



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

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

189 Prince William St Rm 405

189, rue Prince William, pièce 405

Saint-John, NB E2L 2B9

Bid Fax: (506) 636-4376

**INVITATION TO TENDER**

**APPEL D'OFFRES**

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

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

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Saint John, NB (STJ)

189 Prince William St., Rm 405

189, rue Prince William, Pc 405

St. John, NB E2L 2B9

<b>Title - Sujet</b> Mechanical Sys Maint. - HMCS Bruns.	
<b>Solicitation No. - N° de l'invitation</b> W6898-180045/A	<b>Date</b> 2018-02-05
<b>Client Reference No. - N° de référence du client</b> W6898-180045	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$STJ-007-4278
<b>File No. - N° de dossier</b> STJ-7-40128 (007)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-02-21</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Standard Time AST	
<b>F.O.B. - F.A.B.</b>	
<b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> MacDonald (STJ), Anne	<b>Buyer Id - Id de l'acheteur</b> stj007
<b>Telephone No. - N° de téléphone</b> (902) 314-1009 ( )	<b>FAX No. - N° de FAX</b> (506) 636-4376
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 5 CDSB GAGETOWN 17000, B18, 238 CHAMPLAIN AVENUE OROMOCTO New Brunswick E2V4J5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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**Maintenance Services -  
Inspection and Maintenance of Mechanical Systems  
HMCS Brunswicker, Saint John, N.B.**

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List of Annexes:

Annex A: Evaluation Criteria and Basis of Selection

Annex B: Basis of Payment

Annex C: Complete List of Each Individual Who is currently on the Bidder's Board of Directors

Annex D: Specification

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Requirement**

Work under this Service Contract comprises the furnishing of all labour, materials, tools and equipment required to complete repairs, maintenance and the minor and major inspections of the mechanical systems at the Naval Reserve HMCS Brunswicker as outlined in Annexes A and B and as specified herein.

This Service Contract will extend from 01 April 2018 to 31 March 2019 with two, one year option periods. The services must be provided in accordance with the Specification attached at Annex "D".

HMCS Brunswicker Naval Reserve is located at 160 Chesley Drive (1 Navy Way), Saint John, NB.

### **1.2 Debriefings**

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

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

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

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

#### **2.1.1 SACC Manual Clauses**

C9000T - Pricing (2010-08-16)

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## 2.2 Submission of Bids

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

Late tenders will be returned unopened.

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

### NOTE: FACSIMILE BIDS

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

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

### NOTE: THIS IS NOT A PUBLIC OPENING

## 2.3 Enquiries - Bid Solicitation

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

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

## 2.4 Applicable Laws

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

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## **2.5 Insurance Requirements – G1007T (2016-01-28)**

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Part 6.12. If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

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

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

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

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## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

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

#### Section I: Technical Bid

No Technical Bid required as part of this requirement.

#### Section II: Financial Bid

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

#### Section III: Certifications

Bidders must submit the certifications required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures and Basis of Selection**

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

## **PART 5 – CERTIFICATIONS**

Bidders must provide the required certifications and associated information to be awarded a contract. The certifications provided by bidders to Canada are subject to verification by Canada at all times.

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

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

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## 5.1 Certifications Precedent to Contract Award

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

### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

### 5.1.2 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.

### 5.1.3 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the Employment and Social Development Canada (ESDC) - Labour's website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)).

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

## 5.2 Additional Certifications Precedent to Contract Award

- .1 All licenses will be issued by the New Brunswick Department of Public Safety. Proof of such certification (licenses) must be provided prior to award of this Service Contract, for each individual who will perform work under this Contract.
- .2 Employees to be involved in confined space entry must be in possession of current qualification documentation. Proof of such certification (licenses) must be provided prior to award of this Service Contract, for each individual who will perform work under this Contract.
- .3 All permits and licenses must remain current throughout the life of this Service Contract.

Proof will be required within seven (7) days of request from Contracting Authority and prior to award of the Service Contract.



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## **PART 6 - RESULTING CONTRACT CLAUSES**

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

### **6.1 Requirement**

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

### **6.2 Standard Clauses and Conditions**

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

#### **6.2.1 General Conditions**

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

### **6.3 Term of Contract**

#### **6.3.1 Period of the Contract**

The Work is to be performed from April 1, 2018 to March 31, 2019.

#### **6.3.2 Option to Extend the Contract**

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

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

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## **6.4 Authorities**

### **6.4.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Anne MacDonald  
Title: Supply Specialist  
Organization: Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Real Property Contracting  
Address: 189 Prince William Street  
Saint John, New Brunswick  
E2L 2B9  
Telephone: (902) 314-1009  
Facsimile: (506) 636-4376  
E-mail address: anne.macdonald@pwgsc.gc.ca

### **6.4.2 Project Authority**

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

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

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

### **6.4.3 Contractor's Representative**

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

## **6.5 Proactive Disclosure of Contracts with Former Public Servants**

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

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## **6.6 Payment**

### **6.6.1 Basis of Payment**

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

### **6.6.2 Limitation of Price**

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

### **6.6.3 Monthly Payment**

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

## **6.7 Invoicing Instructions**

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

## **6.8 Certifications**

### **6.8.1 Compliance**

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

## **6.9 Applicable Laws**

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

## **6.10 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) **2010C** (2016/04/04), General Conditions - Services (Medium Complexity);
- (c) Annex D, Statement of Work (Specification);
- (d) Annex B, Basis of Payment;

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- (e) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on \_\_\_\_\_” or “, as amended on \_\_\_\_\_” and insert date(s) of clarification(s) or amendment(s)*)

#### 6.11 SACC Manual Clauses

SACC Reference	Section	Date
A9068C	Government Site Regulations	2010/01/11
A9068C	Worker's Compensation	2007/05/25

#### 6.12 Insurance Requirements

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

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

#### 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.

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

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**For other provinces and territories, send to:**

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

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

*(Derived from - Provenant de: G2001C, 2014/06/26)*

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

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STJ007

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

## **ANNEX "A"**

### **EVALUATION CRITERIA AND BASIS OF SELECTION**

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

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

1. Submission of firm prices/rates for one (1) year including two (2) option years in accordance with Invitation to Tender.

2. A duly completed and signed Invitation to Tender including all Addenda.

3. Within seven (7) days and prior to award of Service Contract, provide proof that Bidder has an account in good standing with the Provincial Workers Compensation Board/Commission.

4. Within seven (7) days and prior to award of Service Contract, the bidder shall be required to provide proof of Liability Insurance in the amount of \$2,000,000.00.

5. Proof will be required within seven (7) days of request from Contracting Authority and prior to award of the Service Contract.of the following:

- .1 All licenses will be issued by the New Brunswick Department of Public Safety. Proof of such certification (licenses) must be provided prior to award of this Service Contract, for each individual who will perform work under this Contract.
- .2 Employees to be involved in confined space entry must be in possession of current qualification documentation. Proof of such certification (licenses) must be provided prior to award of this Service Contract, for each individual who will perform work under this Contract.
- .3 All permits and licenses must remain current throughout the life of this Service Contract.

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

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

## **ANNEX "B"**

### **BASIS OF PAYMENT**

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

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

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

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



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

**NOTE: TENDERS WILL BE EVALUATED ON THE TOTAL BID FOR THE FIRST TERM OF THE CONTRACT PLUS THE OPTION YEARS. HOWEVER, ANY CONTRACT AWARD WILL BE FOR THE TERM OF DATE OF APRIL 1, 2018 TO MARCH 31, 2019.**

Item	Class of Service	Unit of Measure	Estimated Quantity	A Term Date of April 1, 2018 to March 31, 2019		B Option Year April 1, 2019 to March 31, 2020		C Option Year April 1, 2020 to March 31, 2021	
				Price per Unit (\$)	Total (\$)	Price per Unit (\$)	Total (\$)	Price per Unit (\$)	Total (\$)
1.	Unit rate for Minor maintenance inspection as per Annex A	per	2						
2.	Unit rate for Major maintenance inspection as per Annex B	per	1						
3.	Unit rate for repairs by a service technician	Hour	80						
4.	All products and materials will be invoiced at the Contractor's wholesale cost plus a percentage for mark-up. The contractor is to submit a percentage for tendering purposes	Allowance Mark up _____ %	10,000.00						

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TOTAL FOR FIRST TERM & OPTIONS YEARS	A = \$	B = \$	C = \$
<b>GRAND TOTAL FOR FIRST TERM AND OPTION YEARS (A+B+C)</b>			
			\$

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**ANNEX "C"**

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

NOTE TO BIDDERS

WRITE DIRECTORS SURNAMES AND GIVEN NAMES IN BLOCK LETTERS

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**ANNEX "D"**

**SPECIFICATION**



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

SPECIFICATION

SERVICE CONTRACT  
INSPECTION AND MAINTENANCE OF MECHANICAL  
SYSTEMS AT HMCS BRUNSWICKER,  
NEW BRUNSWICK  
01 APRIL 2018 TO 31 MARCH 2019  
WITH OPTIONS TO RENEW TWO, ONE-YEAR PERIODS

  
Designed by

  
Fire Inspector

  
Project O

  
Engineering O

PF No:

Job No: L-S255/21-0301/34

Date: 2017-06-26

<u>Section</u>	<u>Title</u>	<u>Pages</u>
<u>Division 00 - Procurement and Contracting Requirements</u>		
00 21 13	Instructions to Bidders	6
<u>Division 01 - General Requirements</u>		
01 35 30	Health and Safety Requirements	2
01 35 35	DND Fire Safety Requirements	3
01 35 43	Environmental Procedures	1
<u>Annexes</u>		
Annex A	Minor Operational Inspection	2
Annex B	Major Operational Inspection	2
Annex C	Pricing Schedule	1

**END OF SECTION**

**1 GENERAL**

**1.01 DESCRIPTION OF WORK**

- .1 Work under this Service Contract comprises the furnishing of all labour, materials, tools and equipment required to complete repairs, maintenance and the minor and major inspections of the mechanical systems at the Naval Reserve HMCS Brunswicker as outlined in Annexes A and B and as specified herein.
- .2 HMCS Brunswicker Naval Reserve is located at 160 Chesley Drive (1 Navy Way), Saint John, NB.

**1.02 DURATION OF CONTRACT**

- .1 The period of this Service Contract is from 01 April 2018 to 31 March 2019 with two, one-year options to renew.

**1.03 REFERENCES**

- .1 Canada Labour Code, Part II - Occupational Health and Safety.
- .2 National Fire Code of Canada, (latest edition).
- .3 American Society of Heating, Refrigeration and Air-Conditioning Engineers (ASHRAE), Standard 62.1 - Ventilation for Acceptable Indoor Air Quality.
- .4 Canadian Electrical Code (latest edition).
- .5 National Building Code of Canada (latest edition).
- .6 CSA-B51-03 Boiler Pressure Vessel and Pressure Piping Code (March 2009).
- .7 CSA-B149.1-05 Natural Gas and Propane Installation Code (January 2007).

**1.04 BUILDING SYSTEMS**

- .1 Building systems included in this Service Contract for repairs and maintenance are:
  - .1 Supply Air Units S-1 through S-9.
  - .2 Exhaust Fan Units F-1 through F-7.
  - .3 Roof Mounted Kitchen Exhaust Fan.
  - .4 Nortec Humidifiers. (Qty. 4)
  - .5 Air Compressor supplying pneumatic control system.
  - .6 Stand Alone Air Conditioning Unit for Communication Room.
  - .7 Boathouse Make Up Air Unit c/w electric coil.

**1.05 QUALIFICATIONS**

- .1 The Contractor must be qualified and knowledgeable in the inspection and repair of all equipment listed in 1.4.1.
- .2 Employees to be involved in confined space entry must be in possession of current qualification documentation. Proof of such certification (licenses)

must be provided prior to award of this Service Contract, for each individual who will perform work under this Contract.

- .3 All permits and licenses must remain current throughout the life of this Service Contract.

#### 1.06 ENGINEER

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

Contracts Office  
Real Property Operations Det Gagetown  
238 Champlain Avenue  
P.O. Box 17000 Stn Forces  
Oromocto, NB E2V 4J5  
Tel: (506) 422-2677  
Fax: (506) 422-1248

#### 1.07 DOCUMENTS REQUIRED

- .1 Maintain at the job site, one copy each of the following:
  - .1 Specification,
  - .2 All Addenda

#### 1.08 CONTRACTOR'S USE OF SITE

- .1 Work site access will be as directed by the Engineer.
- .2 Movement around the site is subject to restrictions laid down by the Engineer.
- .3 Do not unreasonably encumber the site with materials or equipment.

#### 1.09 POWER AND WATER

- .1 DND can provide, free of charge, temporary electric power and water for the purposes of this agreement.
- .2 Engineer will determine delivery points and quantitative limits. Engineer's written permission is required before any connection is made. Connect to existing power supply in accordance with Canadian Electrical Code, CSA C22.1-12.
- .3 Contractor to provide, at no cost to DND, all equipment and temporary lines to bring these services to work site.
- .4 Supply of temporary services by DND is subject to DND requirements and may be discontinued by Engineer at any time without notice or acceptance of any liability for damage or delay caused by such withdrawal of temporary services.



### 1.10 ACCEPTABILITY OF MATERIAL

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

### 1.11 GUARANTEE

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

### 1.12 CODES AND STANDARDS

- .1 Perform work and enforce safety measures in accordance with:
  - .1 Canadian Labour Code Part II;
  - .2 National Building Code of Canada (Latest Edition);
  - .3 CSA-B51-03 Boiler Pressure Vessel and Pressure Piping Code (March 2009);
  - .4 CSA-B149.1-05 Natural Gas and Propane Installation Code (January 2007);
  - .5 Canadian Electrical Code, (Latest Edition); and
  - .6 American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE) - Standard 62.1 - Ventilation for Acceptable Indoor Air Quality.
- .2 Contractor must be registered with WorkSafeNB. Proof of such must be provided to PWGSC prior to award of this Service Contract.
- .3 Comply with the requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage and disposal of hazardous materials; and labelling and provision of Material Safety Data Sheets acceptable to Human Resources and Skills Development Canada and Health Canada.

- .4 Work to meet or exceed requirements of specified standards, codes and referenced documents. In event of conflict between any provisions of above authorities, the most stringent provision will apply.

#### 1.13 OVERLOADING

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

#### 1.14 TEMPORARY STRUCTURES

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

#### 1.15 CLEAN UP

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

#### 1.16 MAINTENANCE INSPECTIONS

- .1 Provide operational inspections as follows:
  - .1 Provide two (2) Minor Maintenance Inspections as per Annex A, one during the month of January and one during the month of May.
  - .2 Provide one (1) Major Maintenance Inspection as per Annex B during the month of September.

#### 1.17 QUANTITIES BASIS FOR PAYMENT

- .1 The work performed under this Service Contract will be paid for on a unit price basis. The Contractor will accept the payment as full consideration for everything furnished and done by him with respect to the work.
- .2 The Contractor will submit costs per inspection, hourly rates and a material mark up percentage for the following in accordance with the specifications. Such prices will include supervision, expenses, tools, equipment, transportation (travel time to and from the contractors base of operation will be included in the rates provided) and profit.
- .3 Time charged and contract price of material (if any) used may be verified by Government Audit before or after payment is made under the terms of this Service Contract.
- .4 The Contractor will provide service during normal working hours on an eight (8) hour per day, five (5) days per week basis 0730hrs to 1600hrs Monday to Friday inclusive and emergency service after regular working hours.
- .5 The Contractor will advise the Engineer of the telephone number or location at which they or their representative may be contacted at all times.

- .6 The Contractor, upon receipt of an authorized contract, will be advised by the Engineer in writing of the names of persons authorized to request service. Work undertaken at the request of others, such as building occupants, will be entirely at the Contractor's risk with regard to payment.
- .7 The Contractor will not refuse any call for service by the Engineer and will initiate the work within 24 hours on normal service calls and within 4 hours on emergency service calls.
- .8 When service is required the Engineer will notify the Contractor and detail the job. When requested by the Engineer, a written estimate shall be provided by the Contractor indicating estimated labour and material costs in accordance with the Service Contract.
- .9 The Contractor will report to the Engineer prior to starting work and upon completion of work on a daily basis to sign in and out.
- .10 After reporting, the Contractor will proceed to the job and carry out the work. The contractor will provide daily work reports to the Engineer detailing work performed, contractor's employees assigned to work, location or building number of work site, hours worked for each employee, trade of each employee and materials used in the completion of the work and any recommendations for additional work that may be required. This work report must indicate the work order number and the requisition number on which the work was requested from the Engineer. Contractor is to have the Engineer sign the work report either at the end of the work day or at the beginning of the next work day while signing in. The Standard Operating Procedure (SOP) for work reports will be provided to the successful bidder after award of Contract. Please note that this SOP is for contract work done on an hourly rate basis only and does not apply to set inspections or services done on a lump sum basis.
- .11 One invoice covering all charges for each Service Request or Inspection will be submitted to the Engineer with a copy of the signed Service Request. The invoice must indicate Contract, Work Order and Requisition numbers issued on the Work Request. The invoice must itemize technicians' names, dates and hours worked, materials used complete with copies of the contractor's invoices verifying correct mark-up on materials. The Contractor is to return one copy of the signed work request with their invoice, as well as copies of all weekly inspection reports and copies of all contractor's wholesale invoices for material used in the completion of the work. Invoices must detail the location and description of work performed for each work request.
- .12 The Contractor will submit their invoice for payment to the Engineer within 15 working days of completion of each work request.

#### 1.18 SECURITY CLEARANCES

- .1 The Contractor shall maintain an up-to-date roster of all employees involved in this contract including managers, supervisors, tradespersons, drivers and labourers. This roster must be made available to the Engineer upon request.
- .2 The Contractor shall provide proof of the information contained within the roster to the Engineer upon request. The Engineer reserves the right to have removed from the site those personnel who do not meet security

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NATIONAL DEFENCE  
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INSTRUCTIONS TO BIDDERS

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requirements as laid down by the Military Police Section.

- .3 Security procedures require, that when requested by the Engineer, the Contractor will provide to the Engineer at no cost to DND, a copy of a Canadian Police Certificate for Employment for each employee who will work on this Service Contract.

**END OF SECTION**

## 1 GENERAL

### 1.01 REFERENCES

- .1 Canada Labour Code, Part II, Canada Occupational Safety and Health Regulations.
- .2 Province of New Brunswick Occupational Health and Safety Act, 1991.
- .3 National Building Code of Canada (Latest Edition).

### 1.02 REGULATORY REQUIREMENTS

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

### 1.03 RESPONSIBILITY

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

**1.04 UNFORESEEN HAZARDS**

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

**1.05 CORRECTION OF NON-COMPLIANCE**

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

**1.06 WORK STOPPAGE**

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

**END OF SECTION**

## 1 GENERAL

### 1.01 REPORTING FIRES

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

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

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

### 1.03 FIRE EXTINGUISHERS

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

### 1.04 BLOCKAGE OF ROADWAYS

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

### 1.05 SMOKING PRECAUTIONS

- .1 Observe smoking regulations at all times.

### 1.06 RUBBISH AND WASTE MATERIALS

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

combustion in approved receptacles and remove.

#### 1.07 FLAMMABLE AND COMBUSTIBLE LIQUIDS

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

#### 1.08 HAZARDOUS SUBSTANCES

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

#### 1.09 QUESTIONS AND/OR CLARIFICATION

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

#### 1.10 FIRE INSPECTION

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



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

**END OF SECTION**

**1 GENERAL**

**1.01 GENERAL**

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

**1.02 FIRES**

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

**1.03 DISPOSAL OF WASTES**

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

**1.04 SPILL PROTECTION**

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

**END OF SECTION**

**MINOR OPERATIONAL MAINTENANCE**

- .1 Air handling units and Exhaust Fans (S-1 thru S-9, F-1 thru F-7 and Roof Mounted Kitchen Ex Fan):**
- .1 Fans and motors:
    - .1 Verify the operation of the system, motors, gauges and fans;
    - .2 Inspect the tension on the drive belts and check for wear, replace the belts if required;
    - .3 Lubricate the fan shaft bearings;
    - .4 Lubricate the motor bearings;
    - .5 Lubricate the dampers;
    - .6 Inspect for vibrations and unusual noises;
    - .7 Inspect the coils for leaks and clean if required;
    - .8 Record the condition of the dampers and clean if required;
    - .9 Record the condition of motors and windings;
    - .10 Clean the intake screens on the motors; and
    - .11 Clean or replace the air filters if required.
  - .2 Motor Starters:
    - .1 Inspect for signs of wear, arcing and overheating; and
    - .2 Measure and record the operating voltage and amperage.
- .2 Humidifiers (qty. 4):**
- .1 Check all valves for proper operation and check for leaks;
  - .2 Check the float assembly and adjust if required;
  - .3 Check and clean the drains and drain pans;
  - .4 Check the heating elements;
  - .5 Inspect all electrical connections, relays, contactors and safety controls; and
  - .6 Check and clean the spray nozzles.
- .3 Air compressor and associated equipment:**
- .1 Air Compressor:
    - .1 Drain the tank and clean the traps;
    - .2 Check the belt and filter;
    - .3 Change the suction filter if required;
    - .4 Check the condition of the motor and lubricate as required;

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- .5 Check the PE switch, starter and alternator; and
- .6 Record the compressor's run time.
- .2 Refrigerated air dryer:
  - .1 Check the refrigerant pressure and temperature and record;
  - .2 Clean the condenser and grills as required; and
  - .3 Check the drain trap and bypass valves for proper operation.
- .4 **Forward a written report to the Engineer indicating the condition of the system and the and all recommended repairs**

**MAJOR OPERATIONAL MAINTENANCE**

**.1 Air handling units and Exhaust Fans (S-1 thru S-9, F-1 thru F-7 and Roof Mounted Kitchen Ex Fan):**

- .1 Fans and motors:
  - .1 Verify the proper operation of the system motors, gauges and fans;
  - .2 Inspect the tension on the drive and fan belts and replace belt if required;
  - .3 Lubricate the fan shaft bearings, motor bearings and dampers;
  - .4 Clean the intake screens on the motors;
  - .5 Inspect the fan wheels to ensure free rotation, check for cracks and for proper alignment;
  - .6 Inspect for vibration or unusual noises;
  - .7 Inspect and clean the motors; and
  - .8 Check all major valves for proper operation and check for leaks.
- .2 Starters:
  - .1 Inspect all wiring connections;
  - .2 Megger the motors at the starters and record the readings;
  - .3 Inspect the starters contactor and contacts;
  - .4 Inspect the starters for signs of wear, arcing and overheating; and
  - .5 Measure and record the operating voltages and amperages.
- .3 Inspect the condition and proper operation of the dampers;
- .4 Inspect to ensure all guards, doors, and panels are secure;
- .5 Inspect the condition of the humidifier and check for proper operation;
- .6 Inspect the cabinets for corrosion and damage;
- .7 Inspect the flexible connections and ductwork for damage or leaks; and
- .8 Clean or replace filters as required.

**.2 Compressor:**

- .1 Air compressor:
  - .1 Drain the tank and clean the traps;
  - .2 Change the oil and check oil pressure;
  - .3 Check the belt and change if required;
  - .4 Check the suction filter and change if required;
  - .5 Inspect the unloader and check valve;

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- .6 Inspect the high pressure safety valve;
- .7 Check the condition of the motor and bearings and lubricate as required;
- .8 Check PE switch, starter, and alternator;
- .9 Record compressor run time; and
- .10 Record oil carryover rate where applicable.
- .2 Refrigerated air dryer:
  - .1 Check the refrigerant pressure and record;
  - .2 Record refrigerant temperature;
  - .3 Clean the condenser and grill covers as required; and
  - .4 Check the drain trap and bypass valves for proper operation.
- .3 Filter and pressure reducing station:
  - .1 Inspect the charcoal and coalescent filters and change as required;
  - .2 Record the pressure reducing valve settings and adjust as required; and
  - .3 Record the oil carryover rate where applicable.
- .4 **Stand Alone Communications Room AC Unit:**
  - .1 Ensure proper operation and service as per manufacturer's recommendations.
  - .2 Rectification of defects observed during inspection.
  - .3 Check electrical parts including motors & rectification.
  - .4 Check & adjust controls and lubricate moving parts.
- .5 **Forward a written report to the Engineer indicating the condition of the system and the repairs that are required.**