



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada

189 Prince William St Rm 405  
189, rue Prince William, pièce 405  
Saint-John, NB E2L 2B9  
Bid Fax: (506) 636-4376

## INVITATION TO TENDER

## APPEL D'OFFRES

**Tender 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.

### Soumission 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 et 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

Saint John, NB (STJ)  
189 Prince William St., Rm 405  
189, rue Prince William, Pc 405  
St. John, NB E2L 2B9

<b>Title - Sujet</b> Mechanical Sys. Maint.-Monctn&Sussx	
<b>Solicitation No. - N° de l'invitation</b> W6837-170004/A	<b>Date</b> 2017-03-13
<b>Client Reference No. - N° de référence du client</b> W6837-170004	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$STJ-003-4105
<b>File No. - N° de dossier</b> STJ-6-39207 (003)	<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 2017-03-29</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Daylight Saving Time ADT	
<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> Doucet (STJ), Gisele	<b>Buyer Id - Id de l'acheteur</b> stj003
<b>Telephone No. - N° de téléphone</b> (506) 636-4541 ( )	<b>FAX No. - N° de FAX</b> (506) 636-4376
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE RPOU GAGETOWN BLDG 18, 238 CHAMPLAIN AVE. OROMOCTO New Brunswick E2V 4J5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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**Building Mechanical Systems  
Moncton Armoury, Moncton, New Brunswick and  
Sussex Armoury, Sussex, New Brunswick**

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## PART 1 - GENERAL INFORMATION

### 1.1 Requirement

The Department of National Defence (DND) has a requirement for the furnishing of all labour, materials, tools, equipment and transportation required to provide inspection and repair to Building Mechanical Systems, Moncton Armoury, Moncton, New Brunswick and Sussex Armoury, Sussex, New Brunswick. All work is to be completed in accordance with the Specification Number L-M186-9900/97 forming part of the bid document. The Service Contract is required for the period from the Date of Award to March 31, 2018 with an option to extend for two additional one year periods.

### 1.2 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.

### 1.3 Trade Agreements

“The requirement is subject to the provision of 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-andguidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

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

#### 2.1.1 SACC Manual Clauses

C9000T - Pricing (2010-08-16)

### 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.

Late tenders will be returned unopened.

- (a) Bids must be complete and submitted on prescribed tender form;
- (b) Include the tender call number/project number and description of proposed work;
- (c) Include the closing date and time;
- (d) Must be received prior to bid closing time and at the designated place and facsimile number - FACSIMILE NUMBER IS **(506-636-4376)**.

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**NOTE: FACSIMILE BIDS**

Only incorrect handling by the Department of Public Works and Government Services will excuse the delay of responses transmitted by facsimile. Misrouting, traffic volume, weather disturbances, or any cause for the late receipt of such responses are not acceptable.

Bid Receiving  
Public Works and Government Services Canada  
Room 405  
189 Prince William Street  
Saint John, New Brunswick  
E2L 2B9

**NOTE: THIS IS NOT A PUBLIC OPENING**

2.3 Former Public Servant A3025T (2014-06-26)

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 nonresponsive.

**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.

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#### Former Public Servant in Receipt of a Pension

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

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

- a. name of former public servant;
  - b. date of termination of employment or retirement from the Public Service.
- By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

#### Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

#### 2.4 Enquiries - Bid Solicitation

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

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

## 2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in **New Brunswick**. Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

## 2.6 Insurance Requirements – G1007T (2016-01-28)

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex "C". If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

## 2.7 Workers Compensation Certification - Letter of Good Standing – A0285T (2012-07-16)

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Bidder must provide, within seven (7) days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared nonresponsive.

# PART 3 - BID PREPARATION INSTRUCTIONS

## 3.1 Bid Preparation Instructions

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid. It is required that the bids follow the response format/instructions as detailed below:

### Section I: Technical Bid

No Technical Bid required as part of this requirement.

### Section II: Financial Bid

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

### Section III: Certifications

Bidders must submit the certifications required under Part 5.

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### 3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "C" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "C" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures and Basis of Selection

Bids will be evaluated in accordance with the Evaluation Criteria and Basis of Selection specified in Annex "A" and Basis of Payment specified in Annex "B". Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

## PART 5 – CERTIFICATIONS

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

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

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

### 5.1 Certifications Precedent to Contract Award

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

#### 5.1.1 Integrity Provisions - Associated Information

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

#### 5.1.2 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



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employment equity "FCP Limited Eligibility to Bid" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from Employment and Social Development Canada (ESDC) - Labour's website. Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

## 5.2 Additional Certifications Precedent to Contract Award

The Contractor must be qualified and knowledgeable in the inspection and repair of Memco, VCI 9100 and Honeywell Control Systems. Proof will be required within seven (7) days of request from Contracting Authority and prior to award of the Service Contract.

## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Requirement

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

### 6.2 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/standardacquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### 6.2.1 General Conditions

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

### 6.3 Term of Contract

#### 6.3.1 Period of the Contract

The Work is to be performed from the Date of Award to March 31, 2018.

#### 6.3.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

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amendment.

## 6.4 Authorities

### 6.4.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Gisèle Doucet  
Title: Supply Specialist  
Organization: Public Works and Government Services Canada  
Acquisitions Branch Directorate  
Real Property Contracting  
Address: Room 405  
189 Prince William Street  
Saint John, New Brunswick  
E2L 2B9  
  
Telephone: 506-636-4541  
Facsimile: 506-636-4376  
E-mail address: [gisele.doucet@pwgsc-tpsgc.gc.ca](mailto:gisele.doucet@pwgsc-tpsgc.gc.ca)

### 6.4.2 Project Authority

The Project Authority for the Contract is: Will be made available at time of award

Name: Title:  
Organization:  
Address:  
Telephone :  
Facsimile:  
E-mail address:

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

### 6.4.3 Contractor's Representative

Name: Title:  
Organization:  
Address:  
Telephone :  
Facsimile:  
E-mail address:

## 6.5 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance

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with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

## 6.6 Payment

### 6.6.1 Basis of Payment

Basis of payment is in accordance with Annex "B" and section 12, Payment Period, of the 2010C (2016-04-04), General Conditions - Services (Medium Complexity).

### 6.6.2 Limitation of Price

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

### 6.6.3 Monthly Payment

SACC Manual clause H1008C (2008-05-12) Monthly Payment

## 6.7 Invoicing Instructions

The Contractor must submit invoices in accordance with the information required in section 10, Invoice Submission, of the 2010C (2016-04-04), General Conditions - Services (Medium Complexity).

## 6.8 Certifications

### 6.8.1 Compliance

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

## 6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in **New Brunswick**.

## 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.

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2016-04-04)
- (c) Annex F, Specification and Annexes;
- (d) the Contractor's bid dated \_\_\_\_\_

## 6.11 SACC Manual Clauses

SACC Manual clause A0285C (2007-05-25) Worker's Compensation

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#### 6.12 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex "C". The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within seven (7) days after request from the Contracting Authority and prior to award of Service Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## ANNEX "A"

### EVALUATION CRITERIA AND BASIS OF SELECTION

Bids received will be assessed in accordance with the entire requirement of the bid solicitation.

#### **1. Mandatory Criteria**

1. Submission of firm prices/rates for one (1) year including two (2) option years in accordance with Invitation to Tender.
2. A duly completed and signed Invitation to Tender including all Addenda.
3. Within seven (7) days and prior to award of Service Contract, provide proof that Bidder has an account in good standing with the Provincial Workers Compensation Board/Commission.
4. Within seven (7) days and prior to award of Service Contract, the bidder shall be required to provide proof of Liability Insurance in the amount of \$2,000,000.00.
5. Within seven (7) days and prior to award of Service Contract, the bidder shall be required to provide proof of qualification and knowledge in the inspection and repair of Memco, VCI 9100 and Honeywell Control Systems. All work must be performed by authorized persons employed or approved by system manufacturers.
6. Bidder must provide, upon request from the Contracting Authority, a list of equipment. Equipment is subject to inspection and approval by the Department of National Defence (DND) prior to award of Service Contract.

#### **2. A0069T (2007/05/25) Basis of Selection - Mandatory Requirements Only**

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

## **ANNEX "B"**

### **BASIS OF PAYMENT**

The following requirement must be strictly adhered to: **Failure to do so shall render the bidder's proposal as non-responsive.**

It is mandatory that the bidders submit firm rates for the Period of the Service Contract for all items listed hereafter. Unit Price Tables, will be considered as the bidder's Financial Proposal.

Each item specified in the Unit Price Tables, includes wages, traveling time and costs, allowances, supervision, liabilities as employer, insurance, and the use of all tools, tackle, etc., overhead, profit, and all other liabilities whatsoever.

The prices inserted in the Unit Price Tables, includes all applicable federal, provincial and municipal taxes. However, they do not include any amount for the Goods and Services Tax (GST)/Harmonized Sales Tax (HST). The appropriate GST/HST amounts will be paid by Her Majesty to the Offeror in addition to the amount paid against the amount of the contract.

**W6837-170004**

The estimated quantity entered in column four for each item is an estimate only for service as and when required and does not infer all the quantities for that item will be utilized or that the quantities may not be exceeded.

**NOTE: TENDERS WILL BE EVALUATED ON THE TOTAL BID FOR THE FIRST TERM OF THE CONTRACT PLUS THE OPTION YEARS. HOWEVER, ANY CONTRACT AWARD WILL BE FOR THE TERM OF DATE OF AWARD TO MARCH 31, 2018.**

				A Term Date of Award to March 31, 2018		B Option Year April 1, 2018 to March 31, 2019		C Option Year April 1, 2019 to March 31, 2020	
Item	Class of Service	Unit of Measure	Estimated Quantity	Price per Unit (\$)	Total (\$)	Price per Unit (\$)	Total (\$)	Price per Unit (\$)	Total (\$)
1.	Cost for Minor Operational Inspection for buildings and building systems as per Specification Section 00 21 13, Para. 1.1.2 and 1.1.4.	Inspection	1						
2.	Cost for Major Operational Inspection for buildings and building systems as per Specification Section 00 21 13, Para. 1.1.2 and 1.1.4.	Inspection	1						
3.	Rate per hour for a Service Technician at the Moncton Armoury, Moncton, N.B.	Hours	400						
4.	Rate per hour for a Service Technician at the Sussex Armoury, Sussex, N.B.	Hours	200						
5.	All material will be invoiced at the Contractor's wholesale cost, plus a percentage of mark-up. The Contractor is to submit a percent of mark-up for tendering purposes: _____ % Allowance + Mark-up = Total	Allowance	\$50,000.00	Mark-up in \$ _____	_____	Mark-up in \$ _____	_____	Mark-up in \$ _____	_____
TOTAL FOR FIRST TERM & OPTIONS YEARS				A = \$		B = \$		C = \$	
GRAND TOTAL FOR FIRST TERM AND OPTION YEARS (A+B+C)				\$					

**ANNEX 'C' to PART 3 OF THE BID SOLICITATION**

**ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts any of the following Electronic Payment Instrument(s):

- ☐ VISA Acquisition Card;
- ☐ MasterCard Acquisition Card;
- ☐ Direct Deposit (Domestic and International);
- ☐ Electronic Data Interchange (EDI);
- ☐ Wire Transfer (International Only);
- ☐ Large Value Transfer System (LVTS) (Over \$25M)



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## ANNEX "D" INSURANCE REQUIREMENTS

### Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Department of National Defence.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

- 
- I. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

**ANNEX "E"**

Complete List of Each Individual Who is Currently on the  
Board of Directors

**NOTE TO BIDDERS**

**WRITE DIRECTORS SURNAMES AND GIVEN NAMES IN BLOCK LETTERS**

## **ANNEX "F"**

### **SPECIFICATION**



GAG IONN

DEPARTMENT OF NATIONAL DEFENCE  
REAL PROPERTY OPERATIONS  
DETACHMENT (GAGETOWN)  
5 CDSB GAGETOWN

SPECIFICATION

SERVICE CONTRACT  
BUILDING MECHANICAL SYSTEMS  
AT MONCTON ARMOURY, NB AND  
SUSSEX ARMOURY, NB  
DATE OF AWARD TO 31 MARCH 2018  
WITH OPTION TO RENEW  
FOR TWO – ONE YEAR PERIODS

Ma *[Signature]*  
Desi'ed by

*[Signature]* |  
Fire Inspector

*[Signature]*  
Project 0

*[Signature]*  
Engineering 0

PF No:

Job No: L-M186-9900/97

Date: 2016-08-17

**NATIONAL DEFENCE**  
**JOB NO. L-M186-9900/97**  
**5 CDSB GAGETOWN, N.B.**

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**2016-08-17**

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**END OF SECTION**

## 1 GENERAL

### 1.01 DESCRIPTION OF WORK

- .1 The work under this Service Contract comprises the furnishing of all labour, material, tools, equipment and transportation required to provide inspection and repair to Building Mechanical Systems at Moncton Armoury, Moncton, NB and Sussex Armoury, Sussex, New Brunswick.
- .2 Building operational systems to be serviced on a scheduled basis as per para 1.14.1:
  - .1 Building MG47 controlled by VCI VEC controls;
  - .2 Building MG47 boilers controlled by Automated Logic, Web Control, 4.1 (Memco);
  - .3 Building MG48; and
  - .4 Sussex Armoury controlled by Automated Logic, Web 4.1 Control, (Memco)
- .3 Building operational systems to be serviced on an as and when requested basis:
  - .1 Building MG1, MG35.
- .4 Mechanical equipment to be serviced on a scheduled basis as per para 1.14.1:
  - .1 Building MG47;
  - .2 Building MG48; and
  - .3 Sussex Armoury.
- .5 Mechanical equipment to be serviced on an as and when requested basis:
  - .1 Building Moncton and Sussex Armoury and
  - .2 Refer to Annex A for a detailed equipment list to be serviced.
- .6 The period of this Service Contract is from Date of Award to 31 March 2018 with the option to renew for two (2) one (1) year periods.

### 1.02 ENGINEER

- .1 The Engineer, as defined and stated in this specification will be the Commanding Officer of Real Property Operations Detachment (Gagetown) or a designated representative.
- .2 The address of the Engineer is:

Contracts Officer  
Real Property Operations  
Detachment (Gagetown)  
Building B18  
238 Champlain Avenue  
PO Box 17000 Station Forces  
Oromocto, NB, E2V 4J5  
Tel (506) 422-2677  
Fax (506) 422-1248

### 1.03 DOCUMENTS REQUIRED

- .1 Maintain at the job site, one copy each of the following:

- .1 specifications; and
- .2 addenda.

#### **1.04 CONTRACTORS USE OF SITE**

- .1 Work site access will be directed by the Engineer.
- .2 Movement around the site is subject to restrictions laid down by the Engineer.
- .3 Do not unreasonably encumber the site with materials or equipment.
- .4 When vehicles are to be parked, they will be backed into a parking space or risk being towed, at the owner's expense.

#### **1.05 POWER AND WATER SUPPLY**

- .1 DND can provide, free of charge, temporary electric power and water for servicing purposes related to this service contract only.
- .2 Engineer will determine delivery points and quantitative limits. Engineer's written permission is required before any connection is made. Connect to existing power supply in accordance with Canadian Electrical Code.
- .3 Provide, at no cost to DND, all equipment and temporary lines to bring these services to the work site.
- .4 Supply of temporary services is subject to DND requirements and may be discontinued by the Engineer at any time without notice, or acceptance of any liability for damage or delay caused by such withdrawal of temporary services.

#### **1.06 ACCEPTABILITY OF MATERIAL**

- .1 Material and parts used will be those specified by the manufacturer of the equipment and any other material will require the approval of the Engineer.
- .2 Provide material and equipment of specified design and quality, performing to published ratings and for which replacement parts are readily available.
- .3 The Contractor will not make any change in the design and installation of equipment and materials without the prior written approval of the Engineer.
- .4 If, in an emergency, the Contractor installs parts other than those specified, they will be replaced with specified parts before claiming payment, but no claim for other than specified parts will be made.
- .5 All replaced parts and materials not under warranty, whether serviceable or unserviceable will be left on site for inspection on completion of the work.
- .6 All manufactured articles, materials and equipment will be applied, installed, connected and used as specified by the manufacturer.
- .7 Requests for acceptance of material other than those specified will be submitted in writing to the Engineer. The request must be supported with sufficient product information to enable the Engineer to make an assessment.



#### **1.07 GUARANTEE**

- .1 The Contractor will guarantee all materials and workmanship for a period of one (1) year after acceptance by the Engineer. Any defects which may develop during this period will be rectified and made good to the satisfaction of the Engineer, by the Contractor at their own expense.

#### **1.08 CODES AND STANDARDS**

- .1 Perform work in accordance with the National Building Code of Canada, Latest Edition, unless otherwise specified.
- .2 Perform work in accordance with the Canadian Electrical Code, Latest Edition, unless otherwise specified.
- .3 Work to meet or exceed requirements of specified standards, codes and referenced documents.
- .4 Contractor must be registered with WorkSafeNB.
- .5 Observe and enforce safety measures required by the National Building Code, Provincial Government, Canada Labour Code Part 11, WorkSafeNB and Municipal Statutes and Authorities.
- .6 In the event of conflict between any provisions of above authorities, the most stringent provision will apply.

#### **1.09 OVERLOADING**

- .1 Ensure no part of work is subjected to a load which will endanger its safety or will cause permanent deformation.

#### **1.10 TEMPORARY STRUCTURES**

- .1 The Contractor will furnish and maintain all equipment such as temporary stairs, ramps, ladders, scaffolds, hoists, chutes, etc, as may be required for the proper execution of the work.
- .2 Temporary structures erected by the Contractor will be removed by them from the site on completion of the work.

#### **1.11 CUTTING, FITTING AND PATCHING**

- .1 Perform cutting, fitting and patching of materials when required to allow work to fit properly together.
- .2 Where new work connects with existing and where existing work is altered, cut, patch and perform repairs to match existing work.

#### **1.12 CLEAN UP**

- .1 On completion of all work, remove all surplus materials, plant, tools, equipment, and debris, and leave the work site in a clean and tidy condition to the complete satisfaction of the Engineer. The Contractor will not remove any salvageable material or equipment from the job site without permission from the Engineer.

### 1.13 WORK REQUISITION

- .1 The work to be performed when ordered by the Engineer is as follows:
- .2 The Contractor will provide service during regular working hours on an 8 hour per day, 5 days per week basis, 0730 to 1600 hrs, Monday to Friday inclusive, also Emergency Service calls at any time during or after normal working hours, weekends and holidays.
- .3 The Contractor will advise the Engineer of the telephone number or location at which they or their representative may be contacted at all times.
- .4 The Contractor, on receipt of an acceptance of tender will be advised by the Engineer in writing, the names of persons authorized to request service. Work undertaken at the request of others will be entirely at the Contractor's risk with regard to payment.
- .5 The Contractor will not refuse any call for service requested by the Engineer and will respond within 24 hours on normal service calls and 4 hours on emergency calls.
- .6 When service is required, the Engineer will notify the Contractor and detail the job.
- .7 The Contractor will proceed to the location of the job and carry out the work. The date and hours worked on each job will be shown as well as a notation that N/S parts have been returned.
- .8 For emergency calls, the Contractor will proceed with the necessary work.

### 1.14 MAINTENANCE INSPECTIONS

- .1 Provide operational and annual inspections as follows:
  - .1 Provide one minor operational inspection, as per Annex C, during the month of April: and
  - .2 Provide one major operational inspection, as per Annex B, during the month of September. This inspection is to include an analysis and report on the Memco, Honeywell and VCI Systems as recommended by the manufacturers including mechanical adjustments, calibration, cleaning and reviewing system event logs.

### 1.15 BASIS OF PAYMENT

- .1 Work done under this Service Contract will be on a unit price basis. The Contractor will accept the payment as full consideration for everything furnished and done by them in respect of the work.
- .2 The Contractor will submit prices for the following in accordance with the specifications. Such prices will include transportation (travel time to and from the contractors base of operation will be included in the rates provided), tools, equipment, supervision, expenses and profit.
  - .1 Cost for Minor Operational Inspection for buildings and building systems as per para 1.1.2 and 1.1.4. **Estimated Quantity (1)**
  - .2 Cost for Major Operational Inspection for buildings and building systems as per para 1.1.2 and 1.1.4. **Estimated Quantity (1)**
  - .3 Rate per hour for a Service Technician at Moncton Armoury. **Estimated**

- Quantity 400 hours**
- .4 Rate per hour for a Service Technician at Sussex Armoury. **Estimated Quantity 200 hours**
- .5 All materials will be invoiced at the Contractor's wholesale cost, plus a percentage of mark up. Contractor shall submit copies of all invoices for materials as supporting documentation when submitting invoices for work completed. For tendering purposes, the Contractor will submit their percentage of mark-up on materials. **Estimated Quantity Fifty Thousand Dollars (\$50,000.00)**
- .3 Time charged and the contract price of materials (if used) may be verified by Government Audit before and after payment.
- .4 Quantities are to be used as a guide and may increase or decrease. Quantities are not guaranteed and the contractor will have no claim for loss of anticipated profits as a result of these estimated quantities.

#### **1.16 INVOICES**

- .1 The original and one copy of the invoices covering all changes for each job and quoting the PWGSC Contract Number, will be submitted monthly to the Engineer.
- .2 Invoices will detail location and description of the work performed, list the material and labour hours used and include original material invoices.

#### **1.17 WORKMANSHIP**

- .1 Perform work in accordance with standard trade practices.
- .2 The Engineer reserves the right to have removed from the work site those workers who do not possess certification as required by the Provincial Department of Public Safety.

#### **1.18 SECURITY CLEARANCES**

- .1 The Contractor shall maintain an up to date roster of technicians involved in the Contract including labourers. This roster shall be made available to the Engineer upon demand.
- .2 The Contractor shall provide proof of the information contained within the roster to the Engineer upon demand. The Engineer reserves the right to have removed from the site those personnel who do not meet security requirements, as laid down by the Military Police Identification Section.

#### **1.19 QUALIFICATIONS**

- .1 The Contractor must be qualified and knowledgeable in the inspection and repair of Memco, VCI 9100 and Honeywell Control Systems.
- .2 The work shall be performed by authorized persons employed or approved by system manufacturers.

**END OF SECTION**

## 1 GENERAL

### 1.01 REFERENCES

- .1 Canada Labour Code, Part 11, Canada Occupational Safety and Health Regulations.
- .2 Province of New Brunswick Occupational Health and Safety Act, S.N.B. 1991.
- .3 National Building Code of Canada, Latest Edition.

### 1.02 REGULATORY REQUIREMENTS

- .1 Do work in accordance with the safety measures of the National Building Code of Canada, the Canada Labour Code Part 11, the New Brunswick Occupational Health and Safety Act and WorkSafeNB provided that in any case of conflict or discrepancy the more stringent requirements shall apply.

### 1.03 RESPONSIBILITY

- .1 Contractor is responsible for the health and safety of all persons on site. Contractor is also responsible for the protection of property, persons and the environment on or adjacent to the site in so far as the work may affect these.
- .2 Contractor and all contractor's employees are to comply with all safety requirements specified in the Contract Documents as well as all applicable federal, provincial and local statutes, regulations, ordinances and with Contractor's site-specific Health and Safety Plan.
- .3 As outlined in the Canada Labour Code Part 11, the Contractor is responsible to provide a site-specific Health and Safety Plan that includes a Confined Space Entry Procedure in the event that work is deemed by the Engineer to be in a confined space. Work is not to begin until this Health and Safety Plan is submitted and approved by the Engineer.
- .4 Real Property Operations Detachment (Gagetown) employs a Lock Out/Tag Out program to prevent work related injuries due to electrical or mechanical systems being energized while personnel are working in or around these systems. The Contractor must respect these locks and tags when encountered. Do not forcibly remove these locks and/or tags at any time. If the Contractor requires that these be removed to perform work, a request is to be made to the Engineer for such removal.
- .5 As per the Canada Labour Code Part 11, it is the Contractor's responsibility to employ their own Lock Out/Tag Out program to ensure that equipment is not energized by other personnel while they are working in or around equipment.
- .6 It is the Contractor's responsibility to ensure that all their employees are provided all Personal Protective Equipment (PPE) necessary to perform all work. Hard hats and safety glasses are to worn at all times along with shirts and long pants.

- .7 Personnel working in, on or around moving equipment or roadways shall wear highly visible clothing.

#### **1.04 UNFORESEEN HAZARDS**

- .1 Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during performance of work, the Contractor must have procedures in place to facilitate the Employee's Right to Refuse Work in accordance with Acts and Regulations of New Brunswick. The Contractor is to advise the Engineer verbally and in writing of any employee who exercises this right.

#### **1.05 CORRECTION OF NON-COMPLIANCE**

- .1 Immediately address health and safety non-compliance issues identified by authority having jurisdiction or by Engineer.
- .2 Provide Engineer with written report of action taken to correct non-compliance of health and safety issues identified.
- .3 Engineer may stop work if non-compliance of health and safety regulations is not corrected.

#### **1.06 WORK STOPPAGE**

- .1 Give precedence to safety and health of public and site personnel and protection of environment over cost and schedule considerations for work.

**END OF SECTION**

## **1 GENERAL**

### **1.01 REPORTING FIRES**

- .1 Know location of nearest fire alarm box and telephone, including emergency phone number.
- .2 Report immediately all fire incidents to Fire Department as follows:
  - .1 Telephone 911.
- .3 When reporting fire by telephone, give location of fire, name or number of building and be prepared to verify the location.

### **1.02 INTERIOR AND EXTERIOR FIRE PROTECTION AND ALARM SYSTEMS**

- .1 Fire protection and alarm system will not be:
  - .1 obstructed;
  - .2 shut-off; and
  - .3 left inactive at end of working day or shift without authorization from Fire Chief.
- .2 Fire hydrants, standpipes and hose systems will not be used for other than fire-fighting purposes unless authorized by Fire Chief.

### **1.03 FIRE EXTINGUISHERS**

- .1 Supply fire extinguishers, as scaled by Fire Chief, necessary to protect work in progress and contractor's physical plant on site.

### **1.04 BLOCKAGE OF ROADWAYS**

- .1 Advise Fire Chief of any work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by Fire Chief, erecting of barricades and digging of trenches.

### **1.05 SMOKING PRECAUTIONS**

- .1 Observe smoking regulations at all times.

### **1.06 RUBBISH AND WASTE MATERIALS**

- .1 Rubbish and waste materials are to be kept to a minimum.
- .2 Burning of rubbish is prohibited.
- .3 Removal:
  - .1 Remove all rubbish from work site at end of work day or shift or as directed.
- .4 Storage:
  - .1 Store oily waste in approved receptacles to ensure maximum cleanliness and safety.
  - .2 Deposit greasy or oily rags and materials subject to spontaneous

combustion in approved receptacles and remove.

### 1.07 FLAMMABLE AND COMBUSTIBLE LIQUIDS

- .1 Handling, storage and use of flammable and combustible liquids are to be governed by the current National Fire Code of Canada.
- .2 Flammable and combustible liquids such as gasoline, kerosene and naphtha will be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing Underwriters' Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable and combustible liquids exceeding 45 litres for work purposes requires permission of Fire Chief.
- .3 Transfer of flammable and combustible liquids is prohibited within buildings or jetties.
- .4 Transfer of flammable and combustible liquids will not be carried out in vicinity of open flames or any type of heat-producing devices.
- .5 Flammable liquids having a flash point below 38° C such as naphtha or gasoline will not be used as solvents or cleaning agents.
- .6 Flammable and combustible waste liquids, for disposal, will be stored in approved containers located in a safe ventilated area. Quantities are to be kept to a minimum and Fire Department is to be notified when disposal is required.

### 1.08 HAZARDOUS SUBSTANCES

- .1 Work entailing use of toxic or hazardous materials, chemicals and/or explosives, or otherwise creating hazard to life, safety or health, will be in accordance with National Fire Code of Canada.
- .2 Obtain from Fire Chief a "Hot Work" permit for work involving welding, burning or use of blow torches and salamanders, in buildings or facilities.
- .3 When Work is carried out in dangerous or hazardous areas involving use of heat, provide fire watchers equipped with sufficient fire extinguishers. Determination of dangerous or hazardous areas along with level of protection necessary for Fire Watch is at discretion of the Fire Chief. Contractors are responsible for providing fire watch service for work on a scale established and in conjunction with Fire Chief at pre-work conference.
- .4 Where flammable liquids, such as lacquers or urethanes are to be used, proper ventilation will be assured and all sources of ignition are to be eliminated. Fire Chief is to be informed prior to and at cessation of such work.

### 1.09 QUESTIONS AND/OR CLARIFICATION

- .1 Direct any questions or clarification on Fire Safety in addition to above requirements to Fire Chief through the Engineer.

### 1.10 FIRE INSPECTION

- .1 Site inspections by Fire Chief will be coordinated through Engineer.

- .2 Allow Fire Chief unrestricted access to work site.
- .3 Co-operate with Fire Chief during routine fire safety inspection of work site.
- .4 Immediately remedy all unsafe fire situations observed by Fire Chief.

END OF SECTION



## **1 GENERAL**

### **1.01 GENERAL**

- .1 Contractor will take all reasonable steps to ensure that they and their employees have complied with all pertinent legislation and have protected the environment.

### **1.02 FIRES**

- .1 Fires and burning of rubbish on site not permitted.

### **1.03 DISPOSAL OF WASTES**

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

### **1.04 SPILL PROTECTION**

- .1 The Contractor must have adequate clean up materials for any potential hazardous materials used in the completion of the work (ie. fuels, oils, lubricants, etc).

**END OF SECTION**

**Building No.**

**Equipment List**

**1. MG1 & 35**

1) CLIMATE MASTER AIR COND UNIT - WATER COOLED  
MODEL NO. HOT 20-1  
(TELEPHONE ROOM)

2) THERMO PLUS AIR COND UNIT - WATER COOLED  
MODEL NO. KAC-024-H  
(SERVER ROOM)

3) RETURN FAN  
TRANE, TWE 090 A 300 C, 1.5 HP, 208V/3PH/60  
(BASEMENT MECH ROOM)

4) SUPPLY FAN  
TRANE, TWE 060 A 300 C, 3/4 HP, 208V/3PH/60  
(BASEMENT MECH ROOM)

5) SUPPLY FAN F-1  
(LOCATED IN THE ATTIC SPACE OF BLDG NO.1)

6) EXHAUST FAN E-1  
(LOCATED IN THE ATTIC SPACE OF BLDG NO. 1)

**2. MG47**

1) AHU-1 (ROOF TOP UNIT)  
TRANE, MODEL NO. TCD480A50A2A7NC3HJ  
575V., 3PH, 60 HZ, 15HP.

2) AHU-2 TRANE, MODEL NO. K95J71344  
575 V., 3 PH, 60 HZ, 3.0 HP

3) AHU-3 TRANE, MODEL NO. TWE060AW00BB  
575V., 3 PH, 60 HZ, 3/4 HP

4) AHU-4 (OFF CLASSROOM)  
TRANE, MODEL NO. TWE060AW00BB, 3/4 HP, 575V.

5) SPLIT SYSTEM COOLING CONDENSOR (ROOF TOP)  
TRANE/AMERICAN STANDARD MODLE TTA120AW00BB  
575 V., 3 PH, 60 HZ

6) CONDENSING UNIT (ROOF TOP)  
TRANE MODLE TTH060CW00AO  
575 V., 3 PH, 60 HZ

**Building No.**

**Equipment List**

**2. MG47 (cont'd)**

7) SPLIT TYPE OUTDOOR UNIT  
HEAT CONTROLLER INTERNATIONAL, COMFORT AIR  
TYPE AMC90, SERIAL NO. 030042, 220V., 1 PH. 60HZ.

8) AIR COMPRESSOR – TWIM (BOILER ROOM)  
DEVILBISS 2 - 15 HP, 575 V, 3 PH, 60 HZ.  
MODEL NO. 445, SERIAL NO. SBVDB5584

9) COMPRESSED AIR DRYER  
DEVILBISS MODEL 8035-1-80LDC, SER NO. 313FE  
115V., 1PH., 60HZ

**3. MG48**

1) AHU-1  
TRANE, 7.5 HP, 575V, 3 PH, 60 HZ  
SER NO. K96L03246A

2) AHU-2  
TRANE, 20HP, 575V, 3 PH, 60 HZ.  
SER. NO. K96L03461A

3) AHU-3 TRANE, 3/4 HP, 208 V, 3 PH, 60 HZ.  
SER. NO. R96K13406

4) AHU-4  
THERMAL PRO, 3 HP, 575V, 3 PH, 60 HZ.  
SER. NO. 12287, MODEL NO. CA300

5) AHU-5  
THERMAL PRO, 2 HP, 575V, 3 PH, 60 HZ.  
SER. NO. 12288, MODEL NO. CA200

6) 50 TON AIR COOLED CHILLER  
TRANE CGAE-M-2  
600V, 3 PH

7) RETURN AIR FAN RF-1  
TRANE Q FAN, 3 HP, 575V, 3 PH, 60 HZ.

8) RETURN AIR FAN RF-2  
TRANE Q FAN, 7.5 HP, 575 V, 3 PH, 60 HZ.

**Building No.**

**3. MG48 (cont'd)**

**Equipment List**

9) IN LINE PUMPS -

P-1 – HEATING PUMP, ITT B&G SERIES 80, UNIT  
CAPACITY 5.5L/S @ 261 kPa TDH, MOTOR 3.73 KW, 600V,  
3PH, 60HZ.

P-2 – HEATING PUMP, ITT B&G SERIES 80, UNIT  
CAPACITY 5.5L/S @ 261 kPa TDH, MOTOR 3.73 KW, 600V,  
3PH, 60HZ.

P-3 – CHILLED WATER PUMP, ITT B&G SERIES 80, UNIT  
CAPACITY 8.52 L/S @ 150 kPa TDH, MOTOR 3.73 KW, 600V,  
3PH, 60HZ.

P-4 – CHILLED WATER PUMP, ITT B&G SERIES 80, UNIT  
CAPACITY 8.52 L/S @ 150 kPa TDH, MOTOR 3.73 KW, 600V,  
3PH, 60HZ.

P-5 – HEATING PUMP, ITT B&G SERIES 80, UNIT  
CAPACITY 7.57 L/S @ 90 kPa TDH, MOTOR 1.49 KW, 600V,  
3PH, 60HZ.

P-6 – HEATING PUMP, ITT B&G SERIES 80, UNIT  
CAPACITY 7.57 L/S @ 90 kPa TDH, MOTOR 1.49 KW, 600V,  
3PH, 60HZ.

P-21 – HEATING MAIN PUMP, ITT B&G SERIES 80, UNIT  
CAPACITY 6.06 L/S @ 180 kPa TDH, MOTOR 3.73 KW, 600V,  
3PH, 60HZ.

P-22 – HEATING MAIN PUMP, ITT B&G SERIES 80, UNIT  
CAPACITY 6.06 L/S @ 180 kPa TDH, MOTOR 3.73 KW, 600V,  
3PH, 60HZ.

10) AIR COMPRESSOR

GARDNER DENVER 2 - 5 HP, 575 V, 3 PH, 60 HZ.  
MODEL 2ASDCAD-120 DUPLEX

11) WATER SOFTENER

KINETICO, MODEL 30  
SER NO. 25387

12) ROOF MOUNTED EXHAUST FANS

EF-1 ACME PNU 165 K,  
1 HP, 575 V, 3 PH.

EF-2 ACME PNU 165 J,  
3/4 HP, 575 V, 3 PH.

EF-3 ACME PNN 135 F,  
1/3 HP. 208 V, 1 PH.

EF-4 ACME PRN 118,  
120 V, 1 PH.

**Building No.**

**Equipment List**

3. MG48 (cont'd)

EF-5 ACME PRN XD100,  
120 V, 1 PH.  
EF-6 ACME PRN XD100,  
120 V, 1 PH.  
EF-7 ACME PRN PDU135,  
208 V, 1 PH.  
EF-8 ACME PRN PDU135,  
208 V, 1 PH.

4. Sussex Armoury

1) AHU 1  
AAF MODEL NO. H-15-HPVFYA  
(PENTHOUSE)

2) AHU 2  
AAF MODEL NO. H-6 MP HVFYA  
(DRILL HALL)

3) AHU 3, AAF MODEL NO. H-6 MP HVFYA  
(DRILL HALL)

4) AHU 4, AAF MODEL NO. H-18 HPHVFYA  
(BOILER ROOM)

5) PUMP -BELL & GOSSIT  
MODEL NO. 2 1/2 AIBBF  
(BOILER ROOM)

6) PUMP - BELL & GOSSIT  
MODEL NO. 1 1/4 A3IBBF  
(BOILER ROOM)

7) PUMP - BELL & GOSSIT  
MODEL NO. 2 1/2 AIBBF  
(BOILER ROOM)

8) AIR COMPRESSOR  
DEVILBIS - MODEL NO. JUBK-5034  
(BOILER ROOM)

9) AIR COMPRESSOR  
DEVILBIS - MODEL NO. 220  
(BOILER ROOM)

**Building No.**

**Equipment List**

**4. Sussex (cont'd)**

- 10) AIR DRYER  
DEVILBIS - MODEL NO. 8010  
(BOILER ROOM)
- 11) SUMP PUMP  
MODEL NO. 1 1/2 B731  
(BOILER ROOM)
- 12) SUMP PUMP  
MODEL NO. 1 1/2 B731  
(BOILER ROOM)
- 13) EXHAUST FAN  
JOY MODEL NO. DC20PS (PENTHOUSE)
- 14) EXHAUST FAN  
JOY MODEL NO. DC20PS  
(PENTHOUSE)
- 15) ROOF MTD EXHAUST FAN  
EH PRICE MODEL NO. CBE-14-4
- 16) ROOF MTD EXHAUST FAN  
EH PRICE MODEL NO. CBE-14-4
- 17) ROOF MTD EXHAUST FAN  
EH PRICE MODEL NO. CBE-14-4
- 18) ROOF MTD EXHAUST FAN  
EH PRICE MODEL NO. CBE-14-4

**5. Sussex Garage**

- 1) AIR COMPRESSOR  
DEVILBISS - MODEL NO. TOA-5043  
(MAINTENANCE BAYS)
- 2) EXHAUST FAN - EF1  
120 VOLT, SINGLE PHASE  
(SPRINKLER ROOM)
- 3) EXHAUST FAN - EF2  
120 VOLT, SINGLE PHASE  
(ELECTRICAL ROOM)

Annex "A"  
Job No. L-M186-9900/97

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**Building No.**

**Equipment List**

4) VEHICLE EXHAUST FAN – EF3  
208 VOLT, THREE PHASE  
(MAINTENNACE BAYS)

5) ENERGY RECOVERY VENTILATOR – ERV1  
208 VOLT, THREE PHASE  
(MAINTENANCE BAYS)

**Major Operational Inspections**

- 1 Report in with appropriate personnel as designated by the Engineer.
- 2 All items covered in the minor inspection to be included in the major inspection.
- 3 **VCI VEC Controls Programmable Control Unit, Honeywell Controls (Csoft-500 E/ES) and Automatic Logic, Web Control, 4.1**
  - .1 Inspecting the PCU;
  - .2 Checking the FID enclosure, FID circuit board, and input / output points;
  - .3 Checking and calibrating all external sensing devices and verify operation of all controlled outputs;  
**Note:** point schedules for all systems will be available from the Engineer. (see 01005, Art .5)
  - .4 Checking the modems;
  - .5 Software maintenance;
  - .6 Answering user questions, and providing any additional instruction deemed necessary by the service technician or operations personnel or system manager, as required; and
  - .7 Reviewing auto schedules, setpoints, CDM's disabled or user controlled points.
- 4 **Air Handling Units:**
  - .1 Report in with appropriate personnel; and
  - .2 Review operation for problems and trends.
  - .3 **Fan and Motor:**
    - .1 Inspect fan wheel for free rotation, cracks and alignment;
    - .2 Inspect motor windings for cleanliness; and
    - .3 Check all major valves for operation or leaks.



.4     **Starters:**

- .1     Inspect wiring for secureness and damage;
  - .2     Megger motor at starter and record readings;
  - .3     Inspect switch gear, starters and contactor points;
  - .4     Inspect electrical connections for tightness and absence of moisture;
  - .5     Inspect starters for signs of wear, arcing, overheating and burns;
  - .6     Measure and record operating voltages; and
  - .7     Measure and record operating amperage.
- .5     Inspect coils for leaks - clean or dirty.
- .6     Inspect condition of dampers.
- .7     Test secureness of guards, doors, and panels.
- .8     Inspect humidifier parts.
- .9     Inspect casing for corrosion and damage.
- .10    Inspect flexible connections and ductwork for damage or leaks.
- .11    Dependent on type, clean or replace filters.

5     **Automatic temperature control systems:**

.1     **Air compressors:**

- .1     Drain tank and check traps;
- .2     Change oil and check oil pressure;
- .3     Check belt and sheaves - change as required;
- .4     Change suction filters;
- .5     Inspect unloader and check valves;
- .6     Inspect high pressure safety valves;
- .7     Analyse motor operating conditions and lubricate;
- .8     Check PE switch, starter and alternator;
- .9     Record compressor run time; and
- .10    Record oil carryover rate where applicable.

.2     **Refrigerated air dryer:**

- .1 Check refrigerant pressure and record;
- .2 Record refrigerant temperature;
- .3 Brush condenser and cover grills as required; and
- .4 Operate drain trap and bypass valves.

.3 **Filter and pressure reducing station:**

- .1 Inspect coalescent filters and change as required;
- .2 Inspect charcoal filter and change as required;
- .3 Record pressure reducing valve settings and adjust as required; and
- .4 Record oil carryover rate where applicable.

.4 **Boiler, convertor, pumps and zone valves.**

- .1 Check and calibrate all controllers;
- .2 Calibrate all transmitters and set receiver gauges as required;
- .3 Check all PE switches;
- .4 Check all control valves;
- .5 Calibrate all controllers as required; and
- .6 Check auxiliary control devices.

.5 **Fan System and HVAC Unit Controls:**

- .1 Review sequence of operation;
- .2 Check operation of all dampers;
- .3 Check pilot positioners;
- .4 Check all control valves.
- .5 Calibrate all controllers as required;
- .6 Calibrate all transmitters and set receiver gauges as required;
- .7 Check all solenoid air valves, PE switches and air valves for proper operation; and
- .8 Check auxiliary control devices.

.6 **Room Terminal Control Units:**

- .1 Check all room thermostats and calibrate as required;
- .2 Check all control valves and report condition;
- .3 Check operation of all dampers;
- .4 Check all PE switches, solenoid air valves and limit controls; and
- .5 Check operation of all auxiliary devices.

.7 **Terminal Units - (Boxes - Mixing and variable air volume):**

- .1 Inspect boxes for ductwork connections;
- .2 Lubricate and adjust dampers and linkage; and
- .3 Verify operation of control.

6 **Water Softener:**

- .1 Clean pre-filters;
- .2 Brine salt: use a clean grade of solar salt or pellet salt;
- .3 Cleaning; and
  - .1 Allow the salt level to drop to a min. amount;
  - .2 Shut off water supply to the brine spray/refill valve;
  - .3 Open brine drum drain valve, drain out drum;
  - .4 Disconnect brine supply discharge fitting. Use a water hose and spray into the fitting. This will clean the distributor;
  - .5 Spray the water hose into the brine drum and brine well. It will drain through the brine drum drain;
  - .6 When drain drum is running clean, assemble brine discharge line, close drain valve and fill drum with new salt;and
  - .7 Open the water supply for the brine spray/refill valve. The brine drum will refill automatically.
- .4 Resin Cleaning: If iron is present in the water supply, supply and install an iron reducing agent.

7 Provide written report on the condition and repair requirements of all equipment.

**Minor Operational Inspections**

- 1 Report in with appropriate personnel as designated by the Engineer.
- 2 **VCI VEC Controls Programmable Control Unit and Honeywell Controls (Csoft-500 E/ES) and Automatic Logic, Web Control, 4.1**
  - .1 Visually inspect the VCI VEC PCU and FID's for physical damage, giving special attention to all power and data lines; and
  - .2 Carefully vacuum the racks inside the cabinet using a plastic nozzle. Do not remove the circuit boards.
- 3 **Air Handling Units:**
  - .1 **Fans and motors:**
    - .1 Verify operation of system, motors, gauges and fans;
    - .2 Inspect tension on drive belts and check for wear;
    - .3 Lubricate motor bearings;
    - .4 Lubricate fan shaft bearings;
    - .5 Lubricate dampers;
    - .6 Inspect for vibration and unusual noises;
    - .7 Inspect coils for leaks - clean or dirty;
    - .8 Report condition of dampers;
    - .9 Report condition of motor windings - clean if required;
    - .10 Clean intake screens on motors; and
    - .11 Check air filters for condition.
  - .2 **Starters**
    - .1 Inspect for signs of wear, arcing, overheating and burns;
    - .2 Measure and record operating amperage; and
    - .3 Report condition and repair requirements.
- 4 **Humidifiers:**
  - .1 Check all valves for operation / leaks;
  - .2 Check float assembly and adjust if necessary;
  - .3 Check drains and drain pans;
  - .4 Check heating element;
  - .5 Inspect electrical connections, relays, contactors and operating and safety controls;
  - .6 Check spray nozzles; and
  - .7 Report condition and repair requirements.

5     **Air Compressor and Associated Equipment:**

- .1     Drain tank and drain check traps;
- .2     Check belt, sheaves, and filter - change as required;
- .3     Change suction filter as required;
- .4     Analyze motor operating conditions and lubricate;
- .5     Check PE switch, starter and alternator; and
- .6     Record compressor run time.

6     **Refrigerated Air Dryer:**

- .1     Check refrigerant pressure and record;
- .2     Record refrigerant temperature;
- .3     Brush condensor and cover grills as required; and
- .4     Operate drain trap and bypass valves.

7     Report condition and repair requirements of all equipment.