



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

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**

11 LaurierSt./ 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

there is security requirement with this document

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Infrastructure Maintenance and Solution Services Division
(FK)

L'Esplanade Laurier,

East Tower 4th Floor

L'Esplanade Laurier,

Tour est 4e étage

140 O'Connor, Street

Ottawa

Ontario

K1A 0R5

Title - Sujet Emergency Diesel Generator	
Solicitation No. - N° de l'invitation EJ196-182476/A	Date 2018-12-04
Client Reference No. - N° de référence du client 20182476	
GETS Reference No. - N° de référence de SEAG PW-\$\$FK-304-75955	
File No. - N° de dossier fk304.EJ196-182476	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-01-18	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Dallaire, Maxime	Buyer Id - Id de l'acheteur fk304
Telephone No. - N° de téléphone (613) 296-1437 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA PORTAGE III 11 LAURIER ST Gatineau Quebec K1A0S5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

IMPORTANT NOTICE TO BIDDERS

Support the use of apprentices

Through Canada's Economic Action Plan 2013, the Government of Canada proposes to support the employment of apprentices in federal construction and maintenance projects. To support this initiative, a voluntary certification signaling the Contractor's commitment to hire and train apprentices is available at Annex E.

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 INTRODUCTION.....	3
1.2 SUMMARY	3
1.3 DEBRIEFINGS	4
PART 2 - BIDDER INSTRUCTIONS	5
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	5
2.2 SUBMISSION OF BIDS	5
2.3 FORMER PUBLIC SERVANT	5
2.4 ENQUIRIES - BID SOLICITATION	6
2.5 APPLICABLE LAWS.....	6
2.6 MANDATORY SITE VISIT.....	7
PART 3 - BID PREPARATION INSTRUCTIONS.....	8
3.1 BID PREPARATION INSTRUCTIONS	8
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION.....	15
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION.....	31
5.1 CERTIFICATIONS REQUIRED WITH THE BID	31
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION	31
PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS	33
6.1 SECURITY REQUIREMENTS	33
PART 7 - RESULTING CONTRACT CLAUSES	34
7.1 STATEMENT OF WORK.....	34
7.2 STANDARD CLAUSES AND CONDITIONS	35
7.3 SECURITY REQUIREMENTS	35
7.4 TERM OF CONTRACT.....	35
7.5 AUTHORITIES	35
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	36
7.7 PAYMENT	36
7.9 CERTIFICATIONS AND ADDITIONAL INFORMATION	38
7.10 APPLICABLE LAWS.....	38
7.11 PRIORITY OF DOCUMENTS	38
7.12 FOREIGN NATIONALS (CANADIAN CONTRACTOR).....	38
7.13 INSURANCE	38
ANNEX “A”	42
STATEMENT OF WORK	42
ANNEX “B”	43
SECURITY REQUIREMENTS CHECK LIST	43
ANNEX “C” TO PART 3 OF THE BID SOLICITATION	44
ELECTRONIC PAYMENT INSTRUMENTS.....	44
ANNEX “D”	45
COST ESTIMATE FORM FOR EXTRA WORK	45
ANNEX “E”	42
VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES	423

Voluntary Certification to Support the Use of Apprentices

PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Security Requirements Checklist, the Electronic Payment Instruments, Cost Estimate Form for Extra Work, Voluntary Certification to Support the Use of Apprentices.

1.2 Summary

1.2.1

To provide maintenance services on the emergency electrical power supply system, including all necessary tools, services, materials, travel and labour on equipment in accordance with the Statement of Work attached herein as Annex A. This requirement is for Public Services and Procurement Canada (PSPC) located at **300 Laurier St., Ottawa ON**. The period of any resulting Contract will be for a period of **five (5) years**.

1.2.2

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.2.3

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).

1.2.4

There is a mandatory site visit associated with this requirement where personnel security screening is required prior to gaining access to PROTECTED information, assets or sites. Consult Part 2 – Bidder Instructions.”

1.2.5 Epost Connect service

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) 2018-05-22 Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

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

2.3 Former Public Servant

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

Definitions

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

"pension" means a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970, c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the

Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 7 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at 300 Laurier St. Ottawa, Ontario on December 14, 2018. The site visit will begin at 10:00 *EST*, in Esplanade Laurier East Lobby.

Bidders must communicate with the Contracting Authority no later than December 11, 14:00 *EST* to confirm attendance and provide the name(s) of the person(s) who will attend. The Bidder's Company Security Officer (CSO) must ensure that their representatives hold a valid security clearance at the required level for the site visit. Failure to comply with the security requirements will result in the representative(s) being denied access to the site.

Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

It is mandatory that bidders provide and wear safety boots. Bidders who do not comply will not be permitted to attend the site visit.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. Bidders must provide their bid in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications

- If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

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

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of hard copy 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](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). 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.
- If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Pricing Schedule detailed below. The total amount of Applicable Taxes are excluded.

Pricing Schedule 1 - Firm Price

Submit a firm all inclusive prices including all necessary tools, equipment and services, consumable materials, labour for all inspections, transportation, testing, cleaning, maintenance services as detailed in Annex A, Statement of Work attached herein as Annex A.

	Year 1	Year 2	Year 3	Year 4	Year 5
	\$	\$	\$	\$	\$
TOTAL of 5 year	\$				

**IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE UNIT PRICE WILL GOVERN.
CANADA MAY ENTER INTO CONTRACT WITHOUT NEGOTIATION.**

Summary of Pricing Schedule 1

Note: The annual totals from each table shall be added together and these totals shall be placed in the 'Firm Price' column of each Summary table for each respective year. These annual Firm Price totals shall then be divided into **Monthly** rates and put in the appropriate Firm **Monthly** Rate space.

Period	Firm Monthly Rate	Number of Months	Firm Annual Rate
Year 1	\$	x 12	\$
Year 2	\$	x 12	\$
Year 3	\$	x 12	\$
Year 4	\$	x 12	\$
Year 5	\$	x 12	\$
Total			\$

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Pricing Schedule 2: Extra Work - As and When Requested

Extra work as described in Annex A - Statement of Work - "Extra Work" will be conducted on an as and when requested basis where charges must 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 ***Annex D "Cost Estimate Form for Extra Work"***. Written authorization must be obtained from the Technical Authority prior to conducting any extra work.

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

2.1 LABOUR: Our firm hourly rate per qualified **Certified Diesel Engine Technician or Certified Generator System Technician** shall be:

i) Regular Hours: 7:00 to 17:00, Monday to Friday (Rate/hour)	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR
Estimated quantity of hours per year	4	4	4	4	4
Extended Price	\$	\$	\$	\$	\$
2.1(i) SUB-TOTAL:					\$

ii) Outside Regular Hours: Monday to Saturday, Time and a Half (1.5 x Reg. Hourly Rate)	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR
Estimated quantity of hours per year	4	4	4	4	4
Extended Price	\$	\$	\$	\$	\$
2.1(ii) SUB-TOTAL:					\$

iii) Sunday & Statutory Holidays, Double Time (2.0 x Reg. Hourly Rate)	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR
Estimated quantity of hours per year	2	2	2	2	2
Extended Price	\$	\$	\$	\$	\$
2.1(iii) SUB-TOTAL:					\$

2.2 LABOUR: Our firm hourly rate per qualified Certified Petroleum Mechanic shall be:

i) Regular Hours: 7:00 to 17:00, Monday to Friday (Rate/hour)	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR
Estimated quantity of hours per year	4	4	4	4	4
Extended Price	\$	\$	\$	\$	\$
2.2(i) SUB-TOTAL:					\$

ii) Outside Regular Hours: Monday to Saturday, Time and a Half (1.5 x Reg. Hourly Rate)	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR
Estimated quantity of hours per year	4	4	4	4	4
Extended Price	\$	\$	\$	\$	\$
2.2(ii) SUB-TOTAL:					\$

iii) Sunday & Statutory Holidays, Double Time (2.0 x Reg. Hourly Rate)	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR
Estimated quantity of hours per year	2	2	2	2	2
Extended Price	\$	\$	\$	\$	\$
2.2(iii) SUB-TOTAL:					\$

2.3 LABOUR: Our firm hourly rate per qualified Certified Electrician shall be:

i) Regular Hours: 7:00 to 17:00, Monday to Friday (Rate/hour)	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR
Estimated quantity of hours per year	2	2	2	2	2
Extended Price	\$	\$	\$	\$	\$
2.3(i) SUB-TOTAL:					\$

ii) Outside Regular Hours: Monday to Saturday, Time and a	Year 1	Year 2	Year 3	Year 4	Year 5
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Half (1.5 x Reg. Hourly Rate)					
Rate/Hour	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR
Estimated quantity of hours per year	2	2	2	2	2
Extended Price	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.3(ii) SUB-TOTAL:					\$ _____

iii) Sunday & Statutory Holidays, Double Time (2.0 x Reg. Hourly Rate)	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR
Estimated quantity of hours per year	2	2	2	2	2
Extended Price	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.3(iii) SUB-TOTAL:					\$ _____

2.4 LABOUR: Our firm hourly rate per qualified Certified Transfer Switch Technician shall be:

i) Regular Hours: 7:00 to 17:00, Monday to Friday (Rate/hour)	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR
Estimated quantity of hours per year	2	2	2	2	2
Extended Price	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.4(i) SUB-TOTAL:					\$ _____

ii) Outside Regular Hours: Monday to Saturday, Time and a Half (1.5 x Reg. Hourly Rate)	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR
Estimated quantity of hours per year	2	2	2	2	2
Extended Price	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.4(ii) SUB-TOTAL:					\$ _____

iii) Sunday & Statutory Holidays, Double Time (2.0 x Reg. Hourly Rate)	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR
Estimated quantity of hours per year	2	2	2	2	2
Extended Price	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

2.4(iii) SUB-TOTAL:	\$
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2.5 MATERIALS: Materials will be charged at our laid-down cost plus a mark-up of:

	Year 1	Year 2	Year 3	Year 4	Year 5
Percentage Mark Up	____%	____%	____%	____%	____%
Estimated Expenditure	\$2000.00	\$2000.00	\$2000.00	\$2000.00	\$2000.00
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.5 SUB-TOTAL:					\$

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

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.

AUTHORIZATION FOR DELIVERY: The consignee shall request delivery of goods/services identified in Pricing Schedule 2., 2.1 (i) to 2.4 (iii); and 2.5 on an authorization form provided by the Technical Authority.

TOTAL ASSESSED PROPOSAL PRICE

Sum of Basis of Pricing

Pricing Schedule 1: = Subtotal \$ _____ +

Pricing Schedule 2: 2.1 (i) to (iii) TO 2.4 (i) to (iii) = Subtotal \$ _____ +

Pricing Schedule 2: 2.5 = Subtotal \$ _____ +

Total assessed proposal price = \$ _____

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3.1.2 Electronic Payment of Invoices – Bid

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

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

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

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Submission of Evidence

Submission of Evidence as described at 4.1.1.2 to 4.1.1.10 should be included with the bid at time of solicitation closing. However, if the following is not submitted with the bid by the solicitation closing date, 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.

The evidence provided by the bidder may be verified.

A letter(s) from the OEM(s) (Original Equipment Manufacturer) of the equipment detailed below (see also Annex A, Statement of Work) should be submitted with the bid by the bid solicitation closing date. However, if the following is not submitted with the bid by the bid solicitation closing date, 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 nonresponsive.

The evidence provided by the bidder may be verified.

4.1.1.2 Technicians

4.1.1.3

To carry out the work on this requirement, the Bidder must provide One (1) **Certified Diesel Engine or Certified Generator System Technician** to perform maintenance.

The Bidder must provide the name of each **Certified Diesel Engine or Certified Generator System Technician**:

	First and Last Name
Certified Diesel Engine Technician or Certified Generator System Technician	

The following certificates/cards must be provided for each **Certified Diesel Engine or Certified Generator System Technician** proposed by the Bidder. Each of the certificate/card must be valid (not expired) as of the bid closing date of this RFP.

- A valid Certificate of Qualification (C of Q) as a Diesel Mechanic (i.e. automotive mechanic, heavy equipment mechanic, engine service technician). **OR** a valid and recognized Canadian university or

college degree, certificate, license, manufacturer-specific training/certification or professional standing. The university or college must have a provincial or territorial degree-granting status. (exception is made for the EGSA course)

- Have the appropriate training from / by the OEM or an established service provider bidding on this solicitation with the appropriate minimum of five years of experience in the related field.
- a valid Confined Space Awareness certificate/wallet card
- a valid Working at Heights certificate/wallet card
- a valid First Aid/CPR certificate/wallet card
- a valid Workplace Hazardous Material Inventory System (WHMIS) certificate/wallet card
- a valid Asbestos Work Practices Awareness Certificate/wallet card
- personnel performing work on electrical equipment that is live or may become live must be in possession of a valid Arc Flash Training Certificate/wallet card.

4.1.1.4

To carry out the work on this requirement, the Bidder must provide One (1) **Certified Petroleum Mechanic** to perform maintenance.

The Bidder must provide the name of each **Certified Petroleum Mechanic**:

	First and Last Name
Certified Petroleum Mechanic	

The following certificates/cards must be provided for each **Certified Petroleum Mechanic** proposed by the Bidder. Each of the certificate/card must be valid (not expired) as of the bid closing date of this RFP.

- A valid Ontario Petroleum license - PM 3 for above ground systems. **OR** A valid diploma or certification from a recognized post-secondary institution as a PM3 (or equivalent) in the applicable province (other than Ontario and Québec) or territory to install or maintain above ground fuel storage systems.
- a valid Confined Space Awareness certificate/wallet card
- a valid Working at Heights certificate/wallet card
- a valid First Aid/CPR certificate/wallet card
- a valid Workplace Hazardous Material Inventory System (WHMIS) certificate/wallet card
- a valid Asbestos Work Practices Awareness Certificate/wallet card
- personnel performing work on electrical equipment that is live or may become live must be in possession of a valid Arc Flash Training Certificate/wallet card.

4.1.1.5

To carry out the work on this requirement, the Bidder must provide One (1) **Certified Electrician** to perform maintenance.

The Bidder must provide the name of each **Certified Electrician**:

	First and Last Name
Certified Electrician	

The following certificates/cards must be provided for each **Certified Electrician** proposed by the Bidder. Each of the certificate/card must be valid (not expired) as of the bid closing date of this RFP.

- A valid Certificate of Qualification (C of Q) in accordance with the provincial or territorial law in which the work is to be performed

- a valid Confined Space Awareness certificate/wallet card
- a valid Working at Heights certificate/wallet card
- a valid First Aid/CPR certificate/wallet card
- a valid Workplace Hazardous Material Inventory System (WHMIS) certificate/wallet card
- a valid Asbestos Work Practices Awareness Certificate/wallet card
- personnel performing work on electrical equipment that is live or may become live must be in possession of a valid Arc Flash Training Certificate/wallet card.

4.1.1.6

To carry out the work on this requirement, the Bidder must provide One (1) **Certified Transfer Switch Technician** to perform maintenance.

The Bidder must provide the name of each **Certified Transfer Switch Technician**:

	First and Last Name
Certified Transfer Switch Technician	

The following certificates/cards must be provided for each **Certified Transfer Switch technician** proposed by the Bidder. Each of the certificate/card must be valid (not expired) as of the bid closing date of this RFP.

- A letter or certificate of training by the Original Equipment Manufacturer (OEM) to install and maintain Transfer Switch (es)
- a valid Confined Space Awareness certificate/wallet card
- a valid Working at Heights certificate/wallet card
- a valid First Aid/CPR certificate/wallet card
- a valid Workplace Hazardous Material Inventory System (WHMIS) certificate/wallet card
- a valid Asbestos Work Practices Awareness Certificate/wallet card
- personnel performing work on electrical equipment that is live or may become live must be in possession of a valid Arc Flash Training Certificate/wallet card.

4.1.1.7

To carry out the work on this requirement, the Bidder must provide One (1) **Certified Infrared Thermographer** to perform maintenance.

The Bidder must provide the name of each **Certified Infrared Thermographer**:

	First and Last Name
Certified Infrared Thermographer	

The following certificates/cards must be provided for each **Certified Infrared Thermographer** proposed by the Bidder. Each of the certificate/card must be valid (not expired) as of the bid closing date of this RFP.

- A valid certificate of training from an Inter-National Electrical Testing Association (NETA) accredited course in Infrared Level II or III Thermography.
- a valid Confined Space Awareness certificate/wallet card
- a valid Working at Heights certificate/wallet card
- a valid First Aid/CPR certificate/wallet card
- a valid Workplace Hazardous Material Inventory System (WHMIS) certificate/wallet card
- a valid Asbestos Work Practices Awareness Certificate/wallet card

- personnel performing work on electrical equipment that is live or may become live must be in possession of a valid Arc Flash Training Certificate/wallet card.

4.1.1.8

To carry out the work on this requirement, the Bidder must provide One (1) **Certified Field Service Technician** to perform maintenance.

The Bidder must provide the name of each **Certified Field Service Technician**:

	First and Last Name
Certified Field Service Technician	

The following certificates/cards must be provided for each **Certified Field Service Technician** proposed by the Bidder. Each of the certificate/card must be valid (not expired) as of the bid closing date of this RFP.

- a letter or certificate of training to service & maintain the power apparatus equipment including Breakers, switchgear & relays as identified within the attached Statement of Work in Annex A..
- a valid Confined Space Awareness certificate/wallet card
- a valid Working at Heights certificate/wallet card
- a valid First Aid/CPR certificate/wallet card
- a valid Workplace Hazardous Material Inventory System (WHMIS) certificate/wallet card
- a valid Asbestos Work Practices Awareness Certificate/wallet card
- personnel performing work on electrical equipment that is live or may become live must be in possession of a valid Arc Flash Training Certificate/wallet card.

4.1.1.9 Mandatory Employee Experience and Past Performance

The Bidder must provide evidence of its proposed personnel's recent experience by referencing *two (2)* similar projects/contracts *within the last eight (8) years*. It is mandatory that the personnel has *five (5)* years' experience within the past eight (8) years the field of maintenance of Emergency Power Supply systems.

In order to demonstrate the proposed personnel's experience, the Bidder must provide a minimum of 1 (one) client contact reference. The project reference must include; contact name and information, start and end date of the services. The client contact reference must confirm that the proposed personnel has experience in the following:

- A comprehensive maintenance service on Emergency Power Supply Systems comparable in size, scope and complexity to the equipment listed in Annex A, Statement of Work, Part 3 Equipment Inventory.
- The Bidder should provide the information using the form below.
- Past eight (8) years is defined as from November 1, 2010 up to and including the RFP closing date.

In cases where the performance period of the project or contract overlap with or duplicate in part the performance period of another project or contract, the overlapping or duplicate period will only be considered once when calculating the minimum requirement of five (5) years' experience.

Bids where **no** client contact references can be contacted and experience cannot be confirmed will be non-responsive.

In the case a client contact cannot be contacted with the contact information provided or in the event where the experience required cannot be confirmed by the client contacts named in the bid, the bid will be considered non-responsive and no further consideration will be given to the bid.

Provide the name of the Proposed Personnel _____ <u>Certified Diesel Engine Technician or Certified Generator System Technician</u>	
MAIN REFERENCE. This is the principal reference for this mandatory criteria.	
Name of client organization or Company	Name: _____
Name and title of client contact who can confirm the information presented in the bid.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ Email Address: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)
ALTERNATE REFERENCE. Only if the main reference above cannot be reached, the alternate reference below will be contacted. A maximum of 1 alternate reference will be contacted. See 4.1.1.11 below for more details.	
Name and title of client contact who can confirm the information presented in the bid.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ Email Address: _____

Provide the name of the Proposed Personnel _____ <u>Certified Diesel Engine Technician or Certified Generator System Technician</u>	
MAIN REFERENCE. This is the principal reference for this mandatory criteria.	
Name of client organization or Company	Name: _____

Name and title of client contact who can confirm the information presented in the bid.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ Email Address: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)
ALTERNATE REFERENCE. Only if the main reference above cannot be reached, the alternate reference below will be contacted. A maximum of 1 alternate reference will be contacted. See 4.1.1.11 below for more details.	
Name and title of client contact who can confirm the information presented in the bid.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ Email Address: _____

Provide the name of the Proposed Personnel _____ Certified Petroleum Mechanic	
MAIN REFERENCE. This is the principal reference for this mandatory criteria.	
Name of client organization or Company	Name: _____
Name and title of client contact who can confirm the information presented in the bid.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ Email Address: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)
ALTERNATE REFERENCE. Only if the main reference above cannot be reached, the alternate reference below will be contacted. A maximum of 1 alternate reference will be contacted. See 4.1.1.11 below for more details.	

Name and title of client contact who can confirm the information presented in the bid.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ Email Address: _____

Provide the name of the Proposed Personnel _____ Certified Petroleum Mechanic	
MAIN REFERENCE. This is the principal reference for this mandatory criteria.	
Name of client organization or Company	Name: _____
Name and title of client contact who can confirm the information presented in the bid.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ Email Address: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)
ALTERNATE REFERENCE. Only if the main reference above cannot be reached, the alternate reference below will be contacted. A maximum of 1 alternate reference will be contacted. See 4.1.1.11 below for more details.	
Name and title of client contact who can confirm the information presented in the bid.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ Email Address: _____

Provide the name of the Proposed Personnel _____ Certified Electrician	
MAIN REFERENCE. This is the principal reference for this mandatory criteria.	

Name of client organization or Company	Name: _____
Name and title of client contact who can confirm the information presented in the bid.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ Email Address: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)
ALTERNATE REFERENCE. Only if the main reference above cannot be reached, the alternate reference below will be contacted. A maximum of 1 alternate reference will be contacted. See 4.1.1.11 below for more details.	
Name and title of client contact who can confirm the information presented in the bid.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ Email Address: _____

Provide the name of the Proposed Personnel _____ Certified Electrician	
MAIN REFERENCE. This is the principal reference for this mandatory criteria.	
Name of client organization or Company	Name: _____
Name and title of client contact who can confirm the information presented in the bid.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ Email Address: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)
ALTERNATE REFERENCE. Only if the main reference above cannot be reached, the alternate reference below will be contacted. A maximum of 1 alternate reference will be contacted. See 4.1.1.11 below for more details.	

Name and title of client contact who can confirm the information presented in the bid.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ Email Address: _____

Provide the name of the Proposed Personnel _____ Certified Transfer Switch Technician	
MAIN REFERENCE. This is the principal reference for this mandatory criteria.	
Name of client organization or Company	Name: _____
Name and title of client contact who can confirm the information presented in the bid.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ Email Address: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)
ALTERNATE REFERENCE. Only if the main reference above cannot be reached, the alternate reference below will be contacted. A maximum of 1 alternate reference will be contacted. See 4.1.1.11 below for more details.	
Name and title of client contact who can confirm the information presented in the bid.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ Email Address: _____

Provide the name of the Proposed Personnel _____ Certified Transfer Switch Technician	
MAIN REFERENCE. This is the principal reference for this mandatory criteria.	

Name of client organization or Company	Name: _____
Name and title of client contact who can confirm the information presented in the bid.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ Email Address: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)
ALTERNATE REFERENCE. Only if the main reference above cannot be reached, the alternate reference below will be contacted. A maximum of 1 alternate reference will be contacted. See 4.1.1.11 below for more details.	
Name and title of client contact who can confirm the information presented in the bid.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ Email Address: _____

Provide the name of the Proposed Personnel _____ Certified Infrared Thermographer	
MAIN REFERENCE. This is the principal reference for this mandatory criteria.	
Name of client organization or Company	Name: _____
Name and title of client contact who can confirm the information presented in the bid.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ Email Address: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)
ALTERNATE REFERENCE. Only if the main reference above cannot be reached, the alternate reference below will be contacted. A maximum of 1 alternate reference will be contacted. See 4.1.1.11 below for more details.	

Name and title of client contact who can confirm the information presented in the bid.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ Email Address: _____

Provide the name of the Proposed Personnel _____ Certified Infrared Thermographer	
MAIN REFERENCE. This is the principal reference for this mandatory criteria.	
Name of client organization or Company	Name: _____
Name and title of client contact who can confirm the information presented in the bid.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ Email Address: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)
ALTERNATE REFERENCE. Only if the main reference above cannot be reached, the alternate reference below will be contacted. A maximum of 1 alternate reference will be contacted. See 4.1.1.11 below for more details.	
Name and title of client contact who can confirm the information presented in the bid.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ Email Address: _____

Provide the name of the Proposed Personnel _____ Certified Field Service Technician	
MAIN REFERENCE. This is the principal reference for this mandatory criteria.	
Name of client organization or Company	Name: _____

Name and title of client contact who can confirm the information presented in the bid.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ Email Address: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)
ALTERNATE REFERENCE. Only if the main reference above cannot be reached, the alternate reference below will be contacted. A maximum of 1 alternate reference will be contacted. See 4.1.1.11 below for more details.	
Name and title of client contact who can confirm the information presented in the bid.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ Email Address: _____

Provide the name of the Proposed Personnel _____ Certified Field Service Technician	
MAIN REFERENCE. This is the principal reference for this mandatory criteria.	
Name of client organization or Company	Name: _____
Name and title of client contact who can confirm the information presented in the bid.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ Email Address: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)
ALTERNATE REFERENCE. Only if the main reference above cannot be reached, the alternate reference below will be contacted. A maximum of 1 alternate reference will be contacted. See 4.1.1.11 below for more details.	

Name and title of client contact who can confirm the information presented in the bid.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ Email Address: _____

4.1.1.10 Mandatory Contractor's Experience and Past Performance

The Bidder must provide evidence of its recent experience by referencing *three (3)* similar projects/contracts *within the past eight (8) years*.

In order to demonstrate the contractor's experience, the Bidder must provide a minimum of one (1) client contact reference. The project reference must include contact name and information, start and end date of the services. The client contact reference must confirm that the Bidder has experience in the following:

- Similar is defined as a comprehensive maintenance service on Emergency Power Supply Systems comparable in size, scope and complexity to the equipment listed in Annex A, Statement of Work, Part 3 Equipment Inventory.
- The Bidder should provide the information using the form below.
- Past eight (8) years is defined as from November 1, 2010 up to and including the RFP closing date

Bids where **no** client contact references can be contacted and experience cannot be confirmed will be non-responsive.

In the case a client contact cannot be contacted with the contact information provided or in the event where the experience required cannot be confirmed by the client contacts named in the bid, the bid will be considered non-responsive and no further consideration will be given to the bid.

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.

PROJECT 1: MAIN REFERENCE #1. This is the principal reference for this mandatory criteria.	
Name of client organization or Company	Name: _____
Name and title of client contact who can confirm the information presented in the bid.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ Email Address: _____

Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)
ALTERNATE REFERENCE #1. Only if the main reference #1 above cannot be reached, the alternate reference below will be contacted. A maximum of 1 alternate reference will be contacted. See 4.1.1.11 below for more details.	
Name and title of client contact who can confirm the information presented in the bid.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ Email Address: _____

PROJECT2: MAIN REFERENCE #2. This is the principal reference for this mandatory criteria.	
Name of client organization or Company	Name: _____
Name and title of client contact who can confirm the information presented in the bid.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ Email Address: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)
ALTERNATE REFERENCE #2. Only if the main reference #2 above cannot be reached, the alternate reference below will be contacted. A maximum of 1 alternate reference will be contacted. See 4.1.1.11 below for more details.	
Name and title of client contact who can confirm the information presented in the bid.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ Email Address: _____

PROJECT 3: MAIN REFERENCE #3. This is the principal reference for this mandatory criteria.	
Name of client organization or Company	Name: _____
Name and title of client contact who can confirm the information presented in the bid.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ Email Address: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)
ALTERNATE REFERENCE #3. Only if the main reference #3 above cannot be reached, the alternate reference below will be contacted. A maximum of 1 alternate reference will be contacted. See 4.1.1.11 below for more details.	
Name and title of client contact who can confirm the information presented in the bid.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ Email Address: _____

4.1.1.11 Reference Check Procedures for Mandatory Contractor's Experience and Past Performance AND Mandatory Employee Experience and Past Performance

Canada will contact each "main" reference by email and will allocate a minimum of 3 working days for the contact to provide a response. Within this period of 3 working days, a minimum of 1 phone (if a phone number is provided by the Bidder) or 1 email follow-up will be done before the end of the 3 working days period. In the case that no email address is provided by the Bidder, 2 phone call attempts will be made to contact the reference. The first phone call will provide a time line by which to call back the evaluator and provide the reference, and the 1 follow up phone call will be reminders of that same deadline.

An alternate reference will be contacted **ONLY** if there is evidence that the main reference is out of the office for an extended period of time or if no answer is received in the time period requested. If the main contact reference provides a response (regardless of whether the response confirms the Bidder's experience or not), the alternate reference will not be contacted.

If the alternate reference does not provide a response during the time period provided to receive an answer, the reference will be considered non-responsive.

If there is a mistake or typo in the email address and/or phone number of any reference contact information, the Contracting Authority will not contact the Bidder to provide new contact information. It is

the responsibility of the Bidder to insure the contact information for the main and the alternate references are accurate, and that they are made aware that Canada will be contacting them for reference checks.

Canada will perform reference checks in accordance with the above-noted procedures and will not contact or follow-up with the Bidder for any reason at any point in the process.

4.2 Basis of selection

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of 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.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](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.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.2 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

5.2.3.3 Education and Experience

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

1. 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 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

6.2 Employee Information for Security

The Bidder **should** specify the following information regarding employees proposed in Part 4, Section 4.1.1 (Technical Bid) to provide services against any resulting contract:

	DATE OF BIRTH	LEGAL NAME (First and Last)
Certified Diesel Engine Technician or Certified Generator System Technician		
Certified Petroleum Mechanic		
Certified Electrician		
Certified Transfer Switch Technician		
Certified Infrared Thermographer		
Certified Field Service Technician		

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.1 Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - (a) the name, qualifications and experience of the proposed replacement; and
 - (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

Names of qualified employees

The contractor must provide the names of the qualified *Technicians* who will be assigned to work on this Contract. The names provided below must be the same personnel listed in part 4 & part 6 of the proposal.

	LEGAL NAME (First and Last)
Certified Diesel Engine Technician or Certified Generator System Technician	
Certified Petroleum Mechanic	
Certified Electrician	
Certified Transfer Switch Technician	
Certified Infrared Thermographer	
Certified Field Service Technician	

7.2 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/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.

7.2.1 General Conditions

[2035](#) 2018-06-21, General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.3 Security Requirements

7.3.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

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

7.4 Term of Contract

7.4.1 Period of Contract

The period of the Contract is from _____ to _____ inclusive.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Maxime Dallaire
Supply officer
Public Works and Government Services Canada
Acquisitions Branch
Real Property Contracting Directorate
Telephone: 613-296-1437
E-mail address: maxime.dallaire@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform

work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

7.5.2 Technical Authority

"TO BE PROVIDED AT CONTRACT AWARD"

The Technical Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____-____-____

Facsimile: ____-____-____

E-mail address: _____.

The Technical Authority named above 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.

7.5.3 Contractor's Representative

The name and particulars of the person to be contacted for general enquiries and follow-up purposes:

Name: _____

Telephone: _____

Facsimile: _____

Cellular: _____

E-mail: _____

7.6 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.

7.7 Payment

7.7.1 Basis of Payment

7.7.2 Limitation of Expenditure

The Contractor will supply the goods and services under the Contract to an estimated total expenditure that must not exceed \$ **(to be determined)** (Applicable Taxes excluded) of which \$ **(to be determined)** (Applicable Taxes excluded) is for goods and/or services enumerated or described in Pricing Schedule 1, and \$ **(to be determined)** (Applicable Taxes excluded) is for additional goods and/or services that may be requested on an "As and When Requested" basis at the prices and/or rates set out in Pricing Schedule 2.

7.7.2 Basis of Payment - Firm Prices and "As and When"

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, in accordance with General Conditions 2035 16 (2014-09-25) 'Payment Period' and the following tables. Applicable Taxes are extra, if applicable.

- a) Firm rates will be paid in accordance with Pricing Schedule 1 in *twelve (12) equal monthly payments*.
- b) "As and When Requested" Work:

Any costs incurred for Extra Work will be paid, in accordance with Pricing Schedule 2 and the Statement of Work, Annex A, on an "as and when requested" basis, after completion, inspection and acceptance of the work performed.

Canada's total liability to the Contractor under the "as and when requested" portion of the Contract must not exceed **(to be determined)**. Applicable Taxes are extra, if applicable.

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) if the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the contracting Authority

whichever comes first.

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.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.3 SACC Manual Clauses

A9117C (2007-11-30) T1204 - Direct Request by Customer Department, apply to and form part of the Contract.

7.7.4 Electronic Payment of Invoices – Contract

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

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

7.8 Invoicing Instructions - Maintenance Services

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

Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Technical Authority.

2. The Contractor must distribute the invoices and reports as follows:
 - (a) The original and two (2) copies of the invoices and maintenance reports must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.9 Certifications and Additional Information

7.9.1 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.

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2003 2018-05-22 ;
- (c) Annex A, Statement of Work;
- (e) Annex B, Security Requirements Check List ;
- (f) the Contractor's bid dated _____, (*insert date of bid*)

7.12 Foreign Nationals (Canadian Contractor)

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

7.13 Insurance

7.13.1 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in the **following article 7.13.2 Commercial General Liability Insurance**. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.13.2 Commercial General Liability Insurance

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

- j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

7.14 Cellular Phones and/or Pagers

The Contractor's Foreman or Site Supervisor must be equipped with a cellular phone and/or pager at all times. All expenses including installation, air time, activating fees, and the cost of the phones/pagers themselves, will be the responsibility of the Contractor. The Contractor must maintain an uninterrupted communication service.

7.15 Government Site Regulations

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

7.16 Pre-Commencement Meeting

A pre-commencement meeting is mandatory for the Contractor prior to commencing any work and minutes of the meeting will be taken. The time and place of this meeting will be determined by the Technical Authority.

The Contractor is to supply the Technical Authority with a copy of its safety policy as required by the applicable Provincial Occupational Safety and Health Regulations.

7.17 Voluntary Reports for Apprentices Employed during the Contract

The Contractor should compile and maintain records on the number of apprentices that were hired to work on the contract and their trade specialty.

The Contractor should provide this data in accordance with the format below. If no apprentices were hired during the contract period, the Contractor should still provide a "nil" report.

The data should be submitted to the Contracting Authority six months after contract award or at the end of the contract, whichever comes first.

Number of apprentices hired	Trade specialty

(Add lines if needed)

ANNEX “A”

STATEMENT OF WORK

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 1 of 68

Table of Contents

PART 1 GENERAL.....	3
1.1 DEFINITIONS	3
1.1.1 Actions.....	3
1.1.2 Equipment.....	3
1.1.3 Individuals.....	4
1.2 CODES, STANDARDS, REGULATIONS AND REQUIREMENTS	6
1.2.1 General.....	6
1.2.2 National, Provincial and/or Territorial Codes.....	6
1.2.3 Standards.....	7
1.2.4 Health and Safety	7
1.2.5 Other required Codes, Standards, Regulations and Requirements	8
1.3 SUBMITTALS	8
1.3.1 Fees, Permits and Certificates	9
1.3.2 Site/Work Specific Implementation Plan.....	9
1.3.3 Site-Specific Inspection schedule.....	10
1.3.4 Work Plan and Sequence of Operation for the Annual inspection	11
1.3.5 Health and Safety	11
1.3.6 Logbooks	12
1.3.7 Inspection Checklists.....	13
1.3.8 Building Life Safety Compliance Testing Manual.....	13
1.3.9 Material Removal Records.....	14
1.3.10 Reports for Tests, Checks, Maintenance and Service.....	14
1.4 GENERAL REQUIREMENTS	17
1.4.1 Purpose.....	17
1.4.2 Objective.....	17
1.4.3 Service Calls.....	18
1.4.4 Problem Escalation.....	18
1.4.5 Notifications	19
1.4.6 Operational Requirements.....	20
1.4.7 Extra Work	20
1.4.8 Building Access Hours	21
1.5 RESPONSIBILITIES	23
1.5.1 Completion of the Statement of Work.....	23
1.5.2 Negligence on the Part of Canada and Other Parties.....	23
1.5.3 Documentation	23
1.5.4 Health and Safety	24
1.5.5 Working Alone Policy.....	25
1.6 SUMMARY OF WORK.....	25
1.6.1 Inclusions of the Statement of Work	25
1.6.2 Schedule	26
1.6.3 Hazardous Waste Management Plan	27
1.6.4 Disposal of Waste.....	29

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 2 of 68

1.7 WORK RESTRICTIONS	29
1.7.1 Use of site and facilities	29
1.7.2 Maintenance of Existing Services.....	30
1.7.3 Intended interruption of Services	30
PART 2 EXECUTION	31
2.1 GENERAL - EMERGENCY POWER SUPPLY SYSTEM(S)	31
2.1.1 Performance	31
2.1.2 Required Consumable Materials	31
2.1.3 Scheduling and Planning.....	31
2.1.4 Inspections Closeout Tasks.....	33
2.1.5 Personnel on site	33
2.2 ADDITIONAL MONTHLY REQUIREMENTS	34
2.2.1 Fire Pump Transfer Switch(s)	35
2.2.2 General Annunciator Panel(s) - Local & Remote	35
2.2.3 Emergency Power Supply System Room or Enclosure/Container.....	35
2.3 ADDITIONAL ANNUAL REQUIREMENTS.....	35
2.3.1 Thermographic Survey Requirement	35
2.3.2 Load Bank	35
2.3.3 Water Cooled Generator Annual Inspection	36
2.3.4 Engine Exhaust System.....	37
2.3.5 Single Generator Control Panel.....	37
2.4 FUEL SYSTEM(S) ASSOCIATED WITH EMERGENCY POWER SUPPLY SYSTEM(S)	41
2.4.1 General.....	41
2.4.2 Annual Testing Requirement	42
2.4.3 Additional Scheduling and Planning Requirements	43
PART 3 EQUIPMENT INVENTORY.....	47
3.1 GENERAL	47
3.1.1 Inventory.....	47
3.2 L'ESPLANADE LAURIER.....	47
3.2.1 Building Information	47
3.2.2 Power Generator Set No. 1	47
3.2.3 Additional Equipment for Generator No. 1	49
3.2.4 Additional Electrical Equipment for the Generator No. 1.....	55
PART 4 FUEL APPENDIX	58
4.1 FUEL APPENDIX A – WEEKLY STORAGE TANK INSPECTION	58
4.1.1 Requirements.....	58
4.2 FUEL APPENDIX B - MONTHLY STORAGE TANK INSPECTION CHECKLIST	61
4.2.1 Requirements.....	61
4.3 FUEL APPENDIX C - ANNUAL STORAGE TANK INSPECTION CHECKLIST	64
4.3.1 Requirements.....	64

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 3 of 68

PART 1 GENERAL

1.1 Definitions

1.1.1 Actions

- 1.1.1.1 Checking/Check: visual observation to ensure the device or system is in place and is not damaged or obstructed.
- 1.1.1.2 Inspecting/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 Maintaining/Maintenance: routine recurring work; checking, inspecting, testing & service required to keep the components, sub-systems, system and integrated systems as identified in 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, or maintain in order to keep the equipment identified in Part 3 – Equipment Inventory, in an operational condition as per their original design intent.
- 1.1.1.6 Service Call: onsite diagnosis and correction made by a qualified person as outlined in 1.4.3 – Service Call.
- 1.1.1.7 Thermographic Survey: performing a survey with thermographic equipment.

1.1.2 Equipment

- 1.1.2.1 Thermographic Equipment: Equipment capable of :
 - 1) detecting temperature ranges up to 500 Celsius
 - 2) showing differential temperature

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 4 of 68

- 3) producing quality of images of 3 Mega pixel or better
- 4) accuracy of image +/- 2%
- 5) showing on site, the actual event via LCD screen at the request of the Technical Authority
- 6) displaying in Colour
- 7) file type JPEG or BMP for pictures of actual equipment showing, grey and white, Thermal Fusion and normal view on display screen.
- 8) 24 Degree optics as a minimum

1.1.3 Individuals

1.1.3.1 Qualified Person:

- 1) Someone who is in possession of a valid and recognized Canadian university or college degree, certificate, license, manufacturer-specific training/certification or professional standing. The university or college must have a provincial or territorial degree-granting status.

and
- 2) Someone having the appropriate training from/by the OEM or an established service provider bidding on this solicitation.

and
- 3) Someone having the appropriate minimum of five years of experience in the related field.

1.1.3.2 Electrician: someone who is in possession of a valid Certificate of Qualification (C of Q) at the Journeyman level in the province that the work is to be performed

1.1.3.3 Master Electrician: an individual who is licensed under the Ontario Electricity Act, Regulation 570/05

**L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5**

Apr. 23, 2018

Page 5 of 68

- 1.1.3.4 Diesel Engine Technician: someone who holds the appropriate minimum five years of experience and training with diesel engines and generator systems, and who is capable of performing the diesel-related tasks described within this Statement of work.

OR

- 1.1.3.5 Certified Generator System Technician: someone who holds a valid and recognized Canadian university or college degree, certificate, license, manufacturer specific training / certification or professional standing. The university or college must have a provincial or territorial degree-granting status. (Exception is made for the EGSA course)

and

Have the appropriate training from / by the OEM or an established service provider bidding on this solicitation with the appropriate minimum of five years of experience in the related field.

- 1.1.3.6 Petroleum Mechanic: an individual who is in possession of a valid Ontario Petroleum license - PM 2 for underground tank systems or PM 3 for above ground systems
- 1.1.3.7 Transfer Switch Technician: someone who holds the appropriate minimum five years of experience and training with transfer switches and who is capable of performing the related tasks described within this Statement of work.
- 1.1.3.8 Infrared Thermographer: an individual who is in possession of a International Electrical Testing Association (NETA) accredited Infrared Level II or III Thermography Certificate.
- 1.1.3.9 Field Service Technician: an individual who is trained and qualified to test & maintain power apparatus equipment, including breakers, switchgear & relays

and who is capable of performing the related tasks described within this Statement of work. Must have access to the appropriate test set(s)

1.2 Codes, Standards, Regulations 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 documents exist, the most stringent set of Codes, Standards, Regulations and Requirements shall apply.
- 1.2.1.4 In the event of a change in the Codes, Standards, Regulations and Requirements related to this Statement of Work, the contractor must inform the Technical Authority.

1.2.2 National, Provincial and/or Territorial Codes

- 1.2.2.1 National and Provincial Building Codes - As they pertain to the installation, verification and maintenance of Emergency Power Supply Systems.
- 1.2.2.2 National and Provincial Fire Codes - As they pertain to the installation, verification and maintenance of Emergency Power Supply Systems.
- 1.2.2.3 National and Provincial Electrical Safety Codes - As they pertain to the installation, verification and maintenance of Emergency Power Supply Systems.

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 7 of 68

- 1.2.2.4 National and Provincial Health & Safety Codes - As they pertain to the works undertaken on site.

1.2.3 Standards

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

- 1) CAN/ULC/ORD - C58.12.92 - Leak detection devices (volumetric type) for underground flammable liquid storage tanks
- 2) CAN/ULC/ORD - C58.14.92 - Non Volumetric leak detection devices for underground flammable liquid storage tanks.
- 3) CAN/ULC-S1001-11 – Standard for Integrated Systems Testing of Fire Protection and Life Safety

1.2.3.2 Canadian Standards Association (CSA) Standards

- 1) CSA C282 - Emergency electrical power supply for buildings
- 2) CSA Z460 - Control of hazardous energy - Lockout and other methods
- 3) CSA Z462 - Workplace Electrical Safety (Arch Flash Protection)
- 4) CSA-B 139 - Installation code for oil-burning equipment

1.2.3.3 National Fire Protection Association (NFPA) Standards

- 1) NFPA70 B – Recommended practice for electrical equipment maintenance.

1.2.4 Health and Safety

1.2.4.1 *Canada Labour Code Part II*, Canada Occupational Safety and Health Regulations

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 8 of 68

1.2.4.2 Health Canada / Workplace Hazardous Materials Information System (WHMIS)

1.2.4.3 Material Safety Data Sheets (MSDS)

1.2.5 Other required Codes, Standards, Regulations and Requirements

1.2.5.1 Canadian Environmental Protection Act (CEPA) 1999 - Canadian Environmental Protection Act 1999, Hazardous Waste Regulation

1.2.5.2 Canadian Environmental Protection Act (CEPA) 2008-197 - Regulations for Storage tank systems for petroleum products and allied petroleum products.

1.2.5.3 InterNational Electrical Testing Association (NETA) Maintenance and testing specifications for electrical power distribution equipment and systems

1.2.5.4 Canadian Council of Ministers of the Environment (CCME) - PN 1326 - Environmental code of practice for aboveground and underground storage tank systems containing petroleum and allied petroleum products

1.2.5.5 The Technical Standards and Safety Act (TSSA) 2000, Ontario Regulation 215/01 TSSA - Ontario Region Requirement.

1.2.5.6 Provincial

- 1) Provincial Environmental Protection Act Ex.- Ontario- R.R.O. 1990 Regulation 347 Waste Management.
- 2) The Ontario Electricity Act 1998 – Ont. Regulation 570/05 Ontario Collage of Trades and Apprenticeship Act 2009 – S.O. 2009, Chapter 22 Ontario Ministry of Training, Colleges and Universities – Trade Certifications
- 3) Ontario Health and Safety Act and its associated regulations

1.3 Submittals

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 9 of 68

1.3.1 Fees, Permits and Certificates

1.3.1.1 Pay all fees and obtain all permits. Provide authorities with plans and information for acceptance certificate. Provide inspection certificates as evidence that work conforms to the requirement of the Authority having Jurisdiction.

1.3.1.2 Electrical Inspection Permits

- 1) The Contractor is responsible to provide electrical inspection permits for all electrical work prior to the electrical work taking place. Refer to the National, Provincial or Territorial electrical codes as per 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) confirming that the contractor is not required to provide electrical inspection permits for that 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 working days prior to the commencement of work as identified in the Statement of Work.

- 1) The site/work specific, implementation plan must include:
 - a) A detailed site specific, inspection schedule.
 - b) A detailed work plan and Sequence of operation for the Annual inspection including the installation plan for a load bank if applicable.
 - c) The site-Specific Health and Safety Plan.
 - d) Hazardous Waste Management Plan
 - e) Samples of relevant inspection checklists.
 - f) Sample of a relevant Thermographic report.

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 10 of 68

- 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 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 the Contractor' 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 specific 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 monthly, semi-annual and annual requirements as defined in Part 2 – Execution.

1.3.3.2 The Technical Authority's review of Contractor's annual detailed inspections schedule should not be construed as final and does not reduce the

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 11 of 68

Contractors' overall responsibility for providing the required personnel on the scheduled inspection dates.

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.

1.3.3.4 In the event of a cancellation or a rescheduling that affects the completion of the work, if the Contractor has not been provided with a 2 hours cancellation notification prior to the original start time, the Contractor shall be paid a maximum of a 3 hour service call as per Pricing Schedule 2, billable hourly rates for each individual sent to site.

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:

- 1) Lockout-Tag out procedures
- 2) Site-Specific Electrical Inspection Procedures
- 3) Isolation & Re-energization Procedures
- 4) Spill Containment Procedures
- 5) 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

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 12 of 68

- 1) As part of the site/work specific, 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 for site tasks and operations found in work plan.
 - c) 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 working days with written report of action taken 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 Materials System (WHMIS) Material Safety Data Sheets (MSDS) for Hazardous Materials used on site to the Technical Authority five working days before such materials are brought to site.

1.3.6 Logbooks

- 1.3.6.1 The Contractor is responsible for supplying and completing the CSA C282 Logbook or Technical Authority approved equivalent. Logbooks are to be

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 13 of 68

kept in the emergency power supply room. The logbook must be used to record the work performed at each visit and identify parts and materials used.

- 1.3.6.2 The completed original logbooks must be submitted to the Technical Authority and become the property of Canada.

1.3.7 Inspection Checklists

- 1.3.7.1 Sample checklists are available from the Technical Authority upon request.
- 1.3.7.2 The Contractor is responsible for providing and completing the inspection checklists required by this Statement of Work. These inspection checklists must be in conformance with the minimum requirements defined by the applicable Codes, Standards and Regulations.
- 1.3.7.3 Additional inspections, checks and tests, as identified in Part 2 – Execution, must also be included and recorded on the Contractor's checklists.
- 1.3.7.4 The inspection checklists must be submitted to and approved by the Technical Authority as part of the site/work specific, implementation plan.
- 1.3.7.5 The checklists must be used to record the work performed at each inspection and must identify the specific tasks undertaken.
- 1.3.7.6 The completed checklists are to be kept in a vinyl hard cover 3 "D" ring type loose leaf binder for 212 mm X 275 mm size paper with the required logbooks in the emergency power supply room.
- 1.3.7.7 The completed original inspection checklists must be submitted to the Technical Authority and become the property of Canada.

1.3.8 Building Life Safety Compliance Testing Manual

- 1.3.8.1 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.

1.3.9 Material Removal Records

- 1.3.9.1 The Contractor must submit to the Technical Authority records for all removals from site, for both materials designated for alternative disposal and general waste as defined by the Canadian Environmental Protection Act (CEPA) 1999, Hazardous Waste Regulation and other applicable provincial, municipal or territorial legislation.

1.3.10 Reports for Tests, Checks, Maintenance and Service

1.3.10.1 Monthly and Semi-Annual Reports

- 1) A detailed and comprehensive signed computerized copy report of the monthly and semi-annual test procedures carried out, must be submitted to the Technical Authority within ten (10) working days following the completion of the inspections, tests, checks, maintenance and service defined within this Statement of Work.
- 2) The report must include the major and minor deficiencies noted during the inspections, tests, checks, maintenance and service defined within this Statement of Work.

1.3.10.2 Annual Report

- 1) A detailed and comprehensive signed computerized copy of the annual inspection report must be submitted to the Technical Authority no later than fifteen working days following the completion of the Annual inspection, tests, checks, maintenance and service.
- 2) The Annual Report shall also include :
 - a) Major and minor deficiencies noted during the inspections, tests, checks, maintenance and service.
 - b) The Thermographic Report
 - c) The Liquid Analysis Report

d) The Fuel Oil Lab Report

1.3.10.3 Fuel Oil Laboratory Report

- 1) The Contractor must ensure that the laboratory selected meets with the approval of the Technical Authority and is capable of analyzing the quality of the sample as per the requirements identified within the American Society for Testing and Materials (ASTM) Standard D4176 Specification for Diesel Fuel Oils.
- 2) The Contractor must submit a copy of the laboratory certification fifteen days prior to conducting the sample analysis.

1.3.10.4 Thermographic Report

- 1) A detailed and comprehensive signed Thermographic report must be submitted to the Technical Authority with the Annual report. The Thermographic report must:
 - a) identify deficiencies and defects;
 - b) include signature in final report;
 - c) Include images and photographs (file type JPEG or BMP) of actual equipment.
- 2) The Thermographic report must also include:
 - a) A photo of the Thermographic signature of defective equipment;
 - b) A photograph of same defective equipment;
 - c) Defective equipment identification and location in accordance with drawing.
 - d) The following information;

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 16 of 68

Thermographic Report

General

Date	
Customer	
Location	
Area	
Component	

Phase Load in Amps

Phase A	
Phase B	
Phase C	
Neutral	

IR Information Value

Time of Creation	
Camera serial Number	

Object Parameter Value

Emissivity	
Object Distance	
Actual Temperature	
Reference Temperature	
Rise above Reference	
Priority	

Following actions

Probable Cause	
Corrective action	
Date repaired	
Repaired by	
Comments	

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 17 of 68

1.3.10.5 Liquid Analysis Report

- 1) The Contractor must provide a liquid analysis report for the anti-freeze and lubricating oil liquid comparing it against the manufacturer's recommendations. The results must be submitted within the annual report.

1.3.10.6 Fuel Oil Lab Report

- 1) The Contractor must provide a fuel lab report to be submitted with the annual report.

1.4 General Requirements

1.4.1 Purpose

- 1.4.1.1 The maintenance and service of building components, sub-systems, 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 must 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 on the Emergency Electrical Power Supply System to ensure the integrity and uninterrupted performance of the systems as indicated in Part 3 – Equipment Inventory, including but not limited to:
 - 1) Diesel Generator(s)
 - 2) Fuel System(s)
 - 3) Transfer Switch(s)
 - 4) Breaker(s)

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 18 of 68

- 5) Splitter Trough(s)
- 6) Disconnect(s)
- 7) Motor Starter(s)
- 8) Panel Board(s)

1.4.3 Service Calls

- 1.4.3.1 The Contractor must provide a qualified person(s) as defined by Section 1.1 - Definitions, to respond, on site, on a twenty-four hour, seven day a week basis at no extra labour cost to Canada.
- 1.4.3.2 The Contractor must respond within 30 minutes and be on site ready to work within two hours. All service call work must be executed by a qualified service personnel named in the Contract and such work must proceed continuously until the system is returned to safe operating condition.
- 1.4.3.3 Request for Service Calls must only be accepted from the National Call Centre or the Technical Authority.
- 1.4.3.4 All service calls will be at extra cost to Canada and shall be calculated based on the As and When Requested Work Pricing Schedule 2 in the Contract. Billable hours begin when the responding qualified person(s) are on site. Upon completion of the required service work, billable time ends. Canada will accept a minimum charge of Two (2) hours. Canada will not accept Truck/Travel or Fuel charges.

1.4.4 Problem Escalation

- 1.4.4.1 If within the first four hours of working on the equipment, the Contractor's service technician has not been able to make significant progress of determining the problem with the equipment, they must then contact their technical support manager, service manager or engineering manager for advice on a further course of action;
- 1.4.4.2 If the problem is not corrected within a total of eight hours, the service technician must contact their technical support manager, service manager or

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 19 of 68

engineering manager, who must arrange to have someone with more expertise (i.e. an engineer) available on site within the following twenty-four hours.

- 1.4.4.3 The Contractor must submit a written report within forty-eight hours to the Technical Authority providing a clear and concise rationale of the events leading up to the failure of any component, sub-system, system or integrated system and how the issue was fixed.

1.4.5 Notifications

- 1.4.5.1 An annually approved schedule is required before the start of the first test and every subsequent year thereafter.
- 1.4.5.2 The Technical Authority must be notified a minimum of fifteen working days prior to tentative tests to allow time to make necessary arrangements.
- 1.4.5.3 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.
- 1.4.5.4 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: the Technical Authority (TA), PSPC Building Systems Technician (BST), the monitoring service, the fire department and the site security. If there is an issue or delay in gaining access to the site the Contractor's employee or technician must contact the TA and the BST for assistance and at the very least, leave a voicemail message. If the TA or BST does not respond within 30 minutes the Contractor's employee or technician can leave the site. Request to re-schedule the test/inspection must be sent to the TA by the end of the next day of business (16:00).
- 1.4.5.5 The Contractor must notify the Technical Authority in writing within twenty-four hours or the next day of business, if they miss a scheduled test/inspection for any reason other than cancellation or re-scheduling notification by PSPC. Request to re-schedule the test/inspection must be sent to the TA by the end of the next day of business (16:00).

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 20 of 68

1.4.5.6 The Contractor must notify the Technical Authority in writing within twenty-four hours of repairs or service deemed necessary that were identified during inspections, checks, tests and Service calls that are not included within the Statement of Work.

1.4.6 Operational Requirements

1.4.6.1 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.

1.4.7 Extra Work

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

1.4.7.2 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 "As and When Requested Work" Pricing Schedule 2 in the Contract. The proposed repairs must not proceed without prior consent in writing from the Technical Authority.

1.4.7.3 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.

1.4.7.4 Components used to repair or replace existing components must be new, compatible with the existing inventory, Canadian Underwriters Laboratories of Canada (ULC) and/or Canadian Standards Association (CSA) listed and

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 21 of 68

must comply with the applicable provisions of the codes, standards, regulations and requirements identified in Section 1.2 – Required Codes, Standards, Regulations and Requirements.

1.4.7.5 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.

1.4.7.6 The Contractor is to follow the “As and When Requested Work” format when called upon by the Technical Authority to assist the Property Management Team with any extra work. Examples of this type of work or service call would include but are not be limited to, By-Passes, On Site Stand-By, Shut-Downs and Projects.

1.4.8 Building Access Hours

1.4.8.1 Regular, Silent and Weekend Building Working Hours

- 1) Regular building working hours are from 06:00 AM until 06:00 PM, Monday to Friday.
- 2) Silent building hours are from 06:00 PM until 06:00 AM, Monday to Friday.
- 3) Weekend building working hours are from 06:00 PM, Friday to 06:00 AM, Monday.

1.4.8.2 Inspections, Maintenance, Testing and Service

- 1) **With Disruption and Interference**
 - a) The inspections, maintenance, testing and service as defined by this Statement of Work must be carried out at 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).

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 22 of 68

- b) Routine maintenance, testing and service to the Service Electrical Power Supply Systems as required by this Statement of Work, which may cause disruption to the building occupants and/or systems, must not be carried out during normal working hours as defined in article 1.4.8.1- Regular, Silent and Weekend Working Hour.
- c) Disruptive tasks include load transfer, testing of ancillary functions, or other tests and services deemed unacceptable by the Technical Authority.
- d) Testing with disruption and interference tasks required by this Contract must only take place during the **Weekend building working hours.**

2) **Without Disruption and Interference**

- a) Routine maintenance, testing and service to the Emergency Electrical Power Supply Systems as required by this Statement of Work, which will not cause disruption to the building occupants and/or systems, may be carried out during **Regular building working hours** as defined in article 1.4.8.1- Regular, Silent and Weekend Working Hours.

1.4.8.3 Site Specific Maintenance Schedule

- 1) The routine inspections, maintenance, testing and service as defined by this Statement of Work must be carried out during silent building hours, between the hours of 18:00 and 06:00 as per the schedule submitted by the contractor and approved by the Technical Authority under Section 1.3.2 Site/Work Implementation Plan.
- 2) The Annual Inspection and Loadbank Testing as defined by this Statement of Work, must be carried out during Weekend Building Working Hours as per the schedule submitted by the contractor and approved by the Technical Authority under Section 1.3.2 Site/Work Implementation Plan.

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 manufacturers for the equipment concerned, including direct access to the manufacturer's technical support services and service bulletins.
- 1.5.1.2 The manufacturers may possess Proprietary Rights on some or all of the equipment listed in Section 3 – Equipment Inventory. Should a need arise to test, inspect, reconfigure, replace or reprogram such equipment, the Contractor must ensure the Work is completed at no additional cost to Canada.
- 1.5.1.3 It is the responsibility of the Contractor to provide one vinyl hard cover 3 “D” ring type loose leaf binder for 212 mm X 275 mm size paper, which holds the required checklists as per Section 1.3 - Submittals. The binder must be kept available in the emergency power supply room and becomes the property of Canada.

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 phone within an hour and subsequently to follow up with a written report by fax or e-mail 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

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 24 of 68

- 1.5.3.1 It is the responsibility of the Contractor to document the tasks and activities associated with checks, tests, maintenance and service as identified within this 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 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 the 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 Ontario Health and Safety Act and its associated regulations.
- 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/herself improperly or has violated the requirements of the site specific Health and Safety Plan.

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 25 of 68

The Contractor must replace the removed individual with another individual with the same mandatory qualifications within twenty-four hours.

1.5.5 Working Alone Policy

- 1.5.5.1 No employee shall work alone on the site at any time. It is the responsibility of the Contractor to ensure that the appropriate measures are implemented for two or more of its employees to be on site at all times during any job function.

1.6 Summary of Work

1.6.1 Inclusions of the Statement of Work

1.6.1.1 Labour

- 1) The labour for all inspections, testing, cleaning, maintenance, service and contract administration expenses must be provided by the Contractor at no extra cost to Canada.
- 2) The labour for Service Calls must be provided by the Contractor on a 7 days a week / 24 hours basis for the duration of the Statement of Work as per subsection 1.4.3. - Service Calls.

1.6.1.2 Load Bank

- 1) If the building load cannot achieve the 30% test load required by CSA 282 for monthly testing, the Contractor is responsible for providing a load bank and all necessary cabling for connection to the Emergency Electrical Power Supply System or Systems being tested, to meet the required 30% load capacity of the generator.
- 2) Prior to the monthly load bank test, the Contractor will provide their installation location and isolation procedures to the Technical Authority as part of the monthly Inspection -Sequence of Operation Section 1.3 – Submittals.

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 26 of 68

1.6.1.3 Tools, Equipment and Services

- 1) The Contractor must furnish all necessary Personal Protective Equipment (PPE), tools, services, transportation, materials and labour to execute the work required for the testing, checking, inspection & maintenance of the Emergency Electrical Power Supply System(s), sub-systems and related equipment under the terms and conditions contained herein identified in Part 3 – Equipment Inventory.

1.6.1.4 Consumable Materials

- 1) The Contractor must provide all necessary consumable materials required for the maintenance and service of the diesel generator equipment. This includes, but is not limited to oil, lubricating oil, lubricating oil filters, fuel oil filters, combustion air filters, distilled water, and cleaning materials.
- 2) Consumable materials used to repair or replace existing system components must be new, compatible with the existing inventory, Canadian 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.

1.6.2 Schedule

- 1.6.2.1 The first inspection and test must be carried out fifteen working days following the work start date as identified in this Statement of Work, with each successive test following at:

- 1) Monthly;
- 2) Semi-Annually; and
- 3) Annually, as applicable, to be first Monthly.

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 27 of 68

1.6.3 Hazardous Waste Management Plan

1.6.3.1 General

- 1) The Contractor must comply with the Environmental Protection Act and applicable Provincial and Territorial Codes, Standards and Requirements as per Section 1.2 - Required Codes, Standards, Regulations and Requirements, 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 Statement of Work, and prepare a written hazardous waste management plan as part of the Site - Work Specific Implementation Plan under Section 1.3 - Submittals.
- 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 removal and disposal with other activities at site to ensure timely and orderly progress of work.

1.6.3.3 Execution of Work

- 1) The Contractor must place hazardous waste generated by the performance of the maintenance items and duties required by this Statement of Work in the hazardous waste containers provided by Canada. The containers are to be stored, on the site in an area

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 28 of 68

designated by the Technical Authority. The Contractor must do work in accordance with the hazardous waste management plan.

- 2) Hazardous waste includes but is not limited to :
 - a) Engine oil
 - b) Fuel oil
 - c) Anti-freeze
 - d) Fuel oil filters
 - e) Engine oil filters
 - f) Batteries
- 3) 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.
- 4) The Contractor must clean up work area as work progresses.
- 5) The Contractor must remove tools on completion of work, and leave work areas in clean and orderly condition.
- 6) 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 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.

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 29 of 68

- 2) Correction of Non-Compliance by the Contractor
 - a) Immediately address Health and Safety non-compliance issues identified by authority having jurisdiction or by the Technical 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 the 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.
- 1.6.4.3 Unless specified otherwise, materials for removal become the Contractor's property.

1.7 Work Restrictions

1.7.1 Use of site and facilities

- 1.7.1.1 The Contractor must execute work with least possible interference or disturbance to the normal use of the premises. Arrangements 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.

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 30 of 68

1.7.2 Maintenance of Existing Services

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

- 1) Personnel, pedestrian and vehicular traffic access.
- 2) A flag person where work impedes on regular traffic flow.
- 3) Safety barricades, signage and all precautionary measures required to assure the continued use to building access and services.
- 4) Liability for damage, safety of equipment and overloading of existing equipment;
- 5) 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 Intended interruption of Services

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

PART 2 EXECUTION

2.1 General - Emergency Power Supply System(s)

2.1.1 Performance

- 2.1.1.1 All work must be performed in accordance with the 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 system, sub-system, integrated system and component associated with the Emergency Electrical Power Supply Systems as identified within Part 3 – Equipment Inventory, must be checked, inspected and tested as per the applicable Codes, Standards, Regulations and Requirements in Section 1.2.

2.1.2 Required Consumable Materials

- 2.1.2.1 The Contractor must provide and store on site, as directed by the Technical Authority, the following consumable materials. These materials must be replaced on an annual basis by the Contractor ;
 - 1) A minimum of 4.54 litres of distilled water.
 - 2) Fuel filter(s) of each type and quantity required on fuel system as per Part 3 – Equipment Inventory.
 - 3) Oil filter(s) of each type and quantity required as per Part 3 – Equipment Inventory.
 - 4) Coolant filter(s) of each type and quantity required as per Part 3 – Equipment Inventory.

2.1.3 Scheduling and Planning

2.1.3.1 Maintenance Implementation Strategy

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 32 of 68

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

2.1.3.2 Weekly, Monthly, Test Intervals

- 1) The Contractor must schedule maintenance intervals according to CAN/CSA - C282, which must include:
 - a) Weekly Requirements
 - i) Except when Monthly, Semi-Annual and Annual events occur during the term of this Statement of Work, the Weekly requirements will be performed by Canada and other parties.
 - b) Monthly Requirements
 - i) The monthly checks, inspections and tests must also include the applicable weekly requirements.
 - c) Semi-Annual Requirements
 - i) The semi-annual maintenance, checks, inspections and tests must also include the applicable weekly and monthly requirements.
 - d) Annual Requirements
 - i) The annual maintenance, inspection and tests must also include the applicable weekly, monthly and semi-annual requirements.
 - ii) As part of the annual checking, inspection and testing procedures the Contractor is responsible for providing and covering the cost of a load bank and all necessary cabling for connection to the Emergency Electrical

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 33 of 68

Power Supply System or Systems being tested, to meet the required maximum load capacity of the generator.

- iii) The Contractor must provide their installation location and isolation procedures to the Technical Authority as part of the Annual Inspection -Sequence of Operation Section 1.3 – Submittals.
- iv) The Contractor must submit a detailed sequence of operation for all of the events covered under the Annual inspection as detailed in Section 1.3 – Submittals.
- v) The Contractor must provide a liquid analysis report for the anti-freeze and lubricating oil liquid as per Section 1.3 – Submittals.

e) Five Year Requirements

- i) The five-year maintenance, checking, inspection and testing must be performed in the third year of the Contract duration.

2) Semi-annual and annual tests intervals

- a) There must be a minimum of at least six months between the semi-annual and the annual test of Emergency Power Supply system(s).

2.1.4 Inspections Closeout Tasks

- 2.1.4.1 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.

2.1.5 Personnel on site

- 2.1.5.1 Electrical work

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 34 of 68

- 1) Electrical work must be performed by qualified electrician(s), as per Section 1.1 – Definitions.

2.1.5.2 Monthly required personnel

- 1) The monthly inspections, checks, and tests must be carried out with personnel holding the following qualifications as identified in part 1.1 Definitions:
 - a) Diesel Engine Technician
 - b) Petroleum Mechanic
 - c) Electrician (only as needed when connecting or switching or isolating equipment)
- 2) A minimum of two qualified personnel must be present for monthly inspections. One can be dual-trained.

2.1.5.3 Semi-Annual Inspection Required Personnel

- 1) Personnel required under the monthly inspections are required at the semi-annual inspection.
- 2) Other qualified personnel or service(s) relevant to the semi-annual testing and work identified within this Statement of Work as outlined in Section 1.1. - Definitions.

2.1.5.4 Annual Inspection Required Personnel

- 1) Personnel required under the semi-annual inspections are required at the annual inspection.
- 2) Other qualified personnel or service(s) relevant to the annual testing and work identified within this Statement of Work.

2.2 Additional Monthly Requirements

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 35 of 68

2.2.1 Fire Pump Transfer Switch(s)

- 2.2.1.1 Must be tested to ensure correct operation during monthly diesel generator test.

2.2.2 General Annunciator Panel(s) - Local & Remote

- 1) Annunciator panel(s) must be checked to confirm correct operation.

2.2.3 Emergency Power Supply System Room or Enclosure/Container

2.2.3.1 Motor Starters

- 1) Motor starters must be checked for correct operation.

2.3 Additional Annual Requirements

2.3.1 Thermographic Survey Requirement

- 2.3.1.1 After the first 90 minutes of the 120 minutes annual full load test, the Contractor must conduct a complete Thermographic Survey (as defined in Section 1.1 – Definitions) of the electrical equipment identified in Part 3 - Equipment Inventory, to identify any thermal anomalies.

- 2.3.1.2 The Contractor must provide a written report as per Section 1.3 - Submittals.

2.3.2 Load Bank

- 1) Proper mounting of all panel covers, including latches, must be checked, where applicable.
- 2) Dust and grime from both interior and exterior surfaces of the control cabinet must be removed.
- 3) Coils and fans must be cleaned as specified by the manufacturer.
- 4) Indicating lamps, which are required to be illuminated as part of their normal function, must be inspected to assure that they are operational.

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 36 of 68

- 5) Load bank must be inspected for any unusual noises, vibration or smells.
- 6) Electrical connections must be inspected to ensure proper tightness.
- 7) Load bank must be inspected for signs of heating (e.g. discoloration or damaged insulation).
- 8) Movable linkages must be inspected.
- 9) Meters and gauges must be calibrated.
- 10) Control panel switches and remote control panel switches must be tested for correct operation.
- 11) The equipment ventilation system, including belts, must be checked and tested.
- 12) Necessary temporary cabling for connection must be provided and installed from the load bank to the Emergency Electrical Power Supply System or systems being tested and removed after completion.

2.3.3 Water Cooled Generator Annual Inspection

2.3.3.1 Heat Exchanger

- 1) Clean & inspect the Heat Exchanger and Core.
- 2) Inspect the pressure cap for wear & damage.
- 3) Remove Zinc electrodes from the inlet and inspect for damage.
- 4) Clean electrodes. Replace worn electrodes.
- 5) Inspect all gaskets and seals. Replace all damaged or worn gaskets & seals.
- 6) Inspect the cooling system.
- 7) Replace all filters as per the manufacturer's recommendations.
- 8) Inspect coolant and clean every 1000 hours.
- 9) Check all hoses for wear & blockage.

2.3.3.2 Water Pump

- 1) Check water pump for leaks.
- 2) Inspect water pump, gaskets and seals.
- 3) Verify the impeller is not damaged and is free of obstructions.

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 37 of 68

- 4) Check all pipes and hoses for wear.

2.3.3.3 Water Cooled Generator Inspection

- 1) Inspect all belts and hoses.
- 2) Ensure that all parts are lubricated and all oil levels are as per manufacturer's recommendations.

2.3.4 Engine Exhaust System

- 1) Muffler and/or scrubber must be inspected and cleaned.
- 2) Exhaust piping must be inspected for cracks, corrosion, rust, or any other signs of deterioration.
- 3) Exhaust pipe supports must be inspected for proper support and anchoring.
- 4) Exhaust pipe insulation must be inspected for cracks and deterioration.

2.3.5 Single Generator Control Panel

2.3.5.1 The breakers located within control panels on generator set or remotely shall be:

- 1) Inspected for condition of insulators and barriers
- 2) Inspected for proper anchorage and alignment.
- 3) Inspected for unusual heating.
- 4) Inspected for correct tightness of accessible bolted electrical connections by calibrated torque-wrench method in accordance with manufacturer's published data or Table 100.12 of NETA
- 5) Cleaned as per manufacturers recommendations.
- 6) Tested to ensure smooth operation.

2.3.5.2 The Programmable Logic Controller(s) shall be inspected and the program shall be compared with the previous inspection.

2.3.5.3 The engine and generator safeties shall be inspected and tested to ensure correct operation of safety features as per CSA C-282.

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 38 of 68

2.3.5.4 Communication/operation and Annunciation Between Generator Control Panel and Other Relevant Equipment

- 1) The following equipment must be inspected and tested for correct annunciation:
 - a) Engine
 - b) Generator
 - c) Fuel system
 - d) Ventilation systems
 - e) Building Automation System (BAS)
 - f) Power distribution transfer switches.
 - g) Fire-pump transfer switches.
 - h) Fire alarm system.
 - i) Battery charger.

2.3.5.5 General Annunciator Panel(s) - Local & Remote

- 1) Annunciator panels must be inspected & tested to confirm correct operation.

2.3.5.6 Emergency Power Off (EPO) Station

- 1) EPO located on the control panel must be inspected and tested to confirm for correct operation.
- 2) EPO located at the entrance to generator room or outside the room must be inspected and tested to confirm for correct operation.

2.3.5.7 Transfer Switches

- 1) Transfer Switches must be maintained as per CSA 282 & the manufacturer's recommendations.
- 2) Base building transfer switch(s) programming and time delays must be tested.
- 3) Tenant service transfer switch(s) programming and time delays must be tested.

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 39 of 68

- 4) Fire Pump Transfer Switch(s) must be tested to insure correct operation only. Maintenance is to be performed by Canada and other parties.
- 5) Emergency power circuit breaker for fire pumps transfer switch(s):
 - a) Must be inspected for condition of insulators and barriers
 - b) Must be inspected for proper anchorage and alignment.
 - c) Must be inspected for unusual heating.
 - d) Must be inspected for correct tightness of accessible bolted electrical connections by calibrated torque-wrench method in accordance with manufacturer's published data or Table 100.12 of InterNational Electrical Testing Association (NETA).
 - e) Must be cleaned as per manufacturer's recommendations.
 - f) Must be tested to ensure smooth operation.

2.3.5.8 Room or Enclosure/Container Ventilation Systems

- 1) Room/enclosure air supply and exhaust system(s) motorized dampers:
 - a) Must be cleaned and inspected.
 - b) Must be operated over full cycle to confirm proper operation.
 - c) Must be tested to ensure that dampers open and close to proper positions.
 - d) Must be inspected to ensure that motor shaft and linkage is not damaged or obstructed.
 - e) Linkage must be lubricated.
- 2) Room/enclosure air supply and exhaust system(s) room thermostat must be tested for correct and accurate operation.
- 3) Room/ enclosure air supply and exhaust system(s) fan and motor assembly shall be:
 - a) Checked for excessive noise, vibration and overheating.
 - b) Inspected to ensure fan blades are clean.
 - c) Checked to confirm belt, condition, tension and alignment

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 40 of 68

- d) Lubricated.
 - e) Cleaned internally and externally.
 - f) Tested to insure that fan rotates freely.
 - g) Inspected for solid mounting. Tighten mounting bolts if found to be loose.
 - h) Inspected for shaft play and bearing wear. Recommend replacement of defective equipment if discovered.
 - i) Inspected to ensure integrity of safety guard, if fitted with such.
- 4) Room/enclosure air supply and exhaust system(s) motor starter(s):
- a) Must be checked, inspected and tested
 - b) Must be cleaned of dirt, rust or corrosion.
 - c) Must have their electrical connections torqued to manufacturers' recommended values.
 - d) Must be inspected for frayed strands on flexible leads, flexing over entire length.
 - e) Must be inspected for noise, shading coils, magnetic surfaces, sealing, mechanical binding and loose rivets.
 - f) Must be inspected for proper sizing of over-current and overload devices.
 - g) Must have their mechanical connectors inspected.
 - h) Spring clip pressure of fuse clips must be inspected.
 - i) Electrical connections must be inspected for discoloration of any current carrying parts.
 - j) Coils must be inspected for signs of overheating or mechanical wear.
 - k) Push buttons, selector switches and/or pilot devices must be cleaned and device contacts shall be inspected.
 - l) Pilot circuit must be tested for continuity.
 - m) Contactors must be inspected for flashing; if noted, then adjust contactor to eliminate contact bounce.
 - n) Copper fuse ferrules must be polished. The Contractor must inspect for loose ferrules and proper size fuses.
 - o) Contact tips must be inspected. The Contractor must recommend replacement if burnt excessively, must not file

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 41 of 68

silver tips. The Contractor must wipe clean and recommend replacement if less than 50% contact surface remains.

- p) Magnet faces must be cleaned, shading checked. Striking coil must be inspected for misalignment and binding. Correct as required.
- q) Overload relays must be tripped by hand to ensure mechanically free. The Contractor must clean, check heater coil and tighten coil connections.
- r) Arc shields must be checked for breaks and burning of arc blow out segments. The Contractor must recommend replacement if 1/3 vaporized.
- s) Rectifiers continuity and voltage must be inspected.
- t) Relays must be cleaned. The Contractor must inspect for mechanical binding and striking and check contacts.
- u) Starting sequences must be tested to ensure controls function properly.
- v) Pilot devices, pressure switches and temperature switches, bottom and top limits of operation must be checked. The Contractor must check for fluttering of contacts (revealed by pumping of main contacts).

2.3.5.9 Overcurrent Protective Devices

- 1) Overcurrent protective devices must be tested as per CSA C282.

2.4 Fuel System(s) Associated With Emergency Power Supply System(s)

2.4.1 General

2.4.1.1 A Qualified Person, as defined in Section 1.1 - Definitions of this specification, shall perform the maintenance of the fuel system associated with Emergency Electrical Power Supply System(s).

- 1) The Contractor must record the checks, inspections and tests results and provide reports as defined within this Statement of Work.

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 42 of 68

Refer to Appendix A, B, & C attached mandatory inspection checklists.

- 2) The Contractor must schedule maintenance intervals according to but not limited to Canadian Environmental Protection Act (CEPA) 2008-197 or Provincial/Territorial requirements, National Fire code, CCME - PN1326- Environmental code of practice, CSA – B139, ULC/ORD –C58.12.92, ULC/ORD – C58.14.92 depending on the fuel system volume, as follows:
 - a) Weekly:

Refer to Appendix A performed by Canada and other parties, Except when monthly or annual occur during the term of this Statement of Work.
 - b) Monthly:

Refer to Appendix A, & B. The monthly inspection and test shall also include the weekly inspection.
 - c) Annual:

Refer to Appendix A, B, & C. The annual maintenance, inspection and test shall also include the applicable weekly and monthly inspection.

2.4.2 Annual Testing Requirement

2.4.2.1 The Contractor must test the Quality of the fuel as follows:

- 1) Annually
 - a) CAN/ CSA 282 - visual inspection of fuel (clear and bright test) and;
 - b) The Contractor must submit the fuel sample to a qualified laboratory certified to perform analysis on diesel fuel for contamination and fuel degradation.

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 43 of 68

- i) The Contractor shall ensure that the laboratory selected meets with the approval of the Technical Authority and is capable of analyzing the quality of the sample as per the requirements identified within ASTM Standard D4176 Specification for Diesel Fuel Oils.
 - ii) The Contractor shall submit lab reports as per the requirements identified in Section 1.3 - Submittals.
 - iii) Test results shall indicate that the diesel fuel tested meets the ASTM standard specification as recommended by the engine manufacturer.
 - iv) The Contractor shall change fuel filter(s) on a yearly basis using the onsite stock.
- c) Depending on the combined results of the clear and bright test and the laboratory test results, the Contractor must be available to supervise the stabilizing, filtering and fuel replacement at no cost to Canada. Canada shall bear the actual filtering & fuel replacement costs excluding Contractor's supervision cost and shall be responsible for the disposal of old fuel.
- d) Upon completion of any of the options identified within part (c) above, the Contractor is responsible for re-submitting a new fuel sample for analysis. Canada shall bear the actual cost of this second analysis. Results shall be submitted to the Technical Authority.

2.4.3 Additional Scheduling and Planning Requirements

2.4.3.1 Fuel transfer pumps system

- 1) Fuel pumps
 - a) Fuel pumps must be greased, in accordance with the manufacturers' recommendations.
 - b) Fuel pumps must be tested to see that it turns freely by hand.
 - c) Suction/ discharge pressures must be inspected.

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 44 of 68

- d) Stem must be inspected for leaks. The Contractor must recommend replacement or repacking of seals.
- e) Bearings must be inspected for overheating, vibration, and excessive noise.
- f) Lubricant must be inspected and topped up.
- g) Drip rate of lubricant must be adjusted, in accordance with the manufacturers' recommendations.
- h) Motor couplings must be checked for worn parts, tightness of mounting shaft and condition of safety guard.

2) Motors

- a) Motors must be inspected for overheating, vibration or excessive noise.
- b) Motors must be cleaned and bolts tightened to recommended manufacturers' torque values.
- c) Belts must be inspected for correct tension alignment and general condition.
- d) Bearings must be oiled, in accordance with the manufacturers' recommendations
- e) Motors must be greased, in accordance with the manufacturers' recommendations
- f) Guards must be inspected to be in place and shall be tightened in accordance with the manufacturer's recommendations.

3) Duplex Pumps Controllers

- a) Must be cleaned of dirt, rust or corrosion
- b) Must be inspected for frayed strands on flexible leads, flexing over entire length.
- c) Must be inspected for noise, shading coils, magnetic surfaces, sealing, mechanical binding and loose rivets.
- d) Must have their electrical connections torqued to manufacturers' recommended values.
- e) Must be inspected for proper sizing of over current and overload devices

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 45 of 68

- f) Electrical connections must be inspected for discoloration of any current carrying parts.
- g) Mechanical connectors must be inspected.
- h) Spring clip pressure of fuse clips must be inspected.
- i) Coils must be inspected for signs of overheating or mechanical injury.
- j) Push buttons, selector switches and/or pilot devices must be cleaned and device contacts must be inspected.
- k) Pilot circuit must be tested for continuity.
- l) Contactors must be inspected for flashing; if noted then adjust contactor to eliminate contact bounce.
- m) Copper fuse ferrules must be polished. The Contractor must inspect for loose ferrules and proper size fuses.
- n) Contact tips must be inspected. The Contractor must recommend replacement if burnt excessively, must not file silver tips. The Contractor must wipe clean and recommend replacement if less than 50% contact surface remains.
- o) Magnet faces must be cleaned, shading checked. Striking coil must be inspected for misalignment and binding. The Contractor must correct as required.
- p) Overload relays must be tripped by hand to ensure mechanically free. The Contractor must clean, check heater coil and tighten coil connections.
- q) Arc shields must be checked for breaks and burning of arc blow-out segments. The Contractor must recommend replacement if 1/3 vaporized.
- r) Rectifier's continuity and voltage must be inspected.
- s) Relays must be cleaned. The Contractor must inspect for mechanical binding and striking and check contacts.
- t) Starting sequences must be tested to ensure controls function properly.
- u) Pilot devices, pressure switches and temperature switches bottom and top limits of operation must be checked. The Contractor must check for fluttering of contacts (revealed by pumping of main contacts).
- v) Duplex Pumps Controllers must be inspected for proper sizing of over current and overload devices.

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 46 of 68

- w) Breakers must be inspected for unusual heating, inspected for correct tightness of accessible bolted electrical connections by calibrated torque-wrench method in accordance with manufacturer's published data or Table 100.12 of InterNational Electrical Testing Association (NETA).
- x) Cleaned as per manufacturer's recommendations and tested to ensure smooth operation.
- y) The Contractor must inspect and test Microprocessor base monitoring and controls.
- z) The Contractor must inspect and test alternate lead/standby pump to start on call for fuel.
- aa) The Contractor must inspect and test interconnection with low and high level fuel monitoring system.
- bb) The Contractor must inspect and test interconnection of leak detection system.
- cc) The Contractor must inspect and test local audible alarm and event summaries.
- dd) The Contractor must inspect and test interface with BAS and remote monitoring

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 47 of 68

PART 3 EQUIPMENT INVENTORY

3.1 General

3.1.1 Inventory

3.1.1.1 The following is a list of the minimum number of components included in this Statement of Work. Please note inventory is deemed as accurate as possible.

3.2 L'Esplanade Laurier

3.2.1 Building Information

Civic Address	300 Laurier Ave.
City	Ottawa, ON
Postal Code	K1A 0S5

3.2.2 Power Generator Set No. 1

Location	Generator Room B1-63
Manufacturer	Canron/Tamper
Model No.	5144938
Duty	Standby
Assembly Complete with	Steel base, base isolators

3.2.2.1 Engine

Manufacture / Make	Detroit Diesel with a GM heat exchanger
Model No.	9163-7306
Series	16v-149-T1
Cylinders	16
Fuel Type	Diesel
Fuel Transfer Pumps	Dual Pumps – 600VAC, 3 Phase
Block heaters	2 at 120 Volt, 1.5 kW, each
Power Supplied From	Panel # A cct. # 15 & 17
Governor	1

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 48 of 68

No. of Oil Filters	4
Oil Filter Manufacturer	Fleetguard LF 3333/NAPA 1970
No. of Fuel Filters	3
Fuel Filter Manufacturer	Fleetguard FF5036
No. of Air Filters	4

3.2.2.2 Engine Exhaust System

Silencers	2
Exhaust Piping	Insulated
Drainpipe	Complete with Shutoff Valve

3.2.2.3 Alternator

Manufacture	Canron/Tamper
Type	SG-1593
Rating	1000 – kW, 1250 –kVA
Voltage	347/600XX Volts
Amps	1200 amps
Power Factor	0.8
Configuration	3 Phase –4 wire
RPM	1800
Frequency	60 Hz
Duty	Standby

1) Generator Set Control Panel

Manufacture	
Model No.	
Serial No.	
Location	Generator Room B1-63

2) Generator output Circuit Breaker

Manufacturer	FPE
Type	50H-2

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 49 of 68

Voltage	600V, 3 Pole
Fr. Size	1600
Amperage	1600A
S/N	TH5715-74
Location	Panel DP7 - B1-63 (P1 Level)
Complete with Kirk key system	Yes

3.2.2.4 Engine Cooling System – Heat Exchanger

Heat Exchanger	Engine Mounted
Water Pump	Engine driven
Number of drive belts	1

3.2.3 Additional Equipment for Generator No. 1

3.2.3.1 Engine Starting System (Battery)

Number of Batteries	4
Manufacture	Gal Power Systems
Model	8D1400
Battery Voltage	12
Battery Age	July 2015
System Voltage	24 – Volts

3.2.3.2 Battery Charger

Manufacture	Enertec
Model No	HX2420S1BA1
Serial No	P81001
Input	120V, 60HZ, 12Amps, 1000VA
Output	24V, 20Amps

3.2.3.3 Fuel System

Type	Diesel
Day Tank Capacity	1217 Litres

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 50 of 68

Construction	Single Walled
Complete with	Fuel Containment Tank
Fuel Level Gauge System	Pneumatic
Alarms	Fuel Containment Alarm
Type	Above Ground
S/N	6005.3
Location	Generator Room B1-63

1) Main Fuel Tanks

Type	Above Ground
Fuel Level System	Veeder Root
Alarms	Yes
Complete with	Fuel Containment System
Quantity	2

2) Main Tank No. 1

Capacity	10,000 Litres
S/N	6005.4A
Location	P-301

3) Main Tank No. 2

Capacity	10,000 Liters
S/N	6005.4B
Location	P-301

3.2.3.4 Fuel Pumps

Type of Pumps	Dual Pumps
Motor Manufacturer	Leeson
Voltage	600 Volts
Amperage	0.8 Amps
Horse Power	½ HP
Power Supplied From	MCC #4, P-203

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 51 of 68

3.2.3.5 Fuel Filtering Systems

Number of Systems	2
Manufacturer	Albany Pump Co
Model No.	AF-L05
Filters	Raycor
Number of filters for each system	2
Additional Filter	1

3.2.3.6 Duplex Fuel Pump Controllers

Manufacturer	Torna Tech
Voltage	600 Volt
Phase	3
Power Supplied From	MCC #4, P-203
Serial No	Z 39995

3.2.3.7 Transfer Switch ATS1

Location	Generator Room B1-63
Manufacturer	FPE
Model	CMS
Serial No.	C-361
Voltage	600
Amperage	800
Configuration	3 phase 4 Wire

1) Normal Power Circuit Breaker

Location	Main Elect. Rm. 1
Switch Board No	DP3 Cell 3

2) Emergency Power Circuit Breaker

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 52 of 68

Location	Generator Room B1-63
Switch Board No	DP7 Cell #3

3.2.3.8 Transfer Switch ATS2

Location	Elect Room P-223
Manufacturer	FPE
Model	CJS
Serial No.	C-363
Voltage	600/347
Amperage	400
Configuration	3 phase 4 Wire

1) Normal Power Circuit Breaker

Location	Elect. Rm. P-140
Switch Board No	FDP-1BA

2) Emergency Power Circuit Breaker

Location	Generator Room B1-63
Switch Board No	DP7 Cell #2

3.2.3.9 Transfer Switch ATS3

Location	Elect Rm. 11 th Floor East Tower
Manufacturer	FPE
Model	CJS
Serial No.	C-365
Voltage	600/347
Amperage	400
Configuration	3 phase 4 Wire

1) Normal Power Circuit Breaker

Location	Elect Rm. 11 th Floor East Tower
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L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 53 of 68

Switch Board No	11DP-11C
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2) Emergency Power Circuit Breaker

Location	Generator Room B1-63
Switch Board No	DP7 Cell #2

3.2.3.10 Transfer Switch ATS4

Location	Elect Rm. 22 nd Floor East Tower
Manufacturer	FPE
Model	CMS
Serial No.	C-367
Voltage	600/347
Amperage	800
Configuration	3 phase 4 Wire

1) Normal Power Circuit Breaker

Location	Elect Rm. 22 nd Floor East Tower
Switch Board No	DP10

2) Emergency Power Circuit Breaker

Location	Generator Room B1-63
Switch Board No	DP7 Cell #2 DP7 Cell #2

3.2.3.11 Transfer Switch ATS5

Location	Elect. Rm. P-215 West Tower
Manufacturer	Eaton
Cat. No.	ATH3LDA30400ESC
Serial No.	23E320100
Voltage	600/347
Amperage	400
Configuration	3 phase 4 Wire

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 54 of 68

1) Normal Power Circuit Breaker

Location	Elect Rm. 150 (Via P-116) West Tower
Switch Board No	FDP-1BB

2) Emergency Power Circuit Breaker

Location	Generator Room B1-63
Switch Board No	DP7 Cell #2

3.2.3.12 Transfer Switch ATS6

Location	Elect Rm. 11 th Floor West Tower
Manufacturer	FPE
Model	CMS
Serial No.	C-366
Voltage	600/347
Amperage	800
Configuration	3 phase 4 Wire

1) Normal Power Circuit Breaker

Location	Elect Rm. 11 th Floor West Tower
Switch Board No	FDP-11D

2) Emergency Power Circuit Breaker

Location	Generator Room B1-63
Switch Board No	DP7 Cell #2

3.2.3.13 Transfer Switch ATS7

Location	Elect Rm. 22 nd Floor West Tower
Manufacturer	FPE
Model	CJS

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 55 of 68

Serial No.	C-364
Voltage	600/347
Amperage	400
Configuration	3 phase 4 Wire

1) Normal Power Circuit Breaker

Location	Elect Rm. 22 nd Floor West Tower
Switch Board No	DP-11

2) Emergency Power Circuit Breaker

Location	Generator Room B1-63
Switch Board No	DP7 Cell #2

3.2.3.14 Emergency Power Off (EPO) Stations

Location	
----------	--

3.2.3.15 Logbook

Location	Generator Room
----------	----------------

3.2.4 Additional Electrical Equipment for the Generator No. 1

3.2.4.1 Fire Pump Transfer Switch

Number of fire pump transfer switches	2
Manufacturer	Torna Tech
Model	GPG 600.125.3.60
Serial No.	Z10748/Z10752
Voltage	600
Amps	150

1) Normal Power Circuit Breaker

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 56 of 68

Voltage	600
Amps	150
Disc. Switch No.	05-420-003
Location	Transf Rm. #2 P-123-A

2) Emergency Power Disconnect

Voltage	600
Amps	400
Disc. Switch No.	05-120-011
Location	Generator Room B1-63

3.2.4.2 Diesel Generator Room Ventilation System

1) Intake and exhaust

No. of Dampers	2
Damper motors	2

3.2.4.3 Load Bank

Manufacturer	Chromalox
Catalog No.	DHF-42-X36-125
Voltage	347/600, 3PH, 4 Wire
Rating	500 kW (4 x 125kW)
Complete with	Panel Board, Contactors & Control System
Location	Mech Rm. P-202-E

1) Load Bank Controller

Manufacturer	Unknown
Model No.	Unknown

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 57 of 68

2) Load Bank Circuit Breaker

Manufacturer	PowerPact
Type	PK800
S/N	064151256101
Voltage	600
Amperage	800
Power Supplied From	DP7 Bus

3.2.4.4 Temporary Generator Connection

Voltage	600 VAC
Amperage	2000 A
Connection Box Location	Laurier St.
Power Supplied from	Portable Generator
Breaker Mfg	Siemens WLS2F320
Volts	600VAC 50/60HZ
Amperage	2000A
Complete with Kirk key system	Yes

3.2.4.5 Kirk Key Interlocking System

Total No. of Locks	4
--------------------	---

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 58 of 68

PART 4 FUEL APPENDIX

4.1 Fuel Appendix A – Weekly Storage Tank Inspection

4.1.1 Requirements

- 4.1.1.1 These requirements combine several codes and legislations to ensure a minimum due diligence is achieved. Always adhere to the National Fire Code and manufacturers' recommendations as a minimum. All testing records must be kept for a minimum of five years with the respective Property Manager. If a facility has an oil-water separator, its components will comply with the previously mentioned procedures.

Fuel Appendix A PWGSC Weekly Storage Tank Inspection Checklist				
Site identifier (DFRP):		Facility name:		
Year of installation:		Tank ID:		
Capacity (liters/gallons)		Stored product:		
Tank type (AST-UST)		Tank material		
Date of inspection:		Name of employee who performed inspection:		
Facility Manager:		Manufacturer of tank:		
	Item	Acceptable	Non-compliant	Corrective Action
A	Applies To All Storage Tanks			
1	Liquid-vapor tight fill connection and cap present and in good working order			
2	Locked ULC listed spill containment at fill pipe with a minimum 15 liters capacity			
3	Secondary containment monitoring system in good working order			
4	ULC rated product level gauge is present and in good working order			

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 59 of 68

5	Secondary containment free of product and debris			
B	Fixed fuel-fired device such as furnace, irrigation pump or generator			
8	Functioning emergency shut off device @ pump, furnace or generator with appropriate signage present and in good working order			
9	Product inventory control log book or software present for inventory reconciliation complies with regulatory requirements			
C	Piping for all types of tanks			
10	Corrosion protection on metal surfaces in good working order			
11	Lockable, functioning shut off valve on the supply pipe, located as close as possible to the pipe as its exits the tank			
D	Markings and Signage for tanks			
12	CPPI identifier and CEPA registration tag attached to fill pipe			
13	WHMIS (both UST and AST) and TDGR placards (for AST only) present and in good condition			
14	PWGSC "No smoking"+ anti-static signage present on or near the tank systems (as applicable to the respective tank systems)			
15	Overfill protection device marking present and in good condition			
16	Dip chart present and in good condition			
17	Dip records for the tank and level recorded in log book (all types of tank systems) and/or software inventory records being recorded and available			
E	Emergency Procedures			

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 60 of 68

18	Spill kit present, appropriately sized and in good condition with an emergency response plan (in spill kit or displayed in the tank's vicinity)			
	Remarks:			
	Performed by:		Supervised by:	
	Witnessed by:			

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 61 of 68

4.2 Fuel Appendix B - Monthly Storage Tank Inspection Checklist

4.2.1 Requirements

- 4.2.1.1 These requirements combine several codes and legislations to ensure a minimum due diligence is achieved. Always adhere to the National Fire Code and manufacturers' recommendations as a minimum. All testing records must be kept for a minimum of five (5) years with the respective Property Manager. If a facility has an oil-water separator, then its components will comply with the procedures A through E.

Fuel Appendix B				
PWGSC Monthly Storage Tank Inspection Checklist				
Site identifier (DFRP):		Facility name:		
Year of installation:		Tank ID:		
Capacity (litres/gallons)		Stored product:		
Tank type (AST-UST)		Tank material		
Date of inspection:		Name of employee who performed inspection:		
Facility Manager:		Manufacturer of tank:		
	Item	Acceptable	Non-compliant	Corrective Action
A	Applies To All Storage Tank Locations			
1	Fencing and gate (when present) in good order			
2	Collision protection surrounding the tank present and in good order			
3	Functioning lighting system at fill port			
B	Applies To All Storage Tanks			
4	Have any corrective actions occurred to address corrosion protection deficiencies noted in weekly inspections?			
5	Product shut off device @ pump in good working order			

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 62 of 68

6	Tank secondary containment monitoring system is in good working order (if it has been triggered notify PM immediately)			
7	Vent whistle (if present) or other auditory visual alarms (mandatory for registered systems) are in good working order			
8	Inspect above ground piping and fuel filters for leaks (ensure compatibility with fuel type and date of last replacement for filter is indicated)			
9	Spill container free of product (notify PM immediately if it does have fuel in it)			
10	ULC/CSA labeled fire extinguisher (20 ABC) present and undamaged			
11	High-Low fuel level alarm visual/auditory notification system functioning and in good order			
12	Successful monthly start-up of generator and verification of operation of the transfer pump (s), as well as condition of sump (s)			
C	Piping for all types of tanks			
13	Visually verify condition of the anti-siphon (isolation) valve			
14	Lockable shut off fuel supply-return valve are in the open position			
15	Locked drainage valve (if provided for secondary containment zone) is in a closed position			
16	Markings and Signage for all tanks.			

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 63 of 68

17	PWGSC registration tag is present and in good condition.			
18	Electrical power shut off device signage in good order.			
19	Fuel Management System (FMS) controller lockout/restart functioning and in good order.			
20	Correct type of monitoring well cover present and in good order (UST's only)			
Remarks:				
	Performed by:		Supervised by:	
	Witnessed by:			

**L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5**

Apr. 23, 2018

Page 64 of 68

4.3 Fuel Appendix C - Annual Storage Tank Inspection Checklist

4.3.1 Requirements

- 4.3.1.1 The annual compliance assessment should only be done by a provincially licensed and experienced contractor since many of items will have come in direct contact with the fuel and/or electrical service.
- 4.3.1.2 The annual system verification will entail a full series of tests according to both National Fire Code and manufacturers' recommendations. Mandatory annual integrity testing for UST and all buried piping are to be done according to National Fire Code, Storage Tank Regulations and manufacturer's recommended pressure and time period.
- 4.3.1.3 Please attach the original copy of the testing results to this form.
- 4.3.1.4 All records must be kept for a minimum of five (5) years with the respective Property Manager. If a facility has an oil-water separator, then its components will comply with the procedures A through G.

Fuel Appendix C PWGSC Annual Storage Tank Inspection Checklist				
Site identifier (DFRP):		Facility name:		
Year of installation:		Tank ID:		
Capacity (liters/gallons)		Stored product:		
Tank type (AST-UST)		Tank material		
Date of inspection:		Name of employee who performed inspection:		
Facility Manager:		Manufacturer of tank:		
	Item	Acceptable	Non-compliant	Corrective Action
A	Applies to All Storage Tank Locations			

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 65 of 68

1.	access for emergency and delivery vehicles to enable a 15 m turning radius surrounding location			
2.	No ignition sources within a 7.5 m radius			
3.	Drainage control present in case of spill or emergency			
4.	Lighting fixtures operational at fill port and/or pump			
B	Applies to all Storage Tanks			
5.	ULC rated vent cap in good working order and the cap height must be at least 2000 mm for diesel vs. 3500 mm for gasoline above grade, as well as a minimum 1200 mm above the tank surface			
6.	Operational condition of the federal storage tank system registration tag			
7.	ULC labeled Emergency tank vent (AST only) is in good working order			
8.	Secondary containment free of product and debris			
9.	Corrosion protection system verification being conducted and documented			
10.	Corrosion protection monitoring is in good working order			
11.	Liquid-vapor tight fill connection + fill cap is functioning and in good working order			
12.	Fuel shut off device @ pump is in working order			
13.	Conduct diagnostic on the tank system's inventory monitoring controls			
14.	Locked ULC listed spill containment at fill pipe (15 liters capacity minimum) is in good working order			
15.	Stair access (if reach height to fuel dispenser exceeds 990 mm) present and in good working order			

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 66 of 68

16.	Overfill protection device is in good order and labeled			
17.	Full length suction pipe (waste oil and oil-water separators only) present			
18.	Secondary containment free of product			
19.	Tank secondary containment monitoring system in good working order			
20.	Graduated ULC rated product level gauge present and in good working order			
21.	Ensure AST support frame minimum is 150 mm above grade is in good order			
22.	Presence of ground water, vapor and monitoring well (+ cap)			
23.	Vent whistle or other auditory visual alarms systems present and in good working order			
24.	Verify any sump for leaks and correct if necessary			
25.	Ground water, vapor and monitoring wells in good working order			
26.	Records for tank bottom water-sludge level are present			
C	Fixed fuel-fired device such as furnace, irrigation pump or generator			
27.	Emergency pump shut off device (@ pump, furnace or generator) with signage is present and in good order			
28.	Low-High fuel level alarm in good working order			
29.	Transfer pumps leak inspection conducted and documented			
30.	Product inventory control system diagnostic being conducted and documented			
31.	National Fire Code required annual fuel quality test or rotation of entire fuel capacity of tank being conducted and documented			

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 67 of 68

32.	Piping control valves in good working order			
D	Markings and Signage for all Tanks			
33.	CPPI and tank identification tags at the fill pipe present and legible			
34.	TDGR placard (for AST only) present and legible			
35.	ULC label (for AST) present and legible			
36.	Overfill protection device marking present and legible			
37.	Electrical power shut off device signage present			
38.	Piping product label (once piping protrudes inside building) and direction of flow are present and legible			
39.	Confirm presence and condition of monitoring well cover identification and replace if necessary			
E	Piping for all types of tanks			
40.	Corrosion protection on metal surfaces			
41.	Corrosion protection monitoring is functioning and inspections are being recorded on a monthly basis			
42.	Anti-siphon (isolation) valve is present and in good working order			
43.	Lockable product shut off valve functioning and in open position			
44.	Drainage valve (for secondary containment if applicable) is functioning and locked in a closed position			
45.	ULC/CSA/ASTM/ASME valves are labeled accordingly			
46.	Operation condition of all fuel carrying piping aboveground			

L'Esplanade Laurier
300 Laurier St., Ottawa ON
K1A 0S5

Apr. 23, 2018

Page 68 of 68

	Remarks:		
	Performed by:		Supervised by:
	Witnessed by:		

ANNEX “B”

SECURITY REQUIREMENTS CHECK LIST



Government
of Canada

Gouvernement
du Canada

RECEIVED

JAN 30 2018

Contract Number / Numéro du contrat

ej196-182476

Security Classification / Classification de sécurité
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction CMA
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Électrique		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

ej196-182476

Security Classification / Classification de sécurité
UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☒ No ☐ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes
Non Oui

PRODUCTION

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes
Non Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

UNCLASSIFIED

Canada



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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes
Non Oui

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

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes
Non Oui

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

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

ANNEX “C” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

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

ANNEX “D”

COST ESTIMATE FORM FOR EXTRA WORK

Cost Estimate Form For Extra Work

Contractor: _____

Date: _____

Description of Work:

(Please attach a separate sheet if required)

		Hourly Rate as per Contract		
I Direct Costs	No. of Hours	Technician _____	Technician _____	Total
i Direct Labour				
Repair Work Labour				
Emergency Calls Labour				
Other Labour (Specify: _____)				
Total Direct Labour				\$ _____ (i)
ii Direct Material Costs *				
Replacement Parts				
Repair Parts				
Other Material (Specify: _____)				\$ _____ (ii)
Total Direct Material Costs				
iii Other Direct Costs				
Other (Specify: _____)				
Total Other Direct Costs				\$ _____ (iii)
II Total Price				Total
Total Direct Costs (i + ii + iii) (GST/HST extra)				\$ _____

- **Note: Materials will be charged at the applicable current Manufacturer's Published Price as per Contract.**

Name: _____
(Please print)

Signature: _____

ANNEX E

Voluntary Certification to Support the Use of Apprentices

1. To encourage employers to participate in apprenticeship training, Contractors bidding on construction and maintenance contracts by Public Works and Government Services Canada (PWGSC) are being asked to sign a voluntary certification, signaling their commitment to hire and train apprentices.
2. Canada is facing skills shortages across various sectors and regions, especially in the skilled trades. Equipping Canadians with skills and training is a shared responsibility. In Economic Action Plan (EAP) 2013, the Government of Canada made a commitment to support the use of apprentices in federal construction and maintenance contracts. Contractors have an important role in supporting apprentices through hiring and training and are encouraged to certify that they are providing opportunities to apprentices as part of doing business with the Government of Canada.
3. Through the Economic Action Plan 2013 and support for training programs, the Government of Canada is encouraging apprenticeships and careers in the skilled trades. In addition, the government offers a tax credit to employers to encourage them to hire apprentices. Information on this tax measure administered by the Canada Revenue Agency can be found at: www.cra-arc.gc.ca. Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.
4. Signed certifications will be used to better understand contractor use of apprentices on Government of Canada maintenance and construction contracts and may inform future policy and program development.
5. The Contractor hereby certifies the following:

In order to help meet demand for skilled tradespeople, the Contractor agrees to use, and require its subcontractors to use, reasonable commercial efforts to hire and train registered apprentices, to strive to fully utilize allowable apprenticeship ratios¹ and to respect any hiring requirements prescribed by provincial or territorial statutes.

The Contractor hereby consents to this information being collected and held by PWGSC, and Employment and Social Development Canada to support work to gather data on the hiring and training of apprentices in federal construction and maintenance contracts.

Name:

Signature:

Company Name:

Company Legal Name:

Solicitation Number:

Optional information to provide:

¹ The journeyperson-apprentice ratio is defined as the number of qualified/certified journeypersons that an employer must employ in a designated trade or occupation in order to be eligible to register an apprentice as determined by provincial/territorial (P/T) legislation, regulation, policy directive or by law issued by the responsible authority or agency.

Number of apprentices planned to be working on this contract:
Trades of those apprentices: