



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Travaux publics et Services gouvernementaux
Canada

Place Bonaventure,
800 rue de la Gauchetière Ouest
Voir aux présentes - See herein

Montréal

Québec

H5A 1L6

FAX pour soumissions: (514) 496-3822

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

DOCUMENT CONTIENT DES EXIGENCES
RELATIVES À LA SÉCURITÉ

THERE IS A SECURITY REQUIREMENT
ASSOCIATED WITH THIS REQUIREMENT

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,
800 rue de la Gauchetière Ouest
Voir aux présentes - See herein
Montréal
Québec
H5A 1L6

Title - Sujet Fire alarm system inspect Longueuil	
Solicitation No. - N° de l'invitation EF944-180341/A	Date 2017-08-10
Client Reference No. - N° de référence du client R.004236.001	GETS Ref. No. - N° de réf. de SEAG PW-\$MTC-460-14478
File No. - N° de dossier MTC-7-40048 (460)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-09-07	
Time Zone Fuseau horaire Heure Avancée de l'Est HAE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Cossette Fontaine, Jessica	Buyer Id - Id de l'acheteur mtc460
Telephone No. - N° de téléphone (514) 496-3688 ()	FAX No. - N° de FAX (514) 496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: 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

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

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. 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 \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.2 Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at 1001 St-Laurent West, Longueuil, J4K 1C7 on August 16, 2017. The site visit will begin at 10: 00 EDT. Bidders are requested to communicate with the Contracting Authority no later than August 15, 2017 at 10:00 to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

2.3 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.

2.4 Former Public Servant

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

Definitions

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or

- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.5 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than eight (8) 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.

2.6 Applicable Laws

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

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 (1 hard copy)
- Section II: Financial Bid (1 hard copy)
- Section III: Certifications (1 hard copy)

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.

3.1.1 Electronic Payment of Invoices – Bid

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

If Annex "D" 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.

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File No. - N° du dossier
MTC-7-40048

Buyer ID - Id de l'acheteur
MTC460
CCC No./N° CCC - FMS No./N° VME

3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

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

At bid time, the Contractor must provide the resumes of (2) qualified employees with a minimum of two (2) years of relevant experience in fire alarm maintenance. The resumes must show at least the names of technicians, certification numbers of Canadian Fire Alarm Association (ACAI) and their work experience.

4.2 Basis of Selection

4.2.1 Basis of Selection - Mandatory Technical Criteria

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

PART 5 – CERTIFICATIONS 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.

5.2 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.

5.2.2 Additional Certifications Precedent to Contract Award

5.2.2.1 Status and Availability of Resources

SACC Manual clause A3005T (2010-08-16) Status and Availability of Resources

5.2.3.2 Education and Experience

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

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 Security Requirements

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

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<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 Octobre 1st 2017 to September 30th 2020 inclusive .

6.4.2 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Contract.

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MTC-7-40048

Buyer ID - Id de l'acheteur
MTC460
CCC No./N° CCC - FMS No./N° VME

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Jessica Cossette Fontaine
Title: Supply Officer
Public Works and Government Services Canada
Telephone: (514) 496-3688
Facsimile: (514) 496-3822
E-mail address: Jessica.cossettefontaine@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 Technical Authority

The Technical Authority for the Contract is: (filled at the award of contract)

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.

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed (to be determined) \$
Customs duties are excluded 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.

6.7.2 Multiple Payments

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

- a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) all such documents have been verified by Canada;
- c) the Work delivered has been accepted by Canada.

6.7.3 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

6.8 Invoicing Instructions

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

6.9 Certifications and Additional Information

6.9.1 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.

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2016-04-04), General Conditions - Services (Medium Complexity)
- (c) Annex A, Statement of Work
- (d) Annex B, Basis of Payment
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Electronic Payment Instruments
- (g) Annex E, List of directors
- (h) the Contractor's bid dated (to be determined)

6.12 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in Article **6.12.1 Commercial General Liability Insurance**. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

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

6.12.1 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:

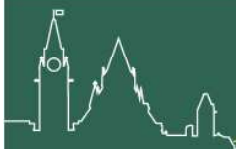
- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.

-
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

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



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Maintenance and Technical Services

Specification

FEDERAL BUILDING

**SANTÉ CANADA (CDA)
1001 ST-LAURENT OUEST
LONGUEUIL (QUÉBEC), J4K 1C7**

Fire alarm system inspection and maintenance

May 2017

Project: R.004236



FEDERAL BUILDING

**SANTÉ CANADA (CDA)
1001 ST-LAURENT OUEST
LONGUEUIL (QUEBEC), J4K 1C7**

SPECIFICATION

Fire alarm system inspection and maintenance

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

May 2017

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SECTION 1 FA - General Provisions

1.1. DRAWINGS

- .1 No drawings are appended to these Specifications.

1.2. CONDITIONS

- .1 Section 2 FA of these specifications shall 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 shall be performed at the hourly rate set out in Part B of the price schedule to be completed.
- .3 The Contractor shall provide round-the-clock emergency service to cover possible breakdowns. The Contractor shall ensure that the required staff are on site within one (1) hour. Only the building technical officer or his or her representative is permitted to authorize service calls and work orders.
- .4 The Contractor shall supply any parts needed to perform maintenance or repair work for which the Contractor is responsible.
- .5 In the event that other trades are contracted by the contractor, these ones shall have the required qualifications (e.g.: electrician, carpenter, plumber)

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 shall be the rates set out in Part B where the work is done at straight time and shall include benefits, travel, overhead and profit.
- .3 For emergency calls only, a period of one (1) hour will be allotted for transport to the workplace, i.e., half an hour for the return and half an hour for the return.

1.4. DEFECTS AND ANOMALIES

- .1 Defects or anomalies in systems or equipment discovered during an inspection shall be promptly reported to the technical officer, who shall 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 shall 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 shall 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 shall leave on site for verification any defective parts that were replaced and shall make a note to that effect in the report.

1.5. PARTS AND TOOLS

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

1.6. LABOUR

- .1 The labour will be supplied by the contractor and must be fully qualified.
- .2 The Contractor shall 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.
- .3 The Ministerial representative reserves the right to refuse and require the replacement of any person which is not qualified or shows a lack of professionalism.
- .4 The technical officer shall make available to the Contractor a person to provide guidance as needed during the work period.
- .5 The contractor will be held liable of any lacks, damages, incompetence and implications of the staff under his responsibility.

1.7. WORK PERIOD

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

1.10. DEPARTEMENT REQUIREMENTS

- .1 Reference to the contractual documents.
- .2 Reference to the contractual documents.

1.11. PERSONAL PROTECTION AND PROTECTION OF PROPERTY

- .1 The Contractor shall 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 shall 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 shall 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.

1.12. FIRE PROTECTION

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

1.13. TIDINESS OF PREMISES

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

1.14. INSTRUCTIONS

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

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Longueuil, Québec
J4K 1C7

- .2 The contractor shall provide to the technical authority, in typewritten format, with reports and any other communications relevant to the performance of the contract.

1.15. 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 shall be recorded on a list prepared and updated as necessary by the Contractor and given to the building technical officer before work is begun.

1.16. REPORTS CERTIFICATES AND WORKSHEETS

- .1 After every repair or service call, the Contractor shall produce three (3) copies of a worksheet along with detailed certificates of replacement parts. The worksheet shall identify the work performed, the parts replaced and/or repaired and the number of hours each employee spent on the job. The Contractor shall submit separate worksheets for maintenance work and repairs. Worksheets for emergency calls shall 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 shall keep a copy signed by the Contractor and shall promptly send a copy to the client department. The third copy shall remain the property of the Contractor.
- .3 Where there is no authorized representative on site, the Contractor shall forward to the chief operating officer a copy of the worksheet duly signed by the security guard on duty and a second copy shall follow the invoice.

1.17. MANUFACTURER'S INSTRUCTIONS

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

1.18. ADDITIONS/CHANGES

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

1.19. 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 shall 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 shall meet all of the requirements of these Specifications.
- .3 The Contractor shall 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 shall 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 shall 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 shall 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 shall 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 shall develop a prevention program specific to the work to be completed and submit it to the Building Technical Authority, and shall 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 shall 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 shall 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 shall 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 shall 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 shall 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 shall 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 shall 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 shall maintain a log of information provided and obtain the signature of every worker who is given the information.

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

- .13 The Contractor shall 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 shall 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 shall 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 shall 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 shall 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 shall stop work immediately, implement temporary protective measures for workers and the public, and notify the Building Technical Authority orally

and in writing. The Contractor shall 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 shall take such measures as are needed, including stoppage of work, to ensure the health and safety of workers and the public and shall contact the Building Technical Authority promptly.

- .24 Has been removed.

- .25 Sealing guns and other cartridge devices shall not be used without authorization from the Building Technical Authority.

The above notwithstanding,

- Every person who uses a sealing gun shall have a training certificate and shall 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 shall be used in accordance with the manufacturer's instructions and applicable standards and regulations.

- .26 On the work site, the Contractor shall 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 shall 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 shall 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 shall 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 shall 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 shall 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 shall 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 shall 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 shall 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 shall 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 shall 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 shall 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 shall notify the Departmental Representative in writing regarding any work that must be done on live equipment. The Contractor shall 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 shall 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 shall comply with the requirements of standard CSA Z462, *Workplace Electrical Safety Standard*.

.3 Fall risk prevention

- .1 The Contractor shall 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.) shall have received training to do so.
- .3 Workers shall 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 of 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 shall:

- .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 shall 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 shall complete an access permit for any entry into a confined space. The Contractor shall 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 shall take into account the information contained in the evaluation report and the specific conditions related to the work to be performed.
- .3 The Contractor shall 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, shall 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 shall designate persons to carry out rescue operations in confined spaces. The rescuers designated by the Contractor shall 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 shall 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 shall establish an emergency and rescue procedure with municipal and ambulance services. The procedure, telephone numbers and location of the nearest telephone shall be clearly posted near the work location.
 - .9 Before entering the confined space and continuously thereafter, the Contractor shall 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 shall 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 shall leave the confined space. The Contractor shall then determine the source of the contamination, neutralize it and ventilate the confined space in order to eliminate any remaining contaminant and shall keep individuals out of the confined space until the oxygen and gas levels have returned to normal.
 - .12 Compressed gas cylinders and welding machines shall not be taken into confined spaces. Such equipment shall remain outside and shall 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 shall, 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 shall provide a ventilation system to keep contaminant levels below the allowable limits.
- .15 The Contractor shall 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 shall supply all workers with ear protectors adapted to the desired level of noise reduction and the work to be performed.
- .17 The Contractor shall ensure that all workers wear the required personal protective equipment.
- .18 The Contractor shall assign a qualified person to assume the duties of custodian. This person shall:
 - 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 shall 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 shall remain at the entrance to the confined space as long as there is a worker in the space.
- .20 The Contractor shall designate a person to be in charge of safety in confined spaces. This person shall 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 shall 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 shall 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 shall 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 shall provide the labour, materials, tools and equipment needed to perform the maintenance work described in this section on all of the equipment comprising the system described below, including all components thereof and inspections as described in the checklists and logs. The Contractor shall follow the description of work and omit irrelevant items.
- .2 The purpose of the specifications is to ensure that the equipment is kept in excellent operating condition. The specifications shall be considered a minimum standard under which the Contractor shall work and in no way represent the Contractor's maximum responsibilities and obligations.
- .3 All work shall be performed in accordance with the manufacturer's instructions, the latest editions of the *National Building Code of Canada* and the *National Fire Code of Canada* and any other applicable standards (NFPA, ULC, CSA, etc.).
- .4 The Contractor shall coordinate the work with the people responsible for inspecting and maintaining other fire protection systems (sprinklers, deluge systems, etc.) so that the components undergo maintenance at the same time at intervals and according to the requirements set out in the standards and the manufacturers' instructions.

2. REPORTING

- .1 At the end of periodic inspections and tests, the Contractor shall submit to the technical officer a complete typed report on the verifications, inspections and tests, including a list of equipment and certification that the equipment is functioning properly.
- .2 The form of and the information to be included in each report shall, as the case may be, be based on the models prescribed for information by each of the standards governing the system in question and shall be submitted before the contract is executed for approval by the technical officer. The technical officer reserves the right to amend such reports or require additional typed reports.
- .3 Each report shall be verified and countersigned by the building technical officer or a person he or she designates.
- .4 Reports can be submitted by mail post, e-mail or fax but shall be received within 10 working days of the work performed.
- .5 All required report(s) and certificate(s) must be received and approved by Ministry prior to proceed to payment of invoice(s).

END OF SECTION

1. GENERAL

- .1 System maintenance work shall be performed every year of the contract at a rate of eleven (11) monthly visits and one (1) annual overall visit.
- .2 All tests and inspections of the fire alarm system shall conform to the latest editions of the *National Fire Code of Canada* and standard CSA/ULC-S536.
- .3 The content and form of inspection and test sheets shall be similar to those prescribed in standard CSA/ULC-S536.
- .4 The Contractor shall visually monitor the fire alarm system at all times while tests are being conducted. If a real fire is detected and indicated on the panel, the Contractor shall notify building security officials and/or call the fire department.
- .5 The Contractor shall not sound the bells when the building is occupied. Maintenance work, tests or inspections that could accidentally set off the bells while the building is occupied are prohibited unless authorized in writing by the technical officer.
- .6 The checklists below were established in part based on the requirements for inspections and testing set out in standard CSA/ULC-S536 from the Underwriters' Laboratories of Canada. In the event of a discrepancy between the list below and the standard, the requirements set out in the standard shall prevail.
- .7 No drawings are attached to these specifications.
- .8 Any anomalies shall be reviewed with the technical officer in charge of the system and noted, and possible changes shall be discussed.
- .9 Check and, if necessary, correct the equipment list (inventory) with model and serial numbers.
- .10 Check the labels on the inventoried equipment; affix a label to any unlabelled alarm system components.
- .11 Report any unrectified anomalies.
- .12 After each inspection, ensure that the systems are turned back on and that the building zones are properly protected.

2. PLANNING

- .1 Whenever maintenance is to be performed, the Contractor shall notify the building technical officer, in the prescribed manner, that the fire protection system has to be inspected, tested, checked, repaired or otherwise worked on (ref.: NFC 6.1.1.3.1).

3. INSPECTION LOG

- .1 The Contractor shall establish a log of all testing of the fire alarm system that includes the inspection and test sheets required by standard CSA/ULC-S536 and shall ensure that the sheets are retained for consultation by the competent authority for the required time between any two inspections, maintenance jobs or tests but not less than two years.
- .2 The date on which the inspection was conducted and the initials of the person conducting the inspection shall be recorded in the log monthly.

4. DAILY INSPECTIONS*

- .1 Check the status of the main fault detector and the remote fault detectors.
- .2 Check the status of the main power on indicator or any equivalent indicator.
- .3 *Daily inspections will be done by **SPAC staff. They are therefore not included in this contract.**

5. MONTHLY INSPECTIONS

While the fire alarm system connected to the emergency power supply, the Contractor shall inspect, test and check the following functions to ensure that the system is in working order.

- .1 Activate in rotation a trigger or manual signal in order to check:
 - .1 operation confirmed by a warning signal and alarm in at least one zone or according to the requirements of the building fire safety plan,
 - .2 the main annunciator to ensure that the devices tested were properly annunciated.
- .2 Check the operation of the common sound and visual fault signals.

- .3 Inspect the power supply batteries:
 - .1 Clean and lubricate the terminals
 - .2 Ensure that the terminal clips are properly attached
 - .3 Check the level and density of battery fluid based on the manufacturer's specifications.
- .4 If required, test the emergency telephone to ensure two-way communication and the appropriate signal at the monitoring station or responder.
- .5 If required, check the phone search function for people in a given zone.

6. ANNUAL INSPECTIONS

With the fire alarm system connected to the emergency power supply, the Contractor shall inspect, test and check the following functions to ensure that the system is in working order. In the event of a discrepancy between the list below and the standard, the requirements set out in the standard shall prevail.

- .1 A manual fire alarm chosen according to a rotation program shall be activated to check the operation of the system, including the warning and alarm signals, according to the building fire safety plan. The Contractor shall submit for the technical officer's approval, in writing, the plan for the rotating inspection program it intends to use.
- .2 Check the zone annunciator to ensure that the test devices provide the appropriate indications.
- .3 Check the operation of the common sound and visual fault signals.
- .4 **Control panel**
 - .1 Visually and physically inspect the wiring, connections, plug-in components, light bulbs and other parts to ensure that their mechanical and electrical assembly and connection are operational.
 - .2 Clean all panel components with a dry cloth.
 - .3 Check the emergency batteries to ensure that:
 - .1 the terminals are clean and lubricated;
 - .2 the tightening lugs are properly adjusted.
 - .4 Check the operation and brightness of the light bulbs and replace any defective bulbs.
 - .5 Check each zone to make sure it is identified by a clear, legible label.
 - .6 Activate the various controls to ensure that they work properly.
 - .7 Simulate on the panel a ground, a short circuit and an open circuit in each detection and alarm zone to ensure that the internal and external circuits are being properly monitored.
 - .8 Ensure that the power supply circuits are appropriate and clearly identified and that they meet the system requirements; ensure that they have proper fuses or breakers and that they are not vulnerable to accidental disconnection or any other form of interruption.
 - .9 Check the batteries and test the bells annually:

**Fire alarm system
(FAS)**

- .1 Ensure that the batteries are not damaged and that the recharging system is operating normally and protects the batteries from overcharging. Testing the batteries shall entail running the system with the emergency batteries for a minimum of 24 hours in monitor mode and then conducting a test to show that the batteries are providing the full amount of current required.
- .2 Once this test is complete and before switching back to normal power, the Contractor shall record in a typed report the voltage at the battery terminals and the audibility and intelligibility of the signals and phone messages. If the bell module has to be turned off to conduct any inspections, the Contractor must follow the directives set out in clause 1.4 of this module.
- .10 Check the transmission of alarm signals to the fire department or designated monitoring station (if applicable).
- .11 Ensure that the equipment is properly grounded and that ground leakage detection is in place.
- .12 Check the vital function and loss of main power indicator circuits.
- .13 Check the anti-tampering function if it is used and its identification relative to the established system.
- .14 Check all input/output tests and their identification relative to the established system.
- .15 Draw up a complete list of equipment used and the model and serial numbers of all equipment used on the premises.
- .16 Ensure that the operating voltage of the equipment is correct and that the fuses used are of the correct rating.
- .17 Check the supply voltage of the equipment.
- .18 Submit a complete typed report on voltage levels and current.
- .19 Check the battery overcharge protection circuit.
- .20 Ensure that the batteries used are gel or acid batteries with the same voltage and capacity.
- .21 Submit a typed report on any anomalies found.

5. Annunciator panel

- .1 Check the operation and brightness of the light bulbs. Replace any defective bulbs.
- .2 Check each zone to make sure it is identified by a clear, legible label.
- .3 Activate the various controls to ensure that they work properly.
- .4 Activate each trip circuit and ensure that the indicator lights up and identifies the corresponding zone.
- .5 Test the emergency power supply to ensure that the equipment is working properly.
- .6 Ensure that a manual station lights the indicator and identifies the corresponding zone.
- .7 Check the operation of the common sound and visual fault signals.

- .8 Check the emergency batteries to ensure that:
 - .1 the terminals are clean and lubricated, and
 - .2 the tightening lugs are properly adjusted.

6. **Pull stations**

- .1 A fire alarm chosen according to a rotation program shall be activated to check the operation of the system, including the warning and alarm signals.
- .2 A manual fire alarm that comprises glass to be broken or a similar replaceable part shall be tested with the glass or part in place.
- .3 Remove any dust from the outside and inside of the boxes.

7. **Heat detectors**

- .1 All sensors shall be inspected and tested to ensure that they work properly according to the manufacturer's standards. Clean as needed according to the manufacturer's recommendations. (Water is not acceptable as a cleaner)
- .2 The Contractor shall identify in the typed report any sensors that are painted over or damaged and state whether they need to be replaced.
- .3 Check and test all resettable heat sensors by applying a heat source with no open flame in order to trip the sensor.
- .4 Check and test all non-resettable heat sensors by checking the continuity of the sensor trip circuit by bypassing a resistance equal to the resistance of the sensor when it is in operation.

8. **Smoke detectors**

- .1 Visually inspect each smoke detector to ensure that it is clean. Clean as needed according to the manufacturer's recommendations. (Water is not acceptable as a cleaner)
- .2 Check the operation of each smoke detector by introducing smoke or simulated smoke into the detection chamber according to the manufacturer's instructions.
- .3 Check the sensitivity of each smoke detector according to one of the methods recommended by the latest edition of standard CAN/ULC-S536.
- .4 Clean all detectors of which the sensitivity range is not within the expected operating range and re-check the sensitivity according to 8.3 above.
- .5 Record the sensitivity measurements and, if applicable, the cleaning date on the sheet for the device.

9. **Duct detectors**

- .1 Visually inspect and test each detector. Clean the sampling tube as needed according to the manufacturer's recommendations. (water is not acceptable)
- .2 Check the operation of each smoke detector by introducing smoke or simulated smoke into the detection chamber according to the manufacturer's instructions.
- .3 Check the sensitivity of each smoke detector according to one of the methods recommended by the latest edition of standard CAN/ULC-S536.
- .4 Clean all detectors of which the sensitivity range is not within the expected operating range and re-check the sensitivity according to 9.3 above.
- .5 Record the sensitivity measurements and, if applicable, the cleaning date on the sheet for the device.
- .6 Measure the direct air circulation and the differential pressure inside the tube to ensure that these values are within the limits set by the manufacturer.

10. **Other types of automatic sensors**

- .1 Check and calibrate if necessary according to the manufacturer's recommendations. Test the sensors in accordance with standard CAN/ULC-S536.

11. **Alarm signals**

Audible signals

- .1 Check the operation of all horns and bells by sounding the advance warning first and then the general alarm.
- .2 Ensure that the installation and assembly do not hinder performance.

Visual signals

- .1 Check the operation of all visual signals and replace the bulbs if necessary. Ensure that there is nothing obstructing the signal.

12. **Auxiliary equipment**

- .1 Trigger an alarm by simulating a mechanical operation at the connection point of a piece of auxiliary equipment, such as a flow switch, a valve monitored by the circulation current of the fire protection systems or any other signal from any other auxiliary equipment.

13. **Auxiliary functions**

- .1 Check all auxiliary system functions, such as ventilation system shutoff, automatic closing of fire or smoke doors or shutters, operation of smoke control systems, pressurization of stairwells or elevator recall.

- .2 Ensure that the normal operation of the fire alarm system is not hindered by a fault in an auxiliary function.

14. **Electric locks**

- .1 Activate the auxiliary control relay to open doors with electric locks (security) to ensure that all doors can be unlocked.
- .2 Check each door with an electric lock to make sure it is unlocked.
- .3 Check each door with an electric lock to make sure it is unlocked while the fire alarm bells are being sounded and after they are turned off.
- .4 During these tests, open the door from outside the electric lock so as not to be detected by a mechanical opener or motion sensor. The Contractor shall check to make sure the electric lock is still deactivated after the bells stop.
- .5 Make sure the electric lock on each door is turned on again.
- .6 The Contractor shall inform the building technical officer in writing of any anomaly that does not conform to the provisions of the *National Building Code*.

**Fire alarm system
(FAS)**

7. Equipement preview

Quantity	Equipment No.	Description
1	4100U	Simplex - Addressable Fire Alarm Control Panel
1	S/O	Heat detector, fixed type
15	S/O	Photoelectric Smoke Detector
17	S/O	Duct type smoke detector
30	S/O	Manual pull station
9	S/O	Sprinkler flow sensor
16	S/O	Sprinkler valves supervisions
1	S/O	Sprinkler post indicator valve supervision
1	S/O	Low pressure switch
1	S/O	Addressable alarm module
87	S/O	Horn
25	S/O	Horn/Strobe
3	S/O	Weatherproof horn
2	S/O	Explosion proof horn
1	S/O	Strobe
38	S/O	Addressable Aux. Relay
4	S/O	Line isolation module

END OF SECTION

**Inspection and Maintenance of Fire Alarm System
3 years**

PRICE FOR CONTRACT**PART "A" MAINTNANCE SERVICES**

Lump sum : Lump sum based on sections 2 FA and FAS of specification for 3 years.

<u>Maintenance type</u>	<u>Number of visits</u>	<u>Unit price</u>			
Monthly:	33	x	_____ \$	=	_____ \$
Annual :	3	x	_____ \$	=	_____ \$
Total for 3 years (a1) :					_____ \$

PART "B" REPAIRS (see note 2)

Materials: Provisional amount for repair materials or addition of equipment only. (b1) 12,000.00 \$

Labour : Labour cost for repairs or addition of equipment for term of contract (see note 3):

	<u>Unit price</u>	<u>Number of hours (approximate)</u>	<u>Hourly rate</u>		
Qualified Technician (07h30 to 17h00-Monday to Friday)	<u>1 technicien</u>	24	X	_____ \$	= _____ \$
Qualified Technician (17h00 to 7h30 -Monday to Friday and Saturday)	<u>1 technicien</u>	8	X	_____ \$	= _____ \$
Qualified Technician (Sundays and holidays)	<u>1 technicien</u>	4	X	_____ \$	= _____ \$
Total labour:					(b2) _____ \$
*Total (A) :					_____ \$

Sum the parts (a1), (b1) and (b2) and **report the total amount on page 1 of the bid form.** (See note1)

**Inspection and Maintenance of Fire Alarm System
3 years**

NOTES :

1. The total amount of the bid 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 **1FA** 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.

Project no :

Date :

MAY 24 2017

Government
of CanadaGouvernement
du Canada

Contract Number / Numéro du contrat

EF944 180341

Security Classification / Classification de sécurité
UNCLASSIFIEDSECURITY 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 Ent. réseau avertisseur incendie				
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 <input type="checkbox"/>		PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO NON CLASSIFIÉ <input type="checkbox"/>		PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO RESTRICTED <input type="checkbox"/>		PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO DIFFUSION RESTREINTE <input type="checkbox"/>		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>		NATO CONFIDENTIAL <input type="checkbox"/>		SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		NATO CONFIDENTIEL <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		NATO SECRET <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>
		NATO SECRET <input type="checkbox"/>		
		COSMIC TOP SECRET <input type="checkbox"/>		
		COSMIC TRÈS SECRET <input type="checkbox"/>		



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



RELIABILITY STATUS
COTE DE FIABILITÉ



CONFIDENTIAL
CONFIDENTIEL



SECRET
SECRET



TOP SECRET
TRÈS SECRET



TOP SECRET- SIGINT
TRÈS SECRET - SIGINT



NATO CONFIDENTIAL
NATO CONFIDENTIEL



NATO SECRET
NATO SECRET



COSMIC TOP SECRET
COSMIC TRÈS SECRET



SITE ACCESS
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux :

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



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

EF944 180341

Security Classification / Classification de sécurité
UNCLASSIFIED

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 CONFIDENTIEL	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 ☐ Yes
Non 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 ☐ Yes
Non 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).



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

EF944 180341

Security Classification / Classification de sécurité
UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	Date
Périard, Céline	Agente des immeubles et infrastructures	<i>Céline Périard</i>	2017/05/24
Telephone No. - N° de téléphone 514-496-3694	Facsimile No. - N° de télécopieur 514-496-3522	E-mail address - Adresse courriel celine.periard@tpsgc.gc.ca	

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	Date
Passemard, Mireille	ASL # 41 Agente sécurité/maintenance	<i>Passemard</i>	2017-05-24
Telephone No. - N° de téléphone 514-496-3531	Facsimile No. - N° de télécopieur 514-496-3324	E-mail address - Adresse courriel mireille.passemard@pwgsc-lpssc.gc.ca	

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No
Non ☐ Yes
Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	Date
Jessica Cossette Fontaine	Supply Officer		
Telephone No. - N° de téléphone 514-496-3688	Facsimile No. - N° de télécopieur 514-496-3822	E-mail address - Adresse courriel jessica.cossettefontaine@tpsgc-pwgsc.gc.ca	

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	Date
		<i>Jacques Saumur</i>	25-MAY-2017
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	

Jacques Saumur
Contract Security Officer, Contract Security Division
Jacques.Saumur@tpsgc-pwgsc.gc.ca
Tel/Tél - 613-948-1732 / Fax/Téléc - 613-954-4171

ANNEX “D” 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)

[illegible]