



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

Courier To:/Adresse courrier:

Bid Receiving/Réception des soumissions
Royal Canadian Mounted Police (RCMP)
Procurement & Contracting Services
Bid Receiving Unit,
5th Floor, 10065 Jasper Avenue NW
Edmonton, AB T5J 3B1 / Réception des soumissions
Gendarmerie royale du Canada (GRC)
Services des acquisitions et des marchés
Unité de réception des soumissions
5e étage, 10065, avenue Jasper N.O.
Edmonton, AB T5J 3B1

Please note: If submitting your bid packages via Canada Post you must request the "Signature and Identity Services" on your Canada Post package to ensure that there is a personal hand-off between Canada Post and the RCMP Bid Receiving Unit. / **Veillez noter :** Si vous faites parvenir vos documents de soumission par l'entremise de Postes Canada, vous devez demander les « services avec signature et preuve d'identité » de Postes Canada afin de vous assurer qu'il y aura une remise de main à main entre Postes Canada et l'Unité de réception des soumissions de la GRC.

INVITATION TO TENDER (ITT)

APPEL D'OFFRES

Tender to:

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

Comments: - Commentaires:

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT / LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

Title – Sujet : Inspection and Preventative Maintenance services on the Fire Alarm, Fire Protection and Life Safety Systems in the Province of Manitoba/ Services d’inspection et de maintenance préventive des systèmes d’alarme incendie, de protection incendie et de sécurité des personnes de la province du Manitoba		Date: 2018 May 04
Solicitation No. – N° de l’invitation: M5000-18-6956/A		
Client Reference No. - No. De Référence du Client: 201806956		
GETS Reference No. - No. De Référence du SEAG: PW-18-00827034		
Solicitation Closes – L’invitation prend fin		
At /à :	2:00 PM	MST (Mountain Standard Time) HNR (heure normale de Rocheuses)
On / le :	2018 June 19th / 19 juin 2018	
Destination of Goods and Services – Destinations des biens et services : See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Sandra E. Robinson, Senior Procurement Officer sandra.robinson@rcmp-grc.gc.ca		
Telephone No. – No. de téléphone 780-670-8626	Facsimile No. – No. de télécopieur 780-454-4527	

COMPLETE BELOW IN FULL - REMPLISSEZ CI-DESSOUS EN ENTIER	
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l’entrepreneur:	
Complete GST or Business # - Complet GST ou de nombre D'affaires nombre :	
The entire BN or GST has 15 characters. (ex: 123456789 RT0001)	
Telephone No. – No. de téléphone	Facsimile No. – No. 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. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites; fingerprinting may be required. This information must be provided within three business days of request.

1.2. Statement of Work

The Work to be performed is detailed under Article 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 fifteen (15) working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.4. Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.

1.5. Trade Agreements

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA)."

PART 2 - BIDDER INSTRUCTIONS

2.1. Standard Instructions, Clauses and Conditions

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

Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

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.

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

Delete: 60 days

Insert: 180 days

2.2. Submission of Bids

Bids must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Ensure that the Bidder's name, return address, the bid solicitation number, and bid solicitation closing date and time are clearly visible on the envelope or the parcel(s) containing the bid.

Due to the nature of the bid solicitation, bids transmitted by facsimile or email to RCMP will not be accepted.

The Royal Canadian Mounted Police (RCMP) will not assume responsibility for bids or amendments directed to any other location.

Please note: If submitting your bid packages via Canada Post you must request the "Signature and Identity Services" on your Canada Post package to ensure that there is a personal hand-off between Canada Post and the RCMP Bid Receiving Unit.

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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies 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 the Province of Alberta.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

2.5. Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for a tour of the work site. The site visit will be held on May 16th, 2018 at 11:00 a.m. (Central Standard Time) at the Oakbank RCMP Detachment located at 625 Balsam Crescent, Oakbank, MB.

Bidders need to report to the front desk of the Detachment and may be requested to sign an



attendance form. Bidders who do not attend or 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.

2.6. Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

An initiative within the Government of Canada called the Cheque Standardization Project has been established whereby eventually for all payments, cheque stubs will no longer be printed and, with few exceptions, will be processed via direct deposit. This option is only available when payment is made in Canadian dollars for deposit into a Canadian bank account. In an attempt to be proactive, RCMP Corporate Accounting is promoting the registration of RCMP suppliers for the upcoming change in the payment process.

If you are the successful bidder on this or any other RCMP requirement, you are encouraged to register with the RCMP for direct deposit. Please contact RCMP Corporate Accounting by email to receive a form entitled Recipient Electronic Payment Registration Request along with instructions for completion of the form.

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email: corporate_accounting@rcmp-grc.gc.ca

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 (two (2) hard copies)
- Section II: Financial Bid (one (1) hard copy)
- Section III: Certifications (one (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>). 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 – see Part 4, subsection 4.1.1 Technical Evaluation

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 Annex E Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

Section III: Certifications - Bidders must submit certification 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

Submission of Evidence as described below MUST be included with the bidder's proposal at time of bid closing. Failure by the bidder to provide the required evidence will result in the bidder being disqualified and no further consideration will be given to the bidder and the proposal will be deemed non responsive.

The evidence provided by the bidder may be verified. RCMP reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided.

4.1.1.1. Mandatory Employee Experience and Past Performance

To carry out the work on this requirement, the contractor must provide qualified personnel:

- to work on the Fire Alarm system
- to work on the Emergency Lighting System

(either one (1) to work on both or two (2) individuals, as long as the two (2) disciplines are covered)

The bidder must provide evidence to demonstrate that the service personnel proposed to perform the inspection services have two (2) recent years' experience and past performance by referencing two (2) similar projects/contracts the service personnel have performed. The bidder must complete Annex B for each technician who will be performing work on this requirement in order to demonstrate that each proposed technician has the required experience.

- Recent experience is defined as experience gained from January 2016 up to and including the solicitation closing date.
- Similar is defined as maintenance service of systems comparable in size, scope and complexity to the equipment listed in Annex A, Statement of Work.

4.1.1.2. Mandatory Card and Licensing Documentation

To carry out the work on this requirement, Service Personnel employed by the Contractor must be in possession of the required cards and/or licenses required to perform that duty, such as:

- 1) Canadian Fire Alarm Association (CFAA) Certificate
- 2) Journey Electrician Certification



- 3) Fire Protection Installer certification.
- 4) WHIMIS Training
- 5) Training and knowledge of confined workplace procedures.
- 6) Other related certifications or job safety related training

4.1.1.3. **Mandatory Contractor's Experience and Past Performance**

The bidder must provide evidence to demonstrate it has three (3) recent years' experience and past performance by referencing three (3) similar projects/contracts. The bidder must complete Annex B in order to demonstrate that it has the required experience.

- Recent experience is defined as experience gained from January 2015 up to and including the solicitation closing date.
- Similar is defined as a maintenance service on Systems comparable in size, scope and complexity to the equipment listed in Annex A, Statement of Work.

In the event where the information for any of the projects cannot be confirmed by the client contacts named in the proposal, the proposal will be considered non-responsive and no further consideration will be given to the proposal. If the Bidder submits references in excess of the stated requirement, only the references up to the identified limit of three (3) projects will be assessed. The first three (3) projects listed in the proposal will be considered for evaluation.

4.1.2. **Financial Evaluation**

Blank Prices: Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No Bidder will be permitted to add or change a price as part of this confirmation. Any Bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

4.1.2.1. **Pricing Schedule 1: Firm Price**

Bidders must submit firm all inclusive prices/rates in Annex E, including all necessary tools, services, replacement or repair parts, material, labour and all related costs as detailed in Annex A, Statement of Work.

Parts will be supplied FOB Destination including all delivery charges.

4.1.2.2. **Pricing Schedule 2: Extra Work – As and When Requested**

"Extra Work" will be conducted on an as and when requested basis where charges shall be made for actual labour and repair and replacement parts. Estimated quantity of hours per year for extra work is for evaluation purposes only.

When "As and When" work is requested during the contract period, the contractor must complete and submit the Appendix A - "Cost Estimate Form for Extra Work". Written authorization must be obtained from the Technical Authority prior to conducting any extra work.

Bidders must submit a firm all inclusive Hourly Rates in Annex E (including Overhead, Profit, and all related Costs) and material cost in Canadian funds.



4.1.2.3. Materials

The Extended Price for parts/materials is calculated by adding mark-up to the total estimated expenditure. (Example: Year 1, \$500.00 estimated expenditure; 10% mark-up quoted = $\$500.00 + (\$500.00 \times 10\%) = \$550.00$). The estimated expenditure is for evaluation purposes only.

Parts will be supplied FOB Destination including all delivery charges. The following definitions have been used to arrive at the figures as noted:

- i) **MARK-UP** - The difference between the Contractor's laid-down cost for product and resale price to the Crown. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.
- ii) **LAID-DOWN COST** - The cost incurred by a vendor to acquire a specific product or service for resale to the government. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

4.2. Basis of Selection

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

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and documentation 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, if any certification made by the Bidder is found to be untrue whether 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 with this request will also render the bid non-responsive or will constitute a default under the Contract.

5.1. Certifications Precedent to Contract Award

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

5.1.1 Integrity Provisions

In accordance with the [Ineligibility and Suspension Policy \(http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html\)](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:

- Declaration of Convicted Offences (as applicable)
- Required Documentation

5.1.2. Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the



Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for 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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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.

5.1.3. Additional Certifications Precedent to Contract Award

5.1.3.1. Former Public Servant – Refer to Annex C

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.

5.1.3.2 Education and Experience

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

5.1.3.3 Insurance Requirements

Upon request of the Contracting Authority, the Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex D.

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.

PART 6 - RESULTING CONTRACT CLAUSES

6.1. Security Requirement

- 6.1.1.** The following security requirements (SRCL at Annex "F" and related clauses) apply and form part of the Contract.

The contractor is required to have all persons working on site to be security cleared at the level of Facility Access with Escort, as required, as verified by the Personal Security Unit (PSU) of the Royal Canadian Mounted Police (RCMP).

Only those employees whose names appear on the Contractor's payroll and have met the security clearance requirements will be allowed access to the site of the work

6.2. Statement of Work

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



6.3 Standard Clauses and Conditions

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

Revision to Departmental Name: As this contract is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual **SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.**

6.3.1 General Conditions

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

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of award for a **twenty-four (24) month period.**

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to **two (2) additional twelve (12) month periods** under the same terms and 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 Annex E 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 Contract expiry date. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.4.3 Delivery Points

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

6.5. Authorities

6.5.1. Contracting Authority

The Contracting Authority for the Contract is:

Sandra E. Robinson – Senior Procurement & Contracting Officer
Royal Canadian Mounted Police - Procurement & Contracting Services Unit
Telephone: 780-670-8626
E-mail address: sandra.robinson@rcmp-grc.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 The Technical Authority for the Contract is: (Information will be provided at contract award.)

Name: _____
Title: _____
Telephone: _____
E-mail address: _____



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 Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Site Authority

The Site Authority for the Contract is: **(Information will be provided at contract award.)**

Name: _____
 Title: _____
 Telephone: _____
 E-mail address: _____

The Site Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for providing building and site information. Site Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.4. Contractor's Representative

The Contractor's Representative responsible for general enquiries and delivery follow-up is: (The Contractor's Representative will be identified at Contract Award)

Name: _____
 Telephone No. _____
 Facsimile No. _____
 E-mail address: _____

6.6. Proactive Disclosure of Contracts with Former Public Servants

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

6.7. Payment

6.7.1. Basis of Payment – Firm Prices and Extra Work – As and When Requested

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex E, to a limitation of expenditure of \$_____ **(to be determined at contract award)**. Customs duties are included and Applicable Taxes are extra, if applicable.

a) Firm rates will be paid in accordance with Annex E, Basis of Payment, Price Schedule 1, in monthly payments

b) "As and When Requested" Work:

Any costs incurred for Extra Work will be paid, in accordance with Annex E, Basis of Payment, and the Statement of Work, on an "As and When Requested" basis, after completion, inspection and acceptance of the work performed.



6.7.2. Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$_____ (to be determined at contract award). Customs duties are included and Applicable Taxes are extra, if applicable.
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 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.

6.7.3. SACC Manual Clauses

H1001C (2008-05-12) Multiple Payments

C0705C (2010-01-11) Discretionary Audit

A9117C (2007-11-30) T1204 – Direct Request by Customer Department

6.8. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the monthly maintenance report described in Annex A Statement of Work of the Contract.

Invoices cannot be submitted until all work identified in the invoice has been completed.

The Contractor must distribute the invoices and reports as follows:

The original invoice and one copy of the report is to be e-mailed to the Project Authority identified at 6.5.2.

One copy of the report is to be placed in the Log Book on site.

6.9. Certifications

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 the Province of _____. (*Vendor to Insert the name of the province*).



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) 2010C (2016-04-04) General Conditions - Services (Medium Complexity);
- (c) Annex A Statement of Work
- (d) Annex D Insurance Requirements
- (e) Annex E Basis of Payment;
- (f) Annex F Security Requirements Check List;
- (g) the Contractor's bid dated _____.

6.12. Procurement Ombudsman

6.12.1. Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term or condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

6.12.2. Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [*the supplier or the contractor or the name of the entity awarded this contract*] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

6.13. SACC Manual Clauses

A9068C (2010-01-11), Government Site Regulations - The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

6.14. Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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



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

6.15 Environmental Considerations - Where applicable, suppliers are encouraged to consider the following environment considerations:

Deliverables:

- Provide and transmit draft reports, final reports and bids in electronic format. Should printed material be required, the use of double sided printing in black and white format is required unless otherwise specified by the Project Authority.
- When printed material is requested, the minimum recycled content of 30% is required and/or certified as originating from a sustainably managed forest.
- Recycle unneeded printed documents (in accordance with Security Requirements).

Travel Requirements/Meetings:

- Conducting meetings via telephone, teleconference, and/or video conferencing in order to minimize travel requirements is preferred;
- Contractors are encouraged to access the PWGSC Accommodation directory, which includes Eco-Rated properties. When searching for accommodation, contractors can go to that link and search for properties with Environmental Ratings, identified by Green Keys or Green Leafs that will honour the pricing for contractors.
- Contractors are encouraged to use of public/green transit where feasible.

Shipping Requirements: Where applicable, suppliers are encouraged to:

- Minimize packaging
- Include recycled content in packaging;
- Re-use packaging;
- Include a provision for a take-back program for packaging;
- Reduce/eliminate toxics in packaging.



ANNEX A
Statement of Work
Maintenance Services
Fire Alarm, Fire Protection & Life Safety Systems

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Part 1 General

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- 1.1.1.1. Checking/check: visual observation to ensure the device or systems is in place and is not obviously damaged or obstructed.
- 1.1.1.2. Inspect/inspection: physical examination to determine that the device or system will perform in accordance with its intended function.
- 1.1.1.3. Testing/test: full operation of a device or system to ensure that it will perform in accordance with its intended operation or function.
- 1.1.1.4. Maintenance/maintaining: routine recurring; checking, inspecting, testing & service required to keep the components, sub-systems, systems and integrated systems as identified with Part 3 – Equipment Inventory, in such condition that they may be continuously utilized, at their original or designed capacity and efficiency for their intended purpose.
- 1.1.1.5. Service: to make fit for use, adjust, repair, or maintain in order to keep the equipment identified in Part 3 – Equipment Inventory, in an operational condition as per their original design intent.

1.1.2. Individuals

- 1.1.2.1. The Contractor's employees must be neatly dressed. Identification badges must be worn or carried at all time while on site.
- 1.1.2.2. **Qualified Person**
 - 1) Someone who is in possession of a valid and recognized Canadian University or College Degree, certification, license, manufacture-specific training/certification or professional standing. The University or College must have a provincial or territorial degree-granting status.
 - 2) Someone having the appropriate minimum of two (2) years of experience in the related field.
- 1.1.2.3. **Qualified Electrician**

Someone who is in possession of a valid Certificate of Qualification for a Qualified Electrical Worker in accordance with the Province of Alberta– Safety Services. Qualified Electrical Workers shall be registered with the Province of Alberta – Safety Services before doing any work under this contract.
- 1.1.2.4. **Fire Protection Installer**

Someone who is certified in the trade regulated by the Trades Qualification and Apprenticeship Act. Persons undertaking the work of the fire protection installer have successfully completed the apprenticeship program and are in possession of a valid Certificate of Qualification in accordance with the provincial or territorial law in which the work is to be performed.
- 1.1.2.5. **Fire Alarm Technician:**

Someone who is in possession of a valid Canadian Fire Alarm Association (CFAA) certificate.



1.2. Codes, Standards, Regulation and Requirements.

1.2.1. General

- 1.2.1.1. The Contractor must comply with all Codes, Standards, Regulations and Requirements listed in this section.
- 1.2.1.2. The Contractor must keep within his possession a copy of the most current edition of the applicable Codes, Standards, Regulations and Requirements in force at the time of entering into the Statement of Work for the duration of the Contract.
- 1.2.1.3. In the event that concurrent documentation exists, the most stringent set of Codes, Standards, Regulations and Requirements must apply.

1.2.2. National and /or Territorial Codes

- 1.2.2.1. National and Territorial Building Codes – As they pertain to the installation, verification and maintenance of Fire Alarm and Fire Protection Systems.
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1.2.3. Standards

1.2.3.1. Canadian Underwriters Laboratories Canada (CAN/ULC) Standards

- 1) CAN/ULC – S524 – Standard for the Installation of Fire Alarm System
- 2) CAN/ULC – S536 – Inspection and Testing of Fire Alarm Systems
- 3) CAN/ULC – S37 – Verification of Fire Alarm Systems
- 4) CAN/ULC S561-03 – Alarm System Transmitter Annual Test
- 5) CAN/ULC S561-04 - Inspection Report – Fire System

Please Note: ULC Certification; as part of the ULC Certification there are a few RCMP Detachments that may not meet the criteria of response times by a contractor for responding to a service call within four (4) hours. It is the responsibility of the contractor to request an exemption on that requirement from ULC, and provide an approved alternative response plan.

1.2.3.2. Canadian Standards Association (CSA) Standards

- 1) CSA Z460 – Control of Hazardous Energy – Lockout and other methods
- 2) CSA Z462 – Workplace Electrical Safety (Arch Flash Protection)

1.2.3.3. National Fire Protection Association (NFPA) Standard

- 1) NFPA 10 – Edition 2010 – Fire Extinguisher
- 2) NFPA 14 – Standard for the Installation of Standpipes and Hose systems
- 3) NFPA 20 – Standard for the Installation of Stationary Pumps for Fire Protection



- 4) NFPA 1962 – Standard for the Inspection, Care, and Use of Fire Hose, Couplings, and Nozzles and the Service Testing of Fire Hose

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1.2.5. Environmental Codes, Standards, Regulations and Requirements

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- 1.2.5.2. Fisheries Act (R.S.C., 1985, c. F-14)
- 1.2.5.3. Transportation of Dangerous Goods Regulations (TDGR)
- 1.2.5.4. Waste Management
 - 1) Provincial requirements on Waste Management

1.2.6. Authority Having Jurisdiction (AHJ)

- 1.2.6.1. The RCMP Fire Marshall is responsible for the provision of fire protection services. It is also responsible for the administration and enforcement of Treasury Board Policy, Standards, National Building Code, National Fire Code, and Regulations that cover fire protection under the Canada Labour Code.
- 1.2.6.2. The Departmental Fire Protection Coordinator, which is a senior official designated by the Deputy Head for the purpose of overseeing the implementation of the Fire Protection Standard.
- 1.2.6.3. At the invitation of the Crown, recommendations may be accepted by the local authority having jurisdiction.

1.3. Submittals

1.3.1. Required Permits

1.3.1.1 Electrical Inspection Permits

- 1) The Contractor is responsible to provide electrical inspection permits for the electrical work prior to electrical work taking place. Refer to the National, Provincial or Territorial electrical codes as mentioned in Section 1.2 – Codes, Standards, Regulations and Requirements.
- 2) If an electrical inspection permit is not required, it is the Contractor's responsibility to provide a letter from the Electrical Safety Authority (ESA) confirmation that the contractor is not required to provide electrical inspection permits for the specific work.

1.3.2. Site/Work Specific Implementation Plan

- 1.3.2.1. The Contractor must submit a detailed, site/work specific, implementation plan to the Technical Authority twenty (20) working days prior to the commencement of work as identified in the Contract.
 - 1) The site/work specific, implementation plan must include:
 - a) A detailed specific, inspection schedule.



- b) A detailed work plan and sequence of operation for the annual inspection.
 - c) The site - specific Health and Safety Plan.
 - d) Hazardous Waste Management Plan
 - e) Samples of relevant inspection checklists.
- 2) As part of the site/work specific, implementation plan the Contractor must perform:
- a) A site-specific safety hazard assessment;
 - b) A health and safety risk/hazard analysis for site tasks and operations found within the implementation plan.
 - c) A Hazardous Waste Audit
- 1.3.2.2.** The Technical Authority will review the Contractor's site/work specific implementation plan and provide comments to the Contractor within ten working days after the receipt of plan.
- 1.3.2.3.** The Contractor must revise the site/work specific implementation plan as appropriate and resubmit the plan to the Technical Authority within ten working days after receipt of comments.
- 1.3.2.4.** The Technical Authority's review of the Contractor's detailed site/work specific implementation plan should not be construed as final and does not reduce that Contractor's overall responsibility for providing the personnel required in the implementation plan.
- 1.3.2.5.** The Technical Authority reserves the right to amend the site/work specification implementation plan at any time due to operational requirements and must sign off on all amendments to the plan, in consultation with the Contractor.
- 1.3.3. Site –Specific Inspection Schedule**
- 1.3.3.1.** As part of the site/work specific, implementation plan, and every subsequent year after, the Contractor must submit to the Technical Authority a detailed site-specific, inspection schedule.
- 1) The schedule must include the additional annual requirements as defined in Part 2 – Additional Requirement
- 1.3.3.2.** The Technical Authority's reserves the right to amend the inspection schedule at any time due to operational requirements and must sign off on all amendments to the plan, in consultation with the Contractor.
- 1.3.3.3.** The Technical Authority reserves the right to amend the inspection schedule at any time due to operational requirements and must sign off on all amendments to the plan, in consultation with the contractor.
- 1.3.4. Work Plan and Sequence of Operation for the Annual Inspection**
- 1.3.4.1.** As part of the site/work specific, implementation plan the Contractor must submit to the Technical Authority, a detailed work plan including a sequence of operation for all of the events covered under the annual inspection. This work plan must include but is not limited to:



- a) Lockout-tag out procedures
- b) Site –Specific Electrical Inspection Procedures
- c) Spill Containment Procedures
- d) Quantities of Hazardous Waste Products to be produced during the annual inspection.

1.3.4.2 The Technical Authority reserves the right to amend the Work Plan at any time due to operational requirements and must sign off on all amendments to the plan, in consultation with the Contractor.

1.3.5 Health and Safety

1.3.5.1. Site-Specific Health and Safety Plan

- 1) As part of the site/work specification implementation plan, the Contractor must submit to the Technical Authority their site-specific Health and Safety Plan.
- 2) The Health and Safety Plan must include:
 - a) Results of site-specific safety hazard assessment;
 - b) Results of health and safety risk or hazard analysis tasks and operations found in work plan.
- 3) The Technical Authority's review of Contractor's final Health and Safety plan should not be construed as approved and does not reduce the Contractor's overall responsibility for Health and Safety.

1.3.5.2. Accident Report

- 1) The Contractor must submit to the Technical Authority within twenty-four hours of incident and/or accident reports of incidents and/or accidents that occur during the term of the Contract.

1.3.5.3. Correction – Health and Safety Issues

- 1) The Contractor must provide the Technical Authority within two (2) working days with written report of action to correct non-compliance of Health and Safety issues.

1.3.5.4. Hazardous Material (WHMIS-MSDS)

- 1) The Contractor must submit any and all Workplace Hazardous Material System (WHMIS) Material Safety Data Sheets (MSDS) for Hazardous Materials used on site to the Technical Authority five (5) working days before such material are brought to site.

1.3.6. Inspection Checklists

1.3.6.1. Sample inspection checklists are available from the Technical Authority upon request.

1.3.6.2. The Contractor is responsible for providing and completing the inspection checklists required by the Contract. These inspection checklists must be in conformance with the minimum requirements defined by the applicable Codes, Standards, Regulations and Requirements as per Section 1.2.

1.3.6.3. Additional inspections, checks and tests, as identified in Part 2 – Execution, must also be recorded on the Contractor's checklists.



1.3.6.4. The inspection checklists must be submitted to and approved by the Technical Authority as part of the site/work specific, implementation plan.

1.3.6.5. The inspection checklists must be used to record the work performed at the inspection and must identify the specific tasks undertaken.

1.3.6.6. The completed original inspection checklists must be submitted to the Technical Authority and become the property of Canada.

1.3.7. Building Life Safety Compliance Testing Manual

1.3.7.1. Signature of personnel performing any of the identified checks, inspections or tests as outlined in this Statement of Work must be entered into the Building Life Safety Compliance Testing Manual.

1.3.8. Material Removal Records

1.3.8.1. The Contractor must submit to the Technical Authority within five (5) working days records for all removal from site, for both material designated for alternative disposal and general waste as defined by the Canadian Environmental Protection Act (CEPA) 1999, Hazardous Waste Regulations and other applicable provincial, municipal or territorial legislation.

1.3.9. Reports for Tests, Checks, Maintenance and Service

1.3.9.1. Monthly and Semi-Annual Reports - *Not covered by this contract.*

Please Note: The Detachment personnel are responsible for providing weekly, monthly and semi-annual visual inspections. All modifications or alternations will be the responsibility of the qualified contractor as per the awarded contract.

1.3.9.2. Annual Report

- 1) A detailed and comprehensive signed computerized or hard copy of the annual inspection reports must be submitted to the Technical Authority no later than fifteen (15) working days following the completion of the annual inspection, tests, checks, maintenance and service.
- 2) The Annual Report must also include major and minor deficiencies noted during the inspections, tests, checks, maintenance and service. The following items must be contained with the report:
 - Cite the specific article(s) and sub section(s) of the fire code within the report.
 - Ensure to explain in adequate detail what the deficiency(s) are so the client has a complete understanding.
 - Stipulate what action is required to remedy the deficiencies.
- 3) A log book record must be kept on site to maintain details of who was on site, their trade, what equipment they were working on and/or inspecting and what services were changed or affected by the work.

1.4. General Requirements

1.4.1. Purpose

1.4.1.1. It is the intent of these conditions and Specifications that the work herein described shall be undertaken in every detail designated by the Department.



The maintenance and service of building components, sub-systems and integrated systems is of utmost importance to ensure the successful operation of the installed services and utilities.

1.4.1.2. The maintenance shall not be considered completed until it can be demonstrated to the Technical Authority that the work defined within this Statement of Work has been satisfactorily performed by the Contractor.

1.4.2. Objective

1.4.2.1. The objective of this Statement of Work is to engage a Contractor to provide maintenance services on the Fire Alarm/Fire Protection/Life Safety Systems, to ensure the integrity and uninterrupted performance of the systems as indicated in Part 3 – Equipment Inventory.

It is the intent of these Conditions and Specifications that the work herein described shall be undertaken in every detail designated by the Department.

To check, test, inspect and verify existing fire detection/alarm systems and emergency/exit lighting systems as specified. This may require removing devices that are secured on with pick resistant caulking material. If a device like this is removed, the caulking material must be replaced upon completion of the device being checked. Caulking must be replaced with pick proof epoxy, approval from Project Authority must be received prior to use.

To establish present conditions of the systems and to obtain detailed information for remedial program(s) necessary to upgrade and improve the fire, life, safety and quality of such systems when required.

To perform immediate remedial work on existing fire detection/alarm systems and emergency/exit lighting systems as required to repair such systems to acceptable operating conditions.

To provide, at pre-selected intervals, a program of maintenance/test, inspection services as required to maintain existing fire detection/alarm systems and emergency/exit lighting systems in acceptable operating condition.

1.4.3. Notification

1.4.3.1. An annually approved schedule is required before start of the first test and every subsequent year thereafter.

1.4.3.2. The Technical Authority must be notified a minimum of fifteen (15) working days prior to tentative tests to allow time to make necessary arrangements.

1.4.3.3. The Contractor must ensure that proper notification procedures are in place to avoid false alarms during service, repairs and testing of the equipment identified in Part 3 – Equipment Inventory.

1.4.3.4. The Contractor must ensure that proper notification procedures are in place to avoid any miscommunication. The list of minimum contacts includes but is not limited to:

- Technical Authority
- Monitoring Service
- Fire Department



- Site Security

1.4.3.5. When service or repairs are required, the Technical Authority must be notified and the Fire Alarm/Fire Protection/Life Safety Systems must be temporarily by passed to prevent possible false alarms.

1.4.3.6. The Technical Authority and the local Fire Department must be notified, in writing, of any actions taken to disable the Fire Alarm/Fire Protection/Life Safety Systems.

1.4.4. Operational Requirements

1.4.4.1. The Contractor must provide required maintenance as per Contractual requirements and at the indicated frequency, inclusive of the manufacturer's recommendations to maintain the equipment at its original performance level to provide trouble-free operations.

1.4.5. Extra Work – As and When Requested

1.4.5.1. The equipment inventory identified in Part 3 – Equipment Inventory must be inspected and maintained as described herein. All additional parts and labour required to effect repair to this equipment will be at extra cost to Canada.

1.4.5.2. For any repairs associated with the Equipment Inventory, the Contractor must submit to the Technical Authority for review, within twenty – four hours, a comprehensive part & labour cost summary and the reason for repair(s). If the request is deemed fair and reasonable by the Technical Authority, compensation will be provided to the Contractor as per the Extra Work – As and When Requested Pricing Schedule 2 in the Contract. The proposed repairs must not proceed without prior consent in writing from the Technical Authority.

1.4.5.3. While the Contractor is on site, deficiencies discovered that can be repaired with available material from the Contractor's stock must be billed as per the As and When Requested Work Pricing Schedule 2 in the Contract. The approval to proceed with this corrective work can only be authorized by the Technical Authority.

1.4.5.4. Components used to repair or replace existing system components must be new, compatible with the existing inventory, Canada Underwriters Laboratories of Canada(ULC) and/or Canadian Standards Association(CSA) listed and must comply with the applicable provisions of the codes, standards, regulations and requirements identified in Section 1.2 – Required Codes, Standards, Regulations and Requirements.

1.4.5.5. The Contractor is to identify modifications or improvements to the equipment or system(s) that will enhance equipment serviceability, life expectancy and/or efficiency. The Contractor must submit an estimated cost of the repairs based on the 'As and When Requested Work' Pricing Schedule 2 in the Contract.

1.4.6. Building Access Hours

1.4.6.1. Regular, Silent and Weekend Building Working Hours

- 1) Regular working building hours are from 08:00 – 16:00 (times may vary by location), Monday to Friday
- 2) Silent building hours are from 16:00 to 08:00, Monday to Friday
- 3) Weekend building working hours are from 08:00 – 16:00 (times may vary by location), Saturday & Sunday



1.4.6.2. Inspections, Maintenance, Testing and Service

- 1) The maintenance as defined by this Statement of Work must be carried out as such a time as to not inadvertently interfere with the operation of any equipment within the building (e.g. cause the shut-down of the computers or any other integrated building systems.)
- 2) Disruptive tasks include audible signals, testing of ancillary functions, or other tests and services identified by the Technical Authority.

1.4.6.3. Testing

- 1) Testing required by this Contract must only take place during regular building hours.

1.4.6.4. Service

- 1) Service required by this contract must only take place during regular building hours.

1.5. Responsibilities

1.5.1. Completion of the Statement of Work

- 1.5.1.1.** The Contractor must have the complete operational and adjustment procedures of the manufacturer for the equipment concerned, including direct access to the manufacturer's technical support services and service bulletins.

1.5.2. Negligence on the Part of Canada and Other Parties

- 1.5.2.1.** The contractor is not required, as part of his Statement of Work, to make renewals or repairs necessitated by reason of the negligent operation or misuse of the equipment by Canada or other parties or by reason of any other cause beyond the Contractor's control.
- 1.5.2.2.** The Contractor must notify the Technical Authority by telephone within an hour and subsequently to follow up with a written report by fax or email within twenty-four hours of any negligent operation or misuse of the equipment by Canada and other parties. The Contractor may be required to make repair or replace components necessitated by such occurrence at extra cost.

1.5.3. Documentation

- 1.5.3.1.** It is the responsibility of the Contractor to document the tasks and activities associated with maintenance, service and repairs as identified within the Statement of Work.
- 1.5.3.2.** The documentation as a result of the above is to be provided to the Technical Authority in accordance to the procedures identified within Section 1.3 – Submittals.
- 1.5.3.3.** Checks, tests, maintenance and service must be documented as identified within this Statement of Work and must be demonstrated as being correct and complete to the satisfaction of the Technical Authority.



1.5.4. Health and Safety

- 1.5.4.1.** Site Specific Health and Safety Plan: See Section 1.3 – Submittals
- 1.5.4.2.** It is the responsibility of the Contractor to ensure the health and safety of persons on site, safety of property on site and protection of persons adjacent to the site and environment to the extent that they may be affected by conduct of work.
- 1.5.4.3.** It is the responsibility of the Contractor to comply with and enforce compliance by employees with safety requirements of the Statement of Work documents, applicable Federal, Provincial, Territorial and local statutes, regulations, ordinances, and with site – specific Health and Safety Plan.
- 1.5.4.4.** It is the responsibility of the Contractor to comply with the Canada Labour Code Part II, and the associated Canada Occupational Health and Safety Regulations.
- 1.5.4.5.** It is the responsibility of the Contractor to comply with the National Building Code and Fire Codes.
- 1.5.4.6.** It is the responsibility of the Contractor to remove from the site any person employed on the site by the Contractor that, in the opinion of the Technical Authority, is a security risk, has been conducting himself improperly or has violated the requirements of the site specific Health and Safety Plan. The Contractor must replace the removed individual with another individual with the same mandatory qualifications within twenty – four (24) hours.

1.5.5. Work Alone Policy

- 1.5.5.1.** As per the Mandatory Security requirements, all vendors must be escorted at all times while in any of the facility attached to this requirement. It is the responsibility of the Contractor to ensure that an escort is to be provided by Canada during any job function. The Contractor must coordinate with the Technical Authority for arrangements of any escort for each visit. If no escort is available, work must not proceed.

1.6. Summary of Work

1.6.1. Inclusions of the Statement of Work

- 1) Verify accuracy and correct if required, RCMP inventory of Fire Alarm and Emergency Lighting Equipment.
- 2) Supervised systems - test system circuits for faults, shorts, and grounds including removal (or disconnect) or operating components to confirm functional features are in order. Correct/repair as necessary.
- 3) Circuit polarities - check and identify where polarities have not been observed. Correct/repair as necessary.
- 4) System wiring conductors - check conductor terminations at all equipment and each device. Record type of terminations (terminal strips/joints, etc.) and type of workmanship. Correct repair as necessary.
- 5) Equipment examination - inspect all equipment for field modifications which may not comply with governing code regulations. Record/report all items which do not comply in writing to Authorized Representative.



- 6) Equipment labels - inspect/ensure all equipment for ULC/CSA labels as applicable to equipment involved. Record/report all such items which are not in compliance in writing to Authorized Representative.
- 7) Each and every smoke detector, thermal detector, duct detector, signal bell, resistor, fire phone, speaker, annunciator and any other component in the system will be identified by zone and component numbers. Numbers will be printed on sticker type identification labels which will be attached to each and every component existing in the system.
- 8) Numbering system will be prepared in a manner so as to identify the zone for each specific component in addition to a component identification number.
- 9) Label system control panel with a dated "Certificate of Verification" attached on the outside of the "Main" panel cover.
- 10) Certificate will include Contractor's name, address, emergency service telephone number and two (2) names of technical staff responsible for and assigned to the specific system involved.
- 11) Label shall be attached to the control panel after final acceptance of system verification tests as instructed by the Authorized Representative.

1.6.1.1. Work Procedures

All procedures listed herein shall be expedited under the direct control of the Contractor's supervisor. Procedures listed include conditions applicable to a variety of types of fire alarm systems and equipment and combinations thereof which are in existence at the various sites. Contractor shall apply the specific procedure as applicable to each system involved.

(a) **Manual Stations** (pull type and/or key operated):

Remove each and every station in the system for wiring/connections inspection, check for the component damage, check mechanical/ electrical condition, initiate actual alarm from each station to control panel. Check/test and record zones on annunciators (or codes on recorders), operation of smoke door holders, operation of fan shutdown circuit(s), operation of alarm signals, operation of electric door locks, operation of visual alarm indicators, external supervisory circuit to supervisory facility and auxiliaries/accessories as may be existing and applicable to the specific type of system involved. Contractor will prepare all audible signals for "silent test" for the initial individual station check out - all stations shall be replaced and reconnected and all signal devices shall be set up for audible alarm condition for the final check out(s) of the system.

(b) **Automatic Alarm Initiating Detector** - (fixed temperature/fixed temperature rate of rise/area smoke detectors/in duct smoke detectors/flame detectors):

Remove each and every detector in the system for wiring/connections inspection, check for component damage, check mechanical/electrical condition/initiate actual alarm for each detector to control panel. Check/test and record zone(s) on annunciators (or codes on recorders), operation of smoke door holders, operation of fan shutdown circuit(s), operation of alarm signals, operation of electric door locks, function of visual alarm indicators, external supervisory circuit(s) to supervising facility and auxiliaries/accessories as may be existing and applicable to the specific type of system involved.



Contractor will prepare all audible alarm signals for “silent test” for the initial individual detector check out.

Each detector shall be tested at its specific connection point by simulating its intended function for alarm initiation - open or close circuits at heat detectors points - generate smoke at smoke detectors (adjust sensitivity - where existing - on detectors as may be directed) - controlled open flame at flame detectors and other specific method or combination thereof as per system manufacturer’s recommendation and as per code requirements.

Detectors located in hazardous areas shall be de-energized, removed and tested outside the area.

Pick resistant caulking will have to be removed from detectors located in cell or interview rooms and replaced with a new application once testing is completed. If there is no caulking on a device prior to testing, it should be applied after testing at no additional cost to the RCMP.

Osculation and ionization type smoke detectors shall be vacuumed/cleaned and sensitivity adjusted where necessary/possible. Detectors with calibration features shall be instrument calibrated to the manufacturer’s specifications.

Check sampling tubes for in duct smoke detectors for obstruction by foreign matter. Clean and reset.

Products deemed harmful to the function of smoke detectors shall not be used for testing such detectors. Smoke detectors damaged in any manner due to the use of unapproved testing products shall be replaced by the Contractor at no cost to the Department.

All inoperative smoke detectors removed from a building/system shall be disposed of by the Contractor in a manner as directed by the Authorized Representative.

(c) **Door Holders:**

Remove each and every door holder (floor or wall mounted), for wiring/connections inspection, check for component damage, check mechanical/electrical condition.

Check/test continuity of door holder circuitry through to system control panel. Replace and connect holders, set relative doors in open position for final system check outs. Holders located in door hardware shall be identified as to manufacturer, checked for approval label and check/tested for circuit continuity and operation of same as described for floor or wall mounted units. Make any adjustments to holders as may be necessary to maintain proper degree of door opening position. Check/test “hold open” capacity of each holder in the system, make adjustments to hardware as may be necessary to maintain proper degree of door opening position at each smoke separation point in the building.

(d) **Alarm Signals (all types):**

Check/test each and every alarm unit in the system for audible/mechanical or visual function in conjunction with the operation of alarm initiating devices in the system. Where possible, audible alarm signals shall be tested in “silent test” position during the complete test stage. When completed, alarm signals shall



be positioned to audible alarm condition and all alarm signals sounded by activating devices in the system. Replace all inoperative lamps in all visual alarm signals.

(e) Fire Detection/Alarm Annunciators (Main and remote):

Check/test all zone indicators in all annunciators in the system relative to the specific alarm initiating circuits operated in the course of the maintenance/service inspection, including trouble circuit components, status indicators, and lamp test features.

Check/test supervisory circuits as may be existing, replace all deficient lamps in each annunciator. Tests shall include a check out of zone comparatives between the control panel and all annunciators. Record the specific zones included in each test for filing in the "Permanent Service/Maintenance Records".

(f) Fire Detection/Alarm Control Panels:

Check/test panel for correct zone reception and indications relative to the specific alarm initiating circuits operated in the course of the maintenance/service inspection and including zone comparatives between panel and all annunciators in the system.

Check/test supervisory circuits, status indicators and external supervisory circuits where applicable, and trouble indicator components and accessories as existing.

Instrument check end of line resistors and set balancing resistors as required. Record specific zones included in each test for filing in the "Permanent Service/Maintenance Records".

(g) Fire Detection/Alarm Power Supplies:

Check /test power supply(s) from the control panel(s) through to each relative energy source for the system. Test circuit(s) continuity, voltage characteristics, supervisory/alarm facilities and status indicators, as applicable. Test emergency generator power to system as may be arranged by Authorized Representative.

Check/test D.C. battery power supply, relative charging and supervisory circuits, simulate normal power failure and transfer to D.C. power source. Test D.C. supply capacity (capacity required equals system power for 2 hours plus 5 minute alarm operation).

Record/report immediately any battery facility where voltage under maximum load conditions reaches minimum rated discharge.

(h) Voice Communication System Speakers:

Check/test each and every speaker unit in the system where available for audio performance and range capability.

Test supervisory circuits through to control panel, speaker zoning functions and timing.



(i) **Voice Communication System Fire Phones:**

Check/test each and every fire phone in the system where available for paging function to speakers, continuity of circuits to other fire phones for point to point two way voice communication.

Check/test phone supervisory circuits including signal silencing operations and timing including area zoning functions.

(j) **Voice Communication System Control Panel:**

Check/test panel supervisory circuits, status indicators, power supply, continuity of speaker and fire phone circuits including relative functions and zoning. Test function of signals silencing operation, override and timing. Test audio amplifiers under maximum loading, including D.C. supply function and capacity (rated load cycle as per ULC standard S524-1978). Record/report immediately any battery facility where battery capacities are inadequate.

(k) **Smoke Dampers/Fan Units:**

Check/test all control circuits and "off" functions from the control panel through to each damper and fan unit connected to the system. Restore all dampers and fan units to normal status, "open" or "on" at completion of test.

(l) **Emergency/Exit Lighting:**

Record brand name and model number, system wattage and voltages on initial analysis sheet if not already listed. Check for physical damage to exterior of unit (test switch, pilot lamp, lamps or unserviceable heads etc.). List any defects. Open units; check tightness and cleanliness of battery terminals and/or all wiring terminations, check for unserviceable lamps, etc. Clean tighten and grease (if wet cell type) as required. Check fluid level in all batteries. Record any markings on battery and any physical damage. Record battery voltages and list at FLOAT VOLTAGE. Remove AC power to units. Check to ensure lighting load remains on the record battery voltage at end of 5 minute interval.

Compare battery voltage with discharge industry. Chart specifications and evaluate whether replacement or corrective action is warranted. Attach battery simulator into charger circuit; measure charger float voltage and record. If setting is out of tolerance, reset charger output by adjustments as required, Re-apply AC power to unit and verify that the charger light turns on bright and lamps turn off. Test all options (if applicable) and list and indicate any failures.

(m) **Maintenance/Test Inspection Acceptance Procedures:**

Refer to paragraph "P" "Corrective Procedures" for additional requirements prior to expediting acceptance procedures.

Submit a documented and itemized record/report in typed form of all work performed on each specific fire alarm system in compliance with requirements described in Section C 3.00 paragraph 1 "Work Procedures", all of which shall be prepared for inclusion in the "Permanent Service/Maintenance Records" files. Provide and attached to the control panel an "Inspection" tag prepared on hard paper material listing: "date of the inspection"; "system inspector"; and "witnessed by" in index form. Tag size sufficient for twelve (12) inspections. Fill in necessary information on tag, after each accepted inspection. "Inspection tag(s) shall also be filled in after any/each emergency service call.



(n) **Corrective Procedures:**

Expedite total work and requirements as described in these documents and perform all operations/checks/tests, etc. in compliance with "Work Procedures" and to all applicable code regulations. Repair/replace/install/wire and connect all defective equipment/materials and components for each fire detection/alarm system as required to retain and maintain the existing systems in approved and operative condition for the duration of the contract period.

Supply and install all new lamacoid signs, directories, zone identification, labels, lamps, tags and miscellany as indicated.

Repair all faulty connections at all equipment, components and terminal points to approved conditions. Upgrade wiring standards in any and all control panels and annunciators where poor workmanship exists. Provide approved and proper terminal/circuit identification tags as an assist to continuing maintenance in the systems.

Clean/duct/vacuum all relay contacts and other component parts essential to system function and including annunciator, control and other cabinet panels, etc.

(o) **Work Not Included:**

Access to "locked" areas, elevator shafts and/or "off limit" areas where system components require servicing. Use of building elevators where such exist. Contractor shall give RCMP Property Management adequate notice of his "intent of service" and receive confirmation that such services are available prior to proceeding with the work. Failure to do so may result in a repeat work procedure at the site which may be performed at no additional cost to the Department.

During normal maintenance inspections the following system components and materials which prove defective will be identified and negotiated per Schedule "B & C". Control relays, P.C. boards. "Area" or "in-duct" smoke detectors. Door holders and door locks. System D.C. battery power supplies and/or relative charger units. All defective automatic detectors, manual stations, and bells which cannot be suitably repaired. Whenever possible, such items as smoke detectors and D.C. battery power supplies and charger units will be immediately installed, wired and connected by the Contractor during the course of work. Parts and labor from Contractor shall be guaranteed in writing by the Contractor for a period of twelve (12) months from the date installed.

(p) **System Review**

The Contractor will list all defects and remedial action taken in the expedition of work for each fire detection/alarm system included in the contract. All such lists will be submitted in a clear legible form. The Contractor will in addition provide a separate list for each system which would include a general summary of system deficiencies which may be encountered on site.

1.6.1.2. Labour

- 1) The labour for all inspections, testing, cleaning, maintenance, services and contract administration expenses must be provided by the Contractor at no extra cost to Canada



- 2) The labour for emergency calls must be provided by the Contractor as per Sub-Section 1.4.3 – Emergency Calls are on a 7 days a week / 24 hours a day basis.

1.6.1.3. Tools, equipment and services

- 1) The Contractor must furnish all necessary Personal Protection Equipment (PPE), tools, equipment, and services necessary to execute the tasks and activities required for the maintenance, service and repair of the equipment identified in Part 3 – Equipment Inventory.

1.6.1.4. Consumable Material

- 1) The Contractor must provide all necessary consumable materials required for the maintenance and service of the equipment as identified in Part 2 – Execution. This includes but is not limited to:
 - Pilot lights
 - Fuses
 - Cleaning material
 - Light bulbs
 - Caulking

1.6.2. Schedule

- 1.6.2.1.** The vendor must contact the Project Authority, identified within the contract by phone or email, within fifteen (15) business days of contract award, to set up an inspection schedule.

1.6.3. Hazardous Waste Management Plan

1.6.3.1. General

- 1) The Contractor must comply with the Canadian Environmental Protection Act and applicable Provincial and Territorial Codes, Standards and Requirements as per Section 1.2 – Required Codes, Standards, Regulations and Requirement, including local hazardous waste management programs.
- 2) The Contractor must conduct a hazardous waste audit to determine the hazardous waste generated during maintenance, service or repair activities over the duration of the Contract, and prepare a written hazardous waste management plan as part of the Site/Work Specification Implementation Plan under Section 1.3 – Submittals. The hazardous waste audit must include steps regarding the discharge of dechlorinated fire protection water as included in sub-sections 1.2.5 – Environmental Codes, Standards, Regulations and Requirements and 1.3.4 - Work Plan and Sequence of Operations.
- 3) All maintenance personnel must be fully briefed on the hazardous waste management work plan and must be required to conform to it for all aspects of the work. The Contractor shall be responsible for the enforcement of this requirement. The Technical Authority reserves the right to require the dismissal from the site of personnel who fail to comply with the requirements of the hazardous waste management plan.



1.6.3.2. Scheduling

- 1) The Contractor must coordinate the work involving hazardous waste with other activities at site to ensure timely and orderly progress of the work.

1.6.3.3. Execution of Work

- 1) Hazardous waste includes but is not limited to:
 - Batteries
 - Smoke detectors
- 2) Hazardous waste materials must be handled in accordance with the appropriate Codes, Standards, Regulations and Requirements as identified within Section 1.2 – Codes, Standards, Regulations and Requirements.
- 3) The Contractor must clean up work area as work progresses.
- 4) The Contractor must remove tools on completion of work, and leave work areas in clean and orderly condition.
- 5) Mechanical and electrical equipment, sub – systems and systems must be protected from damage and blockage.

1.6.3.4. Health and Safety

- 1) **Unforeseen Hazard**
 - a) When an unforeseen safety – related factor, hazard, or condition occurs during performance of the work, the Contractor has the right to follow procedures in place for Employee's Right to Refuse Work, in accordance with Acts and Regulations of the Province having jurisdiction. The Contractor must immediately advise the Technical Authority verbally and in writing within twenty-four hours.
- 2) **Correction of Non-Compliance by the Contractor**
 - a) Immediately address Health and Safety non-compliance issues identified by the authority.
 - b) Provide the Technical Authority with written report of action taken to correct non-compliance of Health and Safety issues as identified in Section 1.3 – Submittals
 - c) The Technical Authority may stop work if non-compliance of Health and Safety regulations is not corrected.
- 3) **On-Site Contingency and Emergency response plan**
 - a) The Contractor must comply with standing emergency plan for the site where the work is being performed.



1.6.4. Disposal of Waste

1.6.4.1. Burying of rubbish and waste materials by the Contractor is prohibited.

1.6.4.2. Disposal of waste, volatile materials, mineral spirits, paint thinners or petroleum products into waterways, storm or sanitary sewers is prohibited as outlined in 1.2.5 – Environmental Codes, Standards, Regulations and Requirements.

1.7. Work Restrictions

1.7.1. Use of Site and Facilities

1.7.1.1. Work must be done with the least possible interference or disturbance to normal use of premises. Arrangement with Technical Authority must be made to facilitate work.

1.7.1.2. The Contractor must maintain security measures established by the existing facility and as approved by the Technical Authority.

1.7.2. Maintenance of Existing Services

1.7.2.1. The Contractor must provide the following in order to maintain existing building services:

- 1) Safety barricades, signage and all precautionary measures required to assure the continued use to building access and services.
- 2) Where building security is reduced by the work, temporary means of maintaining security must be provided i.e. posting a person or persons to monitor entry to the building.

1.7.3. Interruption of Building Services

1.7.3.1. The Contractor must notify the Technical Authority fifteen days prior to intended interruptions of services and obtain written permission before being work.

Part 2 Execution

2.1. General

2.1.1. Performance

2.1.1.1. All work must be performed in accordance with applicable Federal, Provincial or Territorial building, fire and electrical codes as identified in Section 1.2 – Codes, Standards, Regulations and Requirements.

2.1.1.2. The Contractor must execute such work in a careful and workmanlike manner.

2.1.1.3. Each component, sub-system, system and integrated system associated with the Emergency Electrical Power Supply Systems as identified within Part 3 – Equipment Inventory, must be checked, inspected and tested as per Section 1.2 applicable Codes, Standards, Regulations and Requirements. This may require removing devices that are secured on with pick resistant caulking material. If a device like this is removed, the caulking material must be replaced upon completion of the device being checked.



2.1.2. Scheduling and Planning

2.1.2.1. Maintenance Implementation Strategy

- 1) The Contractor must review the maintenance implementation strategy and planning carefully with the Technical Authority. The Contractor must provide the Technical Authority with a detailed maintenance implementation strategy schedule as per Section 1.3 – Submittals.

2.1.2.2. Inspection, Checks and Tests

- 1) Daily, weekly inspections, monthly, quarterly and semi-annual checks and tests to be performed by others, unless they coincide with an annual inspection.
- 2) The annual inspections, checks and tests shall include the daily, weekly, monthly, quarterly and semi-annual inspections, checks or tests.

2.1.3. Inspection Closeout Tasks

2.1.3.1. The Contractor must restore the systems as identified in Part 3 – Equipment Inventory to the operational state as recorded prior to the commencement of the scheduled checks, inspections and tests included in this Statement of Work.

2.1.3.2. Normal Situations

- 1) At the conclusion of a test, the following shall be ensured:
 - a) Primary power indication lamp is on;
 - b) System trouble signal and indicator is off;
 - c) Control panel is locked;
 - d) AC power switch enclosure (where applicable) is locked;
 - e) All components of the system, including ancillary and auxiliary devices, are reset or returned to the normal standby mode;
 - f) The appropriate Fire Department and remote monitoring station are notified that the work undertaken as part of this Contract is completed.

2.1.3.3. Abnormal Situations

- 1) The Contractor shall restore the systems as identified in Part 3 – Equipment Inventory to the operational state as recorded prior to the commencement of the scheduled checks, inspections and tests included in this Contract.

2.1.4. Personnel on Site

2.1.4.1. Electrical Work

Electrical work must be performed by qualified electrician(s), as per Section 1.1 – Definition CHANGE



2.1.4.2. Annual Inspection Required Personnel

- 1) Personnel required for the annual inspection:
 - a) One qualified person must have a valid CFAA certificate.
 - b) One qualified person must have a valid Fire Protection Installer certification.
 - c) Provide any other additional qualified persons to complete the work required.
 - d) If the contractor has employees who are trained on more than one system, the contractor can reduce the number of employees required to attend the annual up to a minimum of one employee.

2.1.4.3. Additional Requirements

- 1) The checks, inspections, tests, maintenance and service must include but must not be limited to the additional requirements listed in the sections following and must involve all of the verification and test procedures recommended by the Manufacturer.

2.2. Fire Alarm Systems – with or without Emergency Voice Communication Capabilities

2.2.1. Performance

- 2.2.1.1.** Each component, sub-system, system and integrated system associated with the Fire Alarm, Fire Protection and Life Safety Systems as identified within Part 2 – Execution, must be checked, inspected and tested as per the applicable Codes, Standards, Regulations and Requirements in Section 1.2.

2.2.2. Additional Requirements

2.2.2.1. Annual Requirements

- 1) **Control Unit or Transponder and Display and Control Center (DCC)**
 - a) The Control Unit(s) or Transponder(s) and DCC(s) must be inspected, tested and verified to ensure that all audio amplifiers and associated supervisory circuits have their output wattages measured and recorded to ensure they are operating within the manufacturer's specifications for that system.
- 2) **Circuits Using Fire Alarm System Power**
 - a) The tests must be conducted to determine that the field devices at the electrically furthest point from the power source in every circuit receives rated operating power as per rated electrical characteristics in accordance with the manufacturer's specification.

2.3. Battery Powered Emergency Lighting

2.3.1. Performance

- 2.3.1.1.** The components, sub systems, systems and integrated systems that make up the Battery Powered Emergency Lighting identified within Part 2 – Execution must be checked, inspected and tested once during each Contract year.



2.3.2 Additional Requirements

2.3.2.1 Annual Requirements

- 1) Emergency lighting units and exit lights are to be disconnected from normal AC-power and tested for a period of time as defined in the relevant Codes, Standards, Regulations and Requirements identified in Section 1.2.
- 2) The Contractor must ensure the following:
 - a) Verify battery voltage prior to 120 volt AC disconnection.
 - b) Verify battery voltage when 120 volt AC is disconnected, and ensure changeover to VDC (as applicable).
 - c) Verify proper changeover from normal to battery power ensure that all heads are operating and aligned as to provide adequate light in intended area.
 - d) Verify battery terminal voltage at the end of the test, before restoring normal power. Recording the results in the report.
 - e) Verify that voltage 120 volts AC is restored to unit and changeover to VDC has occurred.
 - f) If it is discovered that the battery voltage drops to below 85% of its rated capacity, the Contractor is to notify the Technical Authority immediately in writing.

Part 3 Equipment Inventory

3.1 General

3.1.1 Inventory

- 3.1.1.1** Please see Appendix A, attached as a separate document, for a list of minimum number of components included in this Statement of Work. Please note inventory is deemed as accurate as possible.

3.2 Government of Canada Building

3.2.1 Building Information

Please refer to Appendix A, attached as a separate document.

3.2.2 Fire Alarm and Emergency Lights System per location:

Please refer to Appendix A, attached as a separate document.



**APPENDIX A
FIRE ALARM AND EMERGENCY LIGHTING SYSTEM MAINTENANCE / TEST INSPECTION
Locations & Systems**

LOCATION: NORTH SERVICE AREA	Fire Alarm System as Specified Emergency Lighting varies per location ** addressable panel	Fire Alarm Yes - Cert issued No - corrections required	Emergency Lighting Yes - Cert issued No - corrections required
Churchill Det.	GE EST3 Multi zone **		
Cranberry Portage Det.	Mircom FA-1008K		
Cross Lake Det.	Mircom FA-1008KA		
God's Lake Narrows Det.	Edwards EST QuickStart **		
Grand Rapids Det.	Mircom FA-1008K		
Island Lake Det.	FACP 120V30		
Lynn Lake Det.	Mircom FA-301-8LW		
Moose Lake Det.	GE-EST 10500 (GC)		
Norway House Det.	GE-EST 10500 (GC)		
Oxford House Det.	Edwards EST-6616 multi-zone		
Pukatawagan Det.	Simplex 4010 **		
Shamattawa Det.	Edwards 6616 multi-zone		
Snow Lake Det.	Main – Mircom FA-1008KA Cell – GE-FSP302G		
St. Theresa Point	Mircom FA-202A		
The Pas Det.	Mircom FA-1008K		
Thompson Air Hanger	Mircom FA-204		
Wabowden Det.	Mircom FA-204E multi-zone		



LOCATION: EAST SERVICE AREA	Fire Alarm System as Specified Emergency Lighting varies per location ** addressable panel	Fire Alarm Yes - Cert issued No - corrections required	Emergency Lighting Yes - Cert issued No - corrections required
Altona Det.	Mircom FA-1008K		
Arborg Det.	Edwards EST 1-2Z6 multi-zone		
Ashern Det.	Mircom FX-2003-6A		
Beausejour Det.	Edwards 1527 single-zone		
Emerson Det.	Mircom FA-204E		
Falcon Lake Det.	Edwards EST 1-2Z6 multi-zone		
Fisher Branch Det.	Mircom FA-1008K		
Gimli Det.	GE Edwards FSP-1004		
Grand Marais Det.	Edwards EST1-2Z6		
Gypsumville Det.	Simplex 4010ES		
Headingley Det,	Edwards EST1 -2Z6 single-zone		
Lac du Bonnet Det.	Main – Mircom FA-1008KA Cell - Mircom FA-204E		
Little Grand Rapids Det.	GE QS4-CPUZ		
Lundar Det.	Mircom FA-1008K		
Morris Det.	Mircom FA-1008K		
Oakbank Det.	Main – GE FSP1004G Cell - GE FSP 203G		
Powerview Det.	Simplex 4008		
Selkirk	Edwards EST2 **		
Sprague Det.	Edwards EST 1-2Z3C		
St. Pierre-Jolys Det.	Main - GE FSP 502G Cell – GE FSP 302G		
Steinbach Det.	Main - Mircom FA 301-8LW Cell - GE FSP 506G		
Stonewall Det.	Main - Mircom FA1008K Cell – Edwards FA-101T		
Teulon Det.	Mircom FA-101A		
Whitemouth Det.	Edwards 1527 single-zone		
Winnipeg Air Hanger	Edwards 2280 multi-zone		
Winnipeg Lorimer Warehouse	Mircom FX-2001-6K		
Winnipeg Vehicle Storage	Mircom FX-2000 **		



LOCATION: WEST SERVICE AREA	Fire Alarm System as Specified Emergency Lighting varies per location ** addressable panel	Fire Alarm Yes - Cert issued No - corrections required	Emergency Lighting Yes - Cert issued No - corrections required
Amaranth Det.	Admin – Edwards Fireshield Cell - FA 101A single-zone		
Boissevain Det.	Edwards 6601 Single-zone		
Brandon (Blue Hills)	Edwards FS-305		
Carberry Det.	Mircom FA 1008K		
Carman Det.	Admin - Edwards 6616 Cell - Mircom FA-102		
Crystal City Det.	Mircom FA-101A		
Dauphin	Edwards EST-2 Series **		
Deloraine Det.	No FA Panel at this location		
Elphinstone Det.	No FA Panel at this location		
Gladstone Det.	Mircom FA-101T		
Grandview Det.	Mircom FA- 1025A multi-zone		
Hamiota Det.	No FA Panel at this location		
Killarney Det.	Edwards EST 1-2Z3 multi-zone		
Manitou Det.	Mircom FA-204E multi-zone		
McCreary Det.	Mircom FA-1025 multi-zone		
Melita Det.	No FA Panel at this location		
Minnedosa Det.	Mircom FA-1008KA		
Morden Det.	GE Quickstart QS-C-CPU-2		
Reston Det.	No FA Panel at this location		
Roblin Det.	Mircom FA-101A single zone		
Rosburn Det.	Mircom FA-204E multi-zone		
Russell Det.	Mircom FA-204E multi-zone		
Shoal Lake Det.	EST1-2Z3 multi-zone		
Souris Det.	Edwards 1527 single-zone		
Ste. Rose du Lac Det.	Admin - Edwards FS-502 Cell - Mircom FA-1025A		
Swan River Det.	Mircom Model FA - 1025A		
Treherne Det.	Mircom FA-101T single zone		
Virden Det.	Admin – Mircom 1527 Cell - Mircom 2280		
Wasagaming Det.	Mircom FA-204E multi-zone FA-101T single zone		
Winnipegosis Det.	Edwards EST1-2Z6		



LOCATION: PATROL CABINS	Fire Alarm System as Specified Emergency Lighting varies per location ** addressable panel	Fire Alarm Yes - Cert issued No - corrections required	Emergency Lighting Yes - Cert issued No - corrections required
Berens River	Mircom FA-101A Single Stage		
Bloodvein	Simplex 4008		
Brochet	Mircom FA-204 multi-zone		
God's River	No FA Panel at this location		
Ilford	No FA Panel at this location		
Lac Brochet	Mircom FA-204 multi-zone		
Pauingassi	No FA Panel at this location		
South Indian Lake	Mircom FA-1025A multi-zone		
Split Lake	No FA Panel at this location		
Tadoules Lake	Mircom FA-204E multi-zone		
York Landing	Mircom FA-202 multi-zone		



**ANNEX B
MANDATORY TECHNICAL CRITERIA**

Mandatory Employee Experience and Past Performance -

To carry out the work on this requirement, the contractor must provide qualified personnel:

- **to work Fire Alarm system**
- **to work on Emergency Lighting Systems**

(either one to work on each or 2-3 individuals, as long as the 3 disciplines are covered)

In the event where the information for any of the service personnel cannot be confirmed by the client contacts named in the proposal, the proposal will be considered non-responsive and no further consideration will be given to the proposal.

A copy of the Mandatory Card and Licencing Documentation listed in Section 4.1.1.2 must be included with the bid for each service personnel listed below.

Refer to PART 3 & 4 - BID PREPARATION INSTRUCTIONS & EVALUATION PROCEDURES

Fire Alarm System		
Name of Service Personnel: _____		
Name of client organization or Company:	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____
Name and title of client contact who can confirm the information presented in the proposal:	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact:	Phone #: _____ E-mail: _____	Phone #: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day):	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)



Emergency Lighting System		
Name of Service Personnel: _____		
Name of client organization or Company:	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____
Name and title of client contact who can confirm the information presented in the proposal:	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact:	Phone #: _____ E-mail: _____	Phone #: _____ E-mail: _____
Performance period of the project or contract (indicate year, month , day):	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)



Contractor's Experience and Past Performance

The bidder must provide evidence of its recent experience and past performance by referencing three (3) similar projects/contracts. The bidder must complete the following form in order to demonstrate that it has the required experience.

In the event where the information for any of the projects cannot be confirmed by the client contacts named in the proposal, the proposal will be considered non-responsive and no further consideration will be given to the proposal. If the Bidder submits references in excess of the stated requirement, only the references up to the identified limit of three (3) projects will be assessed. The first three (3) projects listed in the proposal will be considered for evaluation.

Refer to PART 3 & 4 - BID PREPARATION INSTRUCTIONS & EVALUATION PROCEDURES

	PROJECT/CONTRACT REFERENCE # 1	PROJECT/CONTRACT REFERENCE # 2	PROJECT/CONTRACT REFERENCE # 3
Name of client organization or Company:	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____	Project/Contract Reference #3: _____
Name and title of client contact who can confirm the information presented in the proposal:	Name: _____ Title: _____	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact:	Phone #: _____ E-mail: _____	Phone #: _____ E-mail: _____	Phone #: _____ E-mail: _____
Performance period of the project or contract (indicate year, month , day):	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)
Description of Project/Contract:	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____

(Please attach a separate sheet if required)



ANNEX C

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 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.

C.1 Former Public Servant Certification

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.

Certification

The Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.



ANNEX D
INSURANCE REQUIREMENTS
COMMERCIAL GENERAL LIABILITY INSURANCE REQUIREMENTS

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. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
 - m. 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.



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.



**ANNEX E
BASIS OF PAYMENT**

Please Note:

- Annex E must be completed in its entirety, including the option years and rate per hour pricing. Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No Bidder will be permitted to add or change a price as part of this confirmation. Any Bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.
- Prices are firm.
- Firm Prices are to be in Canadian Dollars.
- Prices do not include GST, however GST will be added as a separate item, if applicable, on any invoice issued as a result of a Contract.

BIDDER'S PRICING:

Pricing Schedule 1: Fire Alarm and Emergency Lighting Inspection Services

Including all necessary tools, services, replacement or repair parts, materials, labour and related costs as detailed in Annex A.

Table 1.1

INSPECTIONS – FIRM FIXED RATE PER LOCATION						
Cost Centre	DBU#	Location	Firm Yearly Rate for Period 1 - one (1) year from award of contract	Firm Yearly Rate for Period 2 – one (1) year from end of Period 1	Firm Yearly Rate for Option 1 – one (1) year from end of Period 2, if 1st option is exercised	Firm Yearly Rate for Option 2 – one (1) year from end of 1st option, if 2nd option is exercised
D1872	268	Altona				
D0582	271	Amaranth				
D2104	128	Arborg				
D2111	120	Ashern				
D1617	14	Beausejour				
D0298	112	Berens River - PC				
D0596	187	Boissevain				
D0296	494	Bloodvein				
D0767	74	Brandon				
D4348	141	Brochet - PC				
D0601	18	Carberry				



Cost Centre	DBU#	Location	Firm Yearly Rate for Period 1 - one (1) year from award of contract	Firm Yearly Rate for Period 2 – one (1) year from end of Period 1	Firm Yearly Rate for Option 1 – one (1) year from end of Period 2, if 1 st option is exercised	Firm Yearly Rate for Option 2 – one (1) year from end of 1 st option, if 2 nd option is exercised
D1886	305	Carman				
D2593	490	Churchill				
D2605	284	Cranberry Portage				
D3546	30	Cross Lake				
D0636	36	Crystal City				
D1055	2	Dauphin				
D0781	21	Deloraine				
D0795	44	Elphinstone				
D1912	179	Emerson				
D1645	197	Falcon Lake				
D2132	282	Fisher Branch				
D2146	58	Gimli				
D0643	61	Gladstone				
D4349	56	God's River - PC				
D4164	377	God's Lake Narrows				
D1673	293	Grand Marais				
D2661	156	Grand Rapids				
D2825	193	Grandview				
D3492	546	Gypsumville				
D0807	64	Hamiota				
D2167	67	Headingley				
D4350	165	Ilford - PC				
D3827	344	Island Lake				
D0657	177	Killarney				



Cost Centre	DBU#	Location	Firm Yearly Rate for Period 1 - one (1) year from award of contract	Firm Yearly Rate for Period 2 – one (1) year from end of Period 1	Firm Yearly Rate for Option 1 – one (1) year from end of Period 2, if 1 st option is exercised	Firm Yearly Rate for Option 2 – one (1) year from end of 1 st option, if 2 nd option is exercised
D4351	219	Lac Brochet - PC				
D1694	352	Lac du Bonnet				
D4441	515	Little Grand Rapids				
D2181	75	Lundar				
D2696	190	Lynn Lake				
D0671	351	Manitou				
D1076	172	McCreary				
D0814	81	Melita				
D0685	185	Minnedosa				
D4442	151	Moose Lake				
D1926	257	Morden				
D1947	85	Morris				
D2715	162	Norway House				
D1961	303	Oakbank				
D4339	47	Oxford House				
D4345	94	Pauingassi - PC				
D0299	493	Poplar River				
D1727	367	Powerview				
D4314	456	Pukatawagan				
D0821	88	Reston				
D1083	92	Roblin				
D0835	101	Rosburn				
D0842	62	Russell				
D4376	24	Selkirk				
D4211	209	Shamattawa				
D0877	184	Shoal Lake				



Cost Centre	DBU#	Location	Firm Yearly Rate for Period 1 - one (1) year from award of contract	Firm Yearly Rate for Period 2 – one (1) year from end of Period 1	Firm Yearly Rate for Option 1 – one (1) year from end of Period 2, if 1 st option is exercised	Firm Yearly Rate for Option 2 – one (1) year from end of 1 st option, if 2 nd option is exercised
D2722	385	Snow Lake				
D0884	126	Souris				
D4357	146	South Indian Lake - PC				
D4358	78	Split Lake				
D2001	290	Sprague				
D2015	263	St. Pierre Jolys				
D0365	485	St. Theresa Point				
D3436	261	Ste. Rose du Lac				
D2043	76	Steinbach D				
D2207	345	Stonewall				
D1123	240	Swan River				
D4425	27	Tadoule Lake				
D2221	127	Teulon				
D2757	371	The Pas				
D2497	211	Thompson Air Hanger				
D0725	117	Treherne				
D0917	275	Virden				
D2804	176	Wabowden				
D0746	109	Wasagaming				
D1823	111	Whitemouth				
D2064	253	Winnipeg Air Hanger				
D0399	507	Wpg Lorimer Warehouse				
D0262	531	Wpg Vehicle Storage				
D1144	39	Winnipegosis				
D4426	319	York Landing - PC				



Pricing Schedule 1 - Subtotal	\$ (1)	\$ (2)	\$ (3)	\$ (4)
Table 1.1 Total for Evaluation	\$ (5)			

Pricing Schedule 2: Extra Work – As and When Requested

"Extra Work " will be conducted on an as and when required basis. Estimated quantity of hours per year for extra work – as and when requested is for evaluation purposes only.

When "As and When" work is requested during the contract period, the contractor must complete and submit the Appendix 1 - "Cost Estimate Form for Extra Work". Written authorization must be obtained from the Site Authority prior to conducting any extra work.

Submit a Firm All-inclusive Hourly Rate (including Overhead, Profit, and all related Costs) and material cost in Canadian funds.

**Table 2.1 – Pricing to cover initial twenty-four (24) month term
DURING REGULAR WORKING HOURS (0800-1700 Monday through Friday)**

Extra Work – As and When Requested	Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) x (b)
Certified Personal :			
Canadian Fire Alarm Association (CFAA) Certificate	\$ _____/hr	10	\$ _____
Journeyman Electrician	\$ _____/hr	10	\$ _____
EXTENDED PRICE SUB-TOTAL Table 2.1 :			\$ _____(1)

**Table 2.2 – Pricing to cover initial twenty-four (24) month term
OUTSIDE REGULAR WORKING HOURS (including all day Saturday)**

Extra Work – As and When Requested	Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) x (b)
Certified Personal:			
Canadian Fire Alarm Association (CFAA) Certificate	\$ _____/hr	10	\$ _____
Journeyman Electrician	\$ _____/hr	10	\$ _____
EXTENDED PRICE SUB-TOTAL Table 2.2 :			\$ _____(2)



**Table 2.3 – Pricing to cover initial twenty-four (24) month term
SUNDAYS & STAUTORY HOLIDAYS**

Extra Work – As and When Requested		Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) x (b)
Certified Journeyman:				
	Canadian Fire Alarm Association (CFAA) Certificate	\$ _____/hr	10	\$ _____
	Journeyman Electrician	\$ _____/hr	10	\$ _____
EXTENDED PRICE SUB-TOTAL Table 2.3 :				\$ _____(3)

**Table 2.4 – Pricing to cover the first (1st) twelve (12) month option period
DURING REGULAR WORKING HOURS (0800-1700 Monday through Friday)**

Extra Work – As and When Requested		Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) x (b)
Certified Journeyman:				
	Canadian Fire Alarm Association (CFAA) Certificate	\$ _____/hr	10	\$ _____
	Journeyman Electrician	\$ _____/hr	10	\$ _____
EXTENDED PRICE SUB-TOTAL Table 2.4 :				\$ _____(4)

**Table 2.5 – Pricing to cover the first (1st) twelve (12) month option period
OUTSIDE REGULAR WORKING HOURS (including all day Saturday)**

Extra Work – As and When Requested		Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) x (b)
Certified Journeyman:				
	Canadian Fire Alarm Association (CFAA) Certificate	\$ _____/hr	10	\$ _____
	Journeyman Electrician	\$ _____/hr	10	\$ _____
EXTENDED PRICE SUB-TOTAL Table 2.5 :				\$ _____(5)



**Table 2.6 – Pricing to cover the first (1st) twelve (12) month option period
SUNDAYS & STAUTORY HOLIDAYS**

Extra Work – As and When Requested	Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) x (b)
Certified Journeyman:			
Canadian Fire Alarm Association (CFAA) Certificate	\$ _____/hr	10	\$ _____
Journeyman Electrician	\$ _____/hr	10	\$ _____
EXTENDED PRICE SUB-TOTAL Table 2.6 :			\$ _____(6)

**Table 2.7– Pricing to cover the second (2nd) twelve (12) month option period
DURING REGULAR WORKING HOURS (0800-1700 Monday through Friday)**

Extra Work – As and When Requested	Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) x (b)
Certified Journeyman:			
Canadian Fire Alarm Association (CFAA) Certificate	\$ _____/hr	10	\$ _____
Journeyman Electrician	\$ _____/hr	10	\$ _____
EXTENDED PRICE SUB-TOTAL Table 2.7 :			\$ _____(7)

**Table 2.8 – Pricing to cover the second (2nd) twelve (12) month option period
OUTSIDE REGULAR WORKING HOURS (including all day Saturday)**

Extra Work – As and When Requested	Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) x (b)
Certified Journeyman:			
Canadian Fire Alarm Association (CFAA) Certificate	\$ _____/hr	10	\$ _____
Journeyman Electrician	\$ _____/hr	10	\$ _____
EXTENDED PRICE SUB-TOTAL Table 2.8:			\$ _____(8)



**Table 2.9 – Pricing to cover the second (2nd) twelve (12) month option period
SUNDAYS & STAUTORY HOLIDAYS**

Extra Work – As and When Requested	Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) x (b)
Certified Journeyman:			
Canadian Fire Alarm Association (CFAA) Certificate	\$ _____/hr	10	\$ _____
Journeyman Electrician	\$ _____/hr	10	\$ _____
EXTENDED PRICE SUB-TOTAL Table 2.9 :			\$ _____(9)

Table 2.10 – MATERIALS: 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 percent of mark-up for tendering purposes.

Materials	Mark-up (a)	Estimated Expenditure (b)	Extended Price (a) x (b)
Initial 24 month term	_____ %	20, 000	\$ _____
First (1st) 12 month option period	_____ %	12, 000	\$ _____
Second (2nd) 12 month option period	_____ %	12, 000	\$ _____
EXTENDED PRICE SUB-TOTAL Table 2.10 :			\$ _____(10)

Table 2.11

Pricing Schedule 2: Extra Work – As and When Requested	Total Price
TOTAL PRICE Table 2.1 to Table 2.10 = (1) + (2) + (3) + (4) + (5) + (6) + (7)+(8)+(9)+(10):	\$ _____ (11)



Table 3

TOTAL ASSESSED PROPSAL PRICE:		Sum of Bidder's Pricing:
1	Pricing Schedule 1: Table 1.1 Total Price (Fire Alarm and Emergency Lighting Inspection Services) - :	\$ _____ (5)
2	Pricing Schedule 2: Table 2.11 Total Price - Extra Work – As and When Requested :	\$ _____ (11)
Subtotal		\$ _____ (12)
Total Assessed Proposal Price		\$ _____ (12)



Annex F
Security Requirements Checklist
(Attached as separate document)

– SRCL 20171119673.pdf



Appendix 1 - COST ESTIMATE FORM FOR EXTRA WORK - Contract: _____ Contractor: _____ Date: _____

Description of Work: (Please attach a separate sheet if required)							
Direct Costs		Hourly Rate(s) as per Contract					
(i) Direct Labour	# of Hours	Mechanical/ HVAC	Plumber/ Gas Fitter	Electrician	Helper	Total	
Repair Work Labour							
Emergency Calls Labour							
Other Labour (Specify _____)							
Total Direct Labour						\$ _____ (i)	
(ii) Direct Material Costs*	Contractor's Wholesale Cost			Mark-up		Total	
Replacement Parts				x ____%			
Repair Parts				x ____%			
Other Material (Specify: _____)				x ____%			
Total Direct Material Costs						\$ _____ (ii)	
(iii) Other Direct Costs						Total	
Other (Specify: _____)							
Total Other Direct Costs						\$ _____ (iii)	
Sum of Total Direct Costs (i + ii + iii) (GST/HST extra)		= TOTAL PRICE					\$ _____

*Materials will be charged at our laid-down cost plus a mark-up of ____% (to be completed at time of contract award)

Contractor Signature: _____
Print Name: _____

RCMP Authorities Signature: _____
Print Name: _____



Annex G
INTEGRITY FORM - BIDDER'S INFORMATION
(Attached as separate document)

- Integrity_Request_Letter_-_PSPC_Approved_1_1[1].pdf



Appendix B
BID SUBMISSION CHECKLIST

Bids must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Bid Receiving/Réception des soumissions
Royal Canadian Mounted Police (RCMP)
Procurement & Contracting Services
Bid Receiving Unit,
5th Floor, 10065 Jasper Avenue NW
Edmonton, AB T5J 3B1 / Réception des soumissions
Gendarmerie royale du Canada (GRC)
Services des acquisitions et des marchés
Unité de réception des soumissions
5e étage, 10065, avenue Jasper N.O.
Edmonton, AB T5J 3B1

Please note: If submitting your bid packages via Canada Post you must request the "Signature and Identity Services" on your Canada Post package to ensure that there is a personal hand-off between Canada Post and the RCMP Bid Receiving Unit. / **Veillez noter :** Si vous faites parvenir vos documents de soumission par l'entremise de Postes Canada, vous devez demander les « services avec signature et preuve d'identité » de Postes Canada afin de vous assurer qu'il y aura une remise de main à main entre Postes Canada et l'Unité de réception des soumissions de la GRC.

Ensure the following pages are completed in full and attached:

- Front Page of Invitation to Tender document – **signed & dated**
- Front Page of Amendment document(s) (if applicable) – **signed & dated**
- Annex "B" Mandatory Technical Criteria
- Annex "C" Certifications
- Annex "E" Basis of Payment – **must be completed in full (all tables)**
- Annex "G" Bidder's Information – Integrity Check