ROUTINE INSPECTION RECORDS (Example)**

EMERGENCY ELECTRICAL POWER SUPPLY					
WEEK	DATE	SIGNATURE	WEEK	DATE	SIGNATURE
1			27		
2			28		
3			29		
4			30		
5			31		
6			32		
7			33		
8			34		
9			35		
10			36		
11			37		
12			38		
13			39		
14			40		
15			41		
16			42		
17			43		
18			44		
19			45		
20			46		
21			47		
22			48		
23			49		
24			50		
25			51		
26			52		

**GENERATOR SET  
INSPECTION AND  
MAINTENANCE (GEN)**

MONTH	DATE	SIGNATURE
JANUARY		
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
EMERGENCY ELECTRICAL POWER SUPPLY		
	DATE	SIGNATURE
SEMI-ANNUAL		
ANNUAL		
EVERY FIVE YEARS		



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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		Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction Biens Immobiliers	
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 Entretien de la Génératrice				
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?			<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?			<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis				
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)			<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.			<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?			<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès				
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion				
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>				
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
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 <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>		PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>		PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>		PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>		SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>				TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>				TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>





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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non ☐ Oui
- If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

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

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

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |

Special comments:  
Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes  
Non ☐ Oui
- If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes  
Non ☐ Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

**PRODUCTION**

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non ☐ Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes  
Non ☐ Oui



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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

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

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

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

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