



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Parks Canada Agency Bid Receiving Unit
National Contracting Services
220 - 4 Avenue S.E., suite 720
Calgary, AB T2G 4X3

Bid Fax: 1-866-246-6893

**REQUEST FOR
QUOTATION
DEMANDE DE PRIX**

Quotation to: Parks Canada Agency
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 or attached hereto, the goods, services and construction listed herein or on any attached sheets at the price(s) set out therefor.

Prix à : l'Agence Parcs 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 travaux de construction énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires :

Issuing Office - Bureau de distribution :
Parks Canada Agency
National Contracting Services
220 - 4 Avenue S.E., suite 720
Calgary, AB T2G 4X3

| | |
|--|---------------------------------|
| Title - Sujet : Code Compliance Testing and Maintenance of Sprinkler, Fire pump and Associated Devices – Parks Canada, Manitoba Field Unit | |
| Solicitation No. - N° de l'invitation : 5P420-18-0519/A | Date : April 17, 2019 |
| Client Reference No. - N° de référence du client : n/a | |
| GETS Reference No. N° de référence du SEAG : PW-19-00869993 | |

| | |
|--|---|
| Solicitation Closes - L'invitation prend fin : At - à: May 28, 2019 On - le: 14 :00 | Time Zone - Fuseau horaire MDT |
| F.O.B. - F.A.B. : Plant - Usine : <input type="checkbox"/> Destination : <input checked="" type="checkbox"/> Other - Autre : <input type="checkbox"/> | |
| Address Enquiries to - Adresser toutes demande de renseignements à: Ryan Taylor | |
| Telephone No. - N° de téléphone : (587) 436-5987 | Fax No. -N° de télécopieur : 1-866-246-6893 |
| Email Address – Courriel: ryan.taylor@canada.ca | |
| Destination of Goods, Services, and Construction - Destination des biens, services et travaux de construction : Insert destination | |

TO BE COMPLETED BY THE BIDDER - À REMPLIR PAR LE SOUMISSIONNAIRE

| | |
|---|--------------------------------------|
| Vendor/ Firm Name - Nom du fournisseur/de l'entrepreneur : | |
| Address - Adresse : | |
| Telephone No. - N° de téléphone : | Fax No. - N° de télécopieur : |
| Name of person authorized to sign on behalf of the Vendor/ Firm (type or print) - Nom de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie) : | |
| Signature : | Date : |

Solicitation No. - N° de l'invitation :
5P420-18-0519/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Ryan Taylor

Client Ref. No. - N° de réf. du client :
n/a

Title – Titre :
Code Compliance Testing and Maintenance of Sprinkler, Fire pump and Associated Devices –
Parks Canada, Manitoba Field Unit

IMPORTANT NOTICE TO BIDDERS

Direct Deposit

The Government of Canada has replaced cheques with direct deposit payment(s), an electronic transfer of funds deposited directly into a bank account. New vendors who are awarded a contract will be required to complete a Direct Deposit enrolment form in order to register their direct deposit information with Parks Canada to receive payment.

Additional information on this Government of Canada initiative is available at:

<http://www.directdeposit.gc.ca>

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PART 1 – GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement associated with the bid solicitation.

1.2 Statement of Work

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

1.3 Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at **5981 HWY 9 ST. Andrews, MB, R1A 4A8 – Lower Fort Garry Maintenance Compound** on **May 8, 2019**. The site visit will begin at **10:00 CDT**.

Bidders are requested to communicate with the Contracting Authority no later than May 7, 2019 at 16:00 CDT to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

1.4 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 Parks Canada Agency (PCA) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PCA will be accepted.

Bid Fax: 1-866-246-6893

2.3 Enquiries – Bid Solicitation

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

2.4 Applicable Laws

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

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

PART 3 – BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Financial Bid

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

3.1.1 Exchange Rate Fluctuation

SACC Manual Clause [C3011T](#) (2013-11-06) Exchange Rate Fluctuation

Section II: Certifications

Bidders must submit the certifications 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 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

The total evaluated bid price will be calculated per the rates identified in the Basis of Payment at Annex “C” as follows:

TABLE 1: Required Services: Monthly Prices

TABLE 2: Required Services: Firm Annual Prices

TABLE 3: As and When Required Services: Firm Hourly Rates

TABLE 4: Materials, Components and Products – Firm Percentage Mark-up

Sum of Table 1 X 12

+ (Sum of Table 2)

+ (Sum of item 3.1 in Table 3) x 30

+ (Sum of item 3.2 in Table 3) x 15

+ (Item 4.1 2019/20 Percentage ÷ 100) x 1,000 + 1,000

+ (Item 4.1 2020/21 Percentage ÷ 100) x 1,000 + 1,000

+ (Item 4.1 2021/22 Percentage ÷ 100) x 1,000 + 1,000

+ (Item 4.1 2022/23 Percentage ÷ 100) x 1,000 + 1,000

+ (Item 4.1 2023/24 Percentage ÷ 100) x 1,000 + 1,000

= Total Evaluated Bid Price

4.2 Basis of Selection

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

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 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 provided will render the bid non-responsive.

5.2.1 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 at **Annex "E"** to Part 5 of the Bid Solicitation before contract award.

5.2.2 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.

The Bidder, regardless of their status under the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html), must submit a list of names prior to award of a contract. Bidders must provide the information requested at **Annex "F"** to Part 5 of the Bid Solicitation.

5.2.3 Federal Contractors Program for Employment Equity – Bid Certification

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

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

There is no security requirement applicable to the Contract.

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

[2010C](#) (2018-06-21), General Conditions – Services (Medium Complexity), apply to and form part of the Contract.

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

6.3.2 Work Authorization – Additional “As-and-when Requested” Services

A Work Authorization will be used to authorize work on an as-and-when-requested basis under this contract using the following administrative process:

- (a) The Project Authority will prepare a Work Authorization providing details of the services required and submit to the Contractor.
- (b) The Contractor will review the Work Authorization and provide a quote to the Project Authority using the rates established in the Contract.
- (c) The Project Authority will review the quote, and if acceptable, the Project Authority will approve the Work Authorization and forward a copy to the Contractor and the Contracting Authority.
- (d) If any change is required to a confirmed Work Authorization, an amendment to the Work Authorization must be raised by the Project Authority. The Project Authority will complete and approve the amended Work Authorization and forward to the Contractor, authorizing the Contractor to begin on the amended work, and will also forward a copy to the Contracting Authority.
- (e) The Contractor must not begin work before receiving an approved Work Authorization.
- (f) The Contractor will provide an administrative consolidation of all Work Authorizations to both the Project Authority and the Contracting Authority upon completion of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2020 inclusive.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year periods February 1, 2020 to January 31, 2021 inclusive, January 31, 2021 to February 1, 2022 inclusive, January 31, 2022 to February 1, 2023 inclusive and January 31, 2023 to February 1, 2024 inclusive under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Ryan Taylor

Contracting Officer
Parks Canada Agency
National Contracting Services
220 - 4 Avenue S.E., suite 720
Calgary, AB T2G 4X3

Telephone: 587-436-5987

Facsimile: 1-866-246-6893

Email: ryan.taylor@canada.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Project Authority

The Project Authority for the Contract is:

***** To be determined at contract award *****

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

6.5.3 Contractor's Representative

The Contractor's Representative for the Contract is:

| | | |
|-------------------------------|------------------------------|--------------------------------|
| Representative's Name: | | |
| Title: | | |
| Vendor/ Firm Name: | | |
| Address: | | |
| City: | Province / Territory: | Postal Code / ZIP Code: |
| Telephone: | Facsimile: | |

Email Address:

Procurement Business Number (PBN) or Goods and Services Tax (GST) Number:

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment – Firm Lot Prices

For the Work described in **sections 6.1 to 6.5** of the Statement of Work in Annex “A”:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a **firm lot prices** for a cost of \$ _____ (**to be inserted at contract award**). Customs duties are included and Applicable Taxes are extra.

For the firm price portion of the Work only, 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.

6.7.2 Basis of Payment: Cost reimbursable – Limitation of expenditure

For the Work described in 6.6 of the Statement of Work in Annex “A”:

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, and a profit, in accordance with the Basis of payment in Annex “C”, to a limitation of expenditure of (**to be inserted at contract award**). Customs duties are included and Applicable Taxes are extra.

6.7.3 Limitation of Expenditure

6.7.3.1 Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (**to be inserted at contract award**). Customs duties are included and Applicable Taxes are extra.

6.7.3.2 No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75% committed, or
- b. four months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

6.7.3.3 If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.4 Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

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

6.7.5 SACC Manual Clauses

[C0710C](#) (2007-11-30) Time and Contract Price Verification.

6.8 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of the reports and any other documents as specified in the Contract;
- b. a copy of timesheets to support time claimed when applicable.

6.8.2 Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.9 Certifications and Additional Information

6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2010C](#) (2018-06-21), General Conditions – Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Insurance Requirements
- (e) Annex C, Basis of Payment;
- (f) Annex D, Attestation and Proof of Compliance with Occupational Health and Safety (OHS);
- (g) the Contractor's bid dated ***** to be inserted at contract award *****.

6.12 SACC Manual Clauses

[A1009C](#) (2008-05-12) Work Site Access
[A9068C](#) (2010-01-11) Government Site Regulations
[B6802C](#) (2007-11-30) Government Property
[B9028C](#) (2007-05-25) Access to Facilities and Equipment
[A9039C](#) (2008-05-12) Salvage

6.13 Insurance Requirements

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

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

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

6.14 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

ANNEX A - STATEMENT OF WORK

1.0 Title

Code Compliance testing and maintenance of Sprinkler, Fire pump and associated devices - Manitoba Field Unit (MFU) South

2.0 Background

The majority of the work performed will be required at Lower Fort Garry National Historic Site with backflow devices located at The Forks National Historic Site.

Through 2015-2017 Lower Fort Garry has had extensive infrastructure work performed to upgrade the Water and Wastewater Treatment facilities and a few of the Historic Buildings. A new underground water supply system including an electric fire pump, and dry pipe sprinkler systems were installed.

Lower Fort Garry National Historic Site encompasses approximately 80 acres and contains a variety of Operational, Historical buildings and a Visitor Reception Centre that contains offices, a meeting space, a theatre and a restaurant, which, are the base facilities for programming and visitor site access.

3.0 Objective

Parks Canada requires a Contractor to provide services to meet all legislative code requirements for the following system(s):

1. Automatic Sprinkler Systems
2. Fire Pumps
3. Backflow prevention devices
4. Fire Hydrants
5. Standpipe and Hose Cabinets

4. Qualifications

The contractor is required to provide qualified individuals as specified below.

4.1 Automatic Sprinkler System- Dry Pipe Sprinkler System

An individual who is Red Seal certified as a sprinkler system installer(s) or equivalent in the Province of Manitoba-NOC (7252)

4.2 Electric Fire Pump:

An individual who is Red Seal certified as a sprinkler systems installer(s) or equivalent in the Province of Manitoba-NOC (7252).

4.3 Backflow Preventer

Certified backflow prevention device tester in an accredited school and have license in good standing with AHJ and current liability insurance coverage. Local bylaws and/or provincial regulations must be consulted to ensure the person performing the backflow preventer maintenance is authorized to perform the required service on the applicable backflow preventer.

Note: Licenced City of Winnipeg inspector/contractor in backflow prevention devices will be accepted.

4.4 Fire Hydrant

An individual who is Red Seal certified as a sprinkler systems installer(s) or equivalent in the Province of Manitoba-NOC (7252).

4.5 Standpipes and Hose cabinets

An individual who is Red Seal certified as a sprinkler systems installer(s) or equivalent in the Province of Manitoba- NOC (7252)

5. Code References

The following codes will govern the completion of the work.

5.1 Automatic Sprinkler System- Dry Pipe Sprinkler System

NFPA 25 Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems (2014), 5.2 -5.3 and 13.

National Fire Code of Canada (2015) 6.4.1.1

OFG. 6.5.3-6.5.6

5.2 Electric Fire Pump

NFPA 25 Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems (2014) Section 8.

National Fire Code of Canada (2015), section 6.4.1.1

5.3 Backflow Preventer

National Plumbing Code (2015).

CSA B64.10.1-11 Maintenance and Field Testing of Backflow Preventers. (R2016)

5.4 Fire Hydrant

NFPA 25 Standards for the inspection, Testing, and Maintenance of Water-Based Fire Protection Systems (2014), 7.2.2, 7.3.33 and 7.4.2.

National Fire Code of Canada (2015), section 6.4.1.1

5.5 Standpipes and Hose cabinets

NFPA 25 Standard for the Inspection, Testing and Maintenance of Water-Based Fire Protection Systems (2014), sections 6.2 and 13.

National Fire Code of Canada (2015) section 6.4.1.1

6.0 Scope of Work

Lower Fort Garry National Historic Site (LFGNHS) has three (3) automatic dry-pipe sprinkler systems located on the historic grounds. The sprinkler systems, Tyco NGP-300D Nitrogen, consist of a generator and associated dry pipe system equipment. There is one (1) system located in each of the following Historic buildings: the Men's House, the Big House and the Fur Loft.

Refer to Appendix 1 and Appendix 2 for equipment types and locations. Refer to Appendix 3 for weekly and monthly inspection requirements to be completed by PCA, and the Contractor as specified below.

6.1 Electric Fire Pump

The Electric Fire Pump is located within the Water Treatment Plant on the Maintenance Grounds of Lower Fort Garry National Historic Site.

6.1.1 Inspection Requirements

Qualified personnel must be in attendance whenever the pump is in operation. The use of the automatic timer will not eliminate the requirement to have qualified personnel present during the test.

For systems allowed to have monthly no-flow test the inspection plan's long description should indicate on which week of the month the test must be performed. Records shall be retained for a period of one (1) year after the next inspection, test or maintenance.

6.1.2. Weekly Inspection Requirements

The weekly inspection, testing and maintenance of the electric fire pump system must include, but is not limited to, the following tasks:

6.1.2.1 A pertinent visual inspection of the Pump House to include the following tasks:

- I. Ensure the heat is adequate, not less than 4.0°C (40°F) for the pump room with the electric motor.
- II. Ensure the ventilating louvers are free to operate.
- III. Ensure that excessive water does not collect on the floor.
- IV. Ensure the coupling guard is in place.

6.1.2.2 A pertinent visual inspection of the Pump System conditions to include the following tasks:

- I. Ensure the pump suction, discharge and bypass valves are fully open.
- II. Ensure the piping is free of leaks.
- III. Ensure the suction line and system line pressure gauges are reading within acceptable range.
- IV. Ensure the suction reservoir has the required water level.
- V. Ensure the wet pit suction screens are unobstructed and in place.
- VI. Ensure the waterflow test valves are in the closed position, the hose connection valve is closed and the line to the test valves is free of water.

6.1.2.3 A pertinent visual inspection of the Electrical System conditions to include the following tasks:

- I. Ensure the controller pilot light (power on) is illuminated.
- II. Ensure the transfer switch normal pilot light is illuminated.
- III. Ensure the isolating switch is closed – standby (emergency) source.
- IV. Ensure the reverse phase alarm pilot light is off, OR the normal phase rotation pilot light is on.
- V. Ensure the oil level in the vertical motor sight glass is within the acceptable range.
- VI. Ensure power to the pressure maintenance (jockey) pump is provided.

6.1.2.4 A no-flow test must be conducted for electric motor-driven fire pumps on a test frequency in accordance with the following:

- I. A weekly test frequency is required for the following electric fire pumps:
 - 1) Fire pumps that serve fire protection systems in buildings that are beyond the pumping
 - 2) Capacity of the fire department.
 - 3) Fire pumps with limited service controllers.
 - 4) Vertical turbine fire pumps.
 - 5) Fire pumps taking suction from the ground level tanks or water source that does not provide sufficient pressure to be of material value without the pump.
- II. A monthly test frequency shall be permitted for electric fire pumps not identified in the above.
- III. A monthly test frequency shall be permitted for electric fire pump systems having a redundant fire pump. The test frequency shall be permitted to be established by an approved risk analysis.

6.1.2.5 The No-Flow Test shall be performed as follows:

- I. A main pressure relief valve (where installed) shall be permitted to weep but not discharge a significant amount of water. For pump installations that were installed under a standard (1993 and earlier editions of NFPA 20) that did not prohibit a design that required the operation of a pressure relief valve to keep the discharge pressure below the rating of the system components, the pressure relief valve shall be permitted to operate as designed during a no-flow test. The pressure readings on the discharge and suction gauges shall be recorded, and a pressure difference that is greater than 95% of the rated pump pressure shall be investigated and corrected. The discharge temperature of the water shall be monitored and the pump shut down, if necessary, to prevent exposing the pump and/or driver to excessive temperatures.
- II. The circulation relief valve shall discharge a small flow of water. The circulation relief valve shall not operate when the flow through the main pressure relief valve is greater than weeping.

- III. For positive displacement pumps, the pressure relief valve shall operate during a no-flow test.
- IV. Where pressure relief valve is piped back to suction, the pump circulation relief valve shall not operate.
- V. On electric motor and radiator cooled engine drives, a circulation pressure relief valve, located downstream of the main pressure relief valve, shall discharge sufficient water to prevent overheating of the pump.
- VI. The test shall be conducted by starting the pump automatically and shall run a minimum of ten (10) minutes.
- VII. A valve installed to open as a safety feature shall be permitted to discharge water.
- VIII. An automatic timer that meets through shall be permitted to be substituted for the starting procedure if it needs the following:
 - 1) A solenoid valve drain on the pressure control line shall be the initiating means for a pressure-actuated controller.
 - 2) In a pressure actuated controller, performance of this program timer shall be recorded as a pressure drop indication on the pressure recorder.
 - 3) In a non-pressure-actuated controller, the test shall be permitted to be initiated by means other than a solenoid valve.

6.1.2.6 The pertinent visual observations or adjustments will be performed when the pump is idle:

- I. Record the system suction and discharge pressure gauge readings.
- II. For pumps that use electronic pressure sensors to control the fire pump operation, record the current pressure, the highest pressure and the lowest pressure shown on the fire pump controller event log.
- III. If the highest or lowest pressure is outside of the expected range, record all information from the event log that helps identify the abnormality.

6.1.2.7 While the pump is running, the following pertinent visual observations and adjustments shall be undertaken for the Pump System:

- I. Record the pump starting pressure from the pressure switch or pressure transducer.
- II. Record the system suction and discharge pressure gauge readings.
- III. Inspect the pump packing for slight discharge
- IV. Adjust the gland nuts if necessary.
- V. Inspect for unusual noise or vibration.
- VI. Inspect packing boxes, bearings, or pump casing for overheating.
- VII. Record pressure switch or pressure transducer reading and compare to the pump discharge gauge.
- VIII. For pumps that use electronic pressure sensors to control the fire pump operation, record the current, highest and lowest pressure shown on the fire pump controller event log.
- IX. For electric motor and radiator cooled diesel pumps, check the circulation relief valve for operation to discharge water.

6.1.2.8 While the pump is running, the following pertinent visual observations and adjustments shall be undertaken for the Electrical System:

- I. Observe the time for the motor to accelerate to full speed. Record where the time controller is on the first step (for reduced voltage or reduced current starting). Record how long the time pump runs after starting (for automatic stop controllers).

6.1.3 Monthly Inspection Requirements

In addition to all the tasks outline above in the weekly inspection requirements, the monthly inspection, testing and maintenance of the electric fire pump system must include, but is not limited to, the following tasks:

- 6.1.3.1 For systems that can be tested monthly, perform the no-flow test as per weekly inspection procedure.
- 6.1.3.2 Exercise the isolating switch and circuit breaker.

6.1.4 Annual Inspection Requirements

In addition to all the tasks outline above in the weekly and monthly inspection requirements, the annual inspection, testing and maintenance of the electric fire pump system must include, but is not limited to, the following tasks:

6.1.4.1 The pertinent visual observations in shall be performed yearly:

- I. Shaft movement or end play shall be checked with the pump operating.
- II. Electrical connections shall be checked and repaired as necessary.
- III. Pump, motor bearings and couplings shall be greased as required.
- IV. Printed circuit boards (PCBs) shall be checked for corrosion.
- V. Cable and/or wire insulation shall be checked for cracking.
- VI. Plumbing parts, both inside and outside of electrical panels, shall be checked for any leaks.
- VII. Supervisory signal circuiting shall be checked for high cooling water temperature.
- VIII. The condition of sacrificial anodes shall be checked annually and replaced as necessary.
- IX. Circulating water filters shall be replaced.
- X. The accuracy of pressure gauges and sensors shall be inspected and replaced OR recalibrated when more than 5% out of calibration.

6.1.4.2 The Annual Flow Testing Requirements:

- I. An annual test of each pump assembly shall be conducted by qualified personnel under no-flow (churn), rated flow, and 150% of the pump rated capacity flow of the fire pump by controlling the quantity of water discharged through approved test devices.
- II. If available suction supplies do not allow flowing of 150% of the rated pump capacity, the fire pump shall be tested to the maximum allowable discharge.
- III. Calibrated test equipment shall be provided to determine net pump pressures, rate of flow through the pump, volts and ampere, and speed.
- IV. Voltage and amperage readings on fire pump controllers that meet the following criteria shall be permitted in lieu of calibrated voltage and/or amperage meters:
 - 1) The fire pump controller shall have been factory calibrated and adjusted to $\pm 3\%$.
 - 2) The voltage shall be within 5% of rated voltage.
- V. Calibrated gauges, transducers, and other devices, used for measurement during the test, shall be used and bear a label with the latest date of calibration.
- VI. Calibrated gauges, transducers, and other devices, with the exception of flow meters, used for measurement during the test shall be calibrated at minimum annually and to an accuracy of $\pm 1\%$.
- VII. Flow meters shall be calibrated annually to an accuracy level of $\pm 3\%$.
- VIII. Discharge and sensing orifices that can be visually observed without disassembling equipment, piping or valves shall be visually inspected and be free of damage and obstructions that could affect the accuracy of the measurement.
- IX. Discharge orifices shall be listed or constructed to a recognized standard with a known discharge coefficient.

6.1.5 The Annual Test Inspection, Testing and Maintenance:

6.1.5.1 At minimum every third (3rd) year, **one** of the following must be performed in order to measure the total pump output:

- I. Use of Pump Discharge via Hose Streams: The pump suction, discharge pressures and the flow measurements of each hose stream shall determine the total pump output. Care shall be taken to minimize any water damage caused by the high volume of water discharging during the test.
- II. Use of Pump Discharge via Bypass Flow-Meter to Drain or Suction Reservoir: The pump suction, discharge pressures and the flow-meter measurements shall determine the total pump output.

6.1.5.2 Permitted two out of every three years:

- I. Use of Pump Discharge via Bypass Flow-Meter to Pump Suction (Closed-Loop Metering): The pump suction, discharge pressures and the flow-meter measurements shall determine the total pump output.
 - 1) When testing includes recirculating the water back to the fire pump suction, the temperature of the recirculating water shall be monitored to verify that it remains below temperatures that could result in equipment damage as defined by the pump and engine manufactures.
 - 2) If the test results are not consistent with the previous annual test, the test shall be repeated using one of the test arrangements described herein.

6.1.5.3 At No-Flow Condition (churn) the pertinent visual observations, measurements and the adjustments shall be conducted annually while the pump is running:

- I. Inspect the circulation relief valve for operation to discharge water
- II. Inspect the pressure relief valve (if installed) for proper operation

6.1.5.4 At Each Flow Condition the pertinent visual observations, measurements and the adjustments shall be conducted annually while the pump is running:

- I. Record the electric motor voltage and current (all lines)
- II. Record the pump speed in rpms
- III. Record the simultaneous (approximate) readings of the pump suction and discharge pressures and the pump discharge flow.

6.1.5.5 For electric motor-driven pumps, do not shut down the pump until it has run for ten (10) minutes.

6.1.5.6 For installations having a pressure relief valve, the operation of the relief valve shall be closely observed during each flow condition to determine whether the pump discharge pressure exceeds the normal operating pressure of the system components.

- I. The pressure relief shall also be observed during each flow condition to determine whether the pressure relief valve closes at the proper pressure.
- II. The pressure relief valve shall be closed during flow conditions if necessary to achieve minimum rated characteristics for the pump and reset to normal position at the conclusion of the pump test.
 - 1) When it is necessary to close the relief valve to achieve minimum rated characteristics for the pump, the pump discharge control valve shall be closed if the pump churn pressure exceeds the system rated pressure.
- III. When the pressure relief valves are piped back to the fire pump suction, the temperature of the recirculating water shall be monitored to verify that it remains below temperatures that could result in equipment damage as defined by the pump and engine manufacturers.

6.1.5.7 For installations having an automatic transfer switch, the following test shall be performed to ensure that the over-current protective devices (fuses, or circuit breakers) do not open:

- I. Simulate a power failure condition while the pump is operating at peak load
- II. Verify that the transfer switch transfers power to the alternate power source
- III. While the pump is operating at the peak load and alternate power, record the following and include them in the pump test results:
 - 1) Voltage
 - 2) Amperage
 - 3) Rpm
 - 4) Suction Pressure
 - 5) Discharge Pressure
 - 6) Flow Rate
- IV. Verify that the pump continues to perform at peak horse-power load on the alternate power source for a minimum of two (2) minutes.
- V. Remove the power failure condition and verify that, after a time delay, the pump is reconnected to the normal power source.
- VI. Alarm conditions shall be simulated by activating alarm circuits at alarm sensor locations, and all such local or remote alarm indicating devices (visual and audible) shall be observed for operation.
- VII. Alarm conditions that require the controller to be opened in order to create or simulate the condition shall be tested by qualified personnel wearing appropriate protective equipment.
- VIII. After the waterflow portions of the annual test or fire protection system activations, the suction screens shall be inspected and cleared of any debris or obstructions.
- IX. Parallel and angular alignment of the pump and driver shall be inspected and any misalignment shall be corrected.

6.1.6 Additional Requirements:

6.1.6.1 Annual service shall be performed in the spring, ideally between April 1st and May 10th, prior to opening season and if weather permits.

6.1.6.2 Semi-Annual service shall be performed in the fall, ideally between September 10th and October 15th, prior to fall programming and freeze up. The buildings are closed to the public at this time.

6.1.6.3 The Contractor must provide a cost and time estimate for any work that needs to be completed on the electric fire pump. The Contractor must obtain approval from the Parks Canada Project/ Technical Authority prior to any work being performed.

6.1.6.4 The Contractor must provide written reports detailing the condition of the system and its components and the work that was performed, for all scheduled service work. Reports must be received by Parks Canada prior to any invoicing being paid.

6.2 Automatic Sprinkler System- Dry Pipe Sprinkler System

All applicable tasks as dictated below must be performed at the time of inspection, if equipped.

6.2.1 Quarterly Inspection Requirements

In addition to the tasks outlined in the weekly and monthly inspection and maintenance requirements (refer to Appendix 3 – Weekly and Monthly Inspection Requirements), the quarterly inspection and maintenance of the sprinkler system must include, but is not limited to, the following tasks:

- 6.2.1.1 Inspect hydraulic design information sign to verify that it is provided, attached securely to the sprinkler riser, and legible.
- 6.2.1.2 For wet and deluge systems: inspect gauges, and record pressure, to ensure that they are in good condition and normal water supply pressure is being maintained.
- 6.2.1.3 Inspect water-flow alarm and supervisory signal initiating device to verify they are free of physical damage.
- 6.2.1.4 Test mechanical water-flow alarm devices including, but not limited to, water motor gongs.
- 6.2.1.5 Where the sole water supply is through a backflow preventer and/or pressure-reducing valves, test the main drain.
- 6.2.1.6 Inspect control valves' supervisory signal initiating device.
- 6.2.1.7 For pre-action valves and deluge valves: test low air pressure alarms, and priming water levels in pre-action system.
- 6.2.1.8 For dry pipe valves/ quick-opening devices: test low air pressure alarms, priming water levels in pre-action system, and quick opening devices, if provided.
- 6.2.1.9 Inspect all pressure-reducing valves and relief valves.
- 6.2.1.10 Test, partial flow test, master pressure-regulating devices.
- 6.2.1.11 Inspect fire department connections, if provided.

6.2.2 Semi-Annual Inspection Requirements

In addition to the tasks outlined in the weekly, monthly and quarterly inspection and maintenance requirements, the semi-annual inspection and maintenance of the sprinkler system must include, but is not limited to, the following tasks:

- 6.2.2.1 Inspect water flow alarm devices: testing of vane-type and pressure switch-type water flow alarm devices.
- 6.2.2.2 Inspect main drain: testing valve supervisor switches.

6.2.3 Annual Inspection Requirements

In addition to the tasks outlined in the weekly, monthly, quarterly and semi-annual inspection and maintenance requirements, the annual inspection and maintenance of the sprinkler system must include, but is not limited to, the following tasks:

- 6.2.3.1 Inspection of sprinklers.
- 6.2.3.2 Inspection of supply of spare sprinklers, if equipped.
- 6.2.3.3 Inspection of sprinkler pipe and fittings.
- 6.2.3.4 Inspection of sprinkler pipe hangers and seismic braces.
- 6.2.3.5 Inspection of information signs to verify they are provided, securely attached, and legible.
- 6.2.3.6 Testing of antifreeze systems.
- 6.2.3.7 Inspection and maintenance of sprinklers and automatic spray nozzles used for protecting commercial-type cooking equipment and ventilating systems.
- 6.2.3.8 Testing of main drain valve of each water supply leading into a building water based fire protection system.
- 6.2.3.9 Testing of control valves.

6.2.3.10 Maintenance of operating stems of outside screw and yoke (OS&Y) control valves.

6.2.3.11 For pre-action and deluge valves:

- I. Inspection of low temperature alarms in valve enclosures to verify that they are free of physical damage.
- II. Conduct internal inspection when the trip test is performed.
- III. Conduct full trip test of deluge system, during warm weather.
- IV. Conduct partial trip test, during warm weather.
- V. Testing of manual actuating devices.
- VI. Testing of low temperature alarms in valve enclosures.
- VII. Testing of automatic air pressure maintenance devices, if provided.
- VIII. Interior maintenance of the pre-action valve or deluge valve.
- IX. Maintenance of auxiliary drains in pre-action or deluge systems.

6.2.3.12 For dry pipe valves/ quick-opening devices:

- I. Inspection of low temperature alarms in valve enclosures to verify that they are free of physical damage.
- II. Conduct internal inspection when the trip test is conducted.
- III. Conduct partial trip test, during warm weather.
- IV. Testing of low temperature alarms in valve enclosures.
- V. Testing of automatic air pressure/ nitrogen maintenance devices.
- VI. Internal maintenance of dry pipe valves.

6.2.3.13 Pressure-reducing valves and relief valves:

- I. Partial flow test of all pressure-reducing valves and relief valves.
- II. Full flow test of master pressure-regulating devices.

6.2.3.14 Backflow prevention assemblies:

- I. Conduct a forward flow test
- II. The Main backflow preventer from line to sprinkler system mentioned above.

6.1.3.15 Replacement or testing of representative samples of sprinklers that:

- I. Are solder-type sprinklers with a temperature classification of extra high, 163°C (325°F), or greater that are exposed to semi-continuous to continuous maximum allowable ambient temperature conditions, if no replacement or testing have been performed in the past 5 years.
- II. Are subject to harsh environments, including corrosive atmospheres and corrosive water supplies, if no replacement or testing have been performed in the past 5 years.

6.2.3.15 Maintenance and replacement of nitrogen filters.

6.2.4 Three (3) Year Inspection Requirements

In addition to the tasks outlined in the weekly, monthly, quarterly, semi-annual and annual inspection and maintenance requirements, the three (3) year inspection and maintenance of the sprinkler system must include, but is not limited to, the following tasks:

6.2.4.1 Conduct full trip test, during warm weather.

6.2.4.2 Conduct gas leakage test of the entire system.

6.2.5 Other Requirements

6.2.5.1 Annual service shall be performed in the spring, ideally between April 1st and May 10th, prior to opening season and if weather permits.

6.2.5.2 Semi-Annual service shall be performed in the fall, ideally between September 10th and October 15th, prior to fall programming and freeze up. The buildings are closed to the public at this time.

- 6.2.5.3 Semi-Annual service must include drainage of all the lines, re-pressure and a return visit to purge the system to reduce the chances of winter freeze-up, as the buildings are not heated during the winter season.
- 6.2.5.4 The Contractor must provide a cost and time estimate for any work that needs to be completed on the sprinkler system. The Contractor must obtain approval from the Parks Canada Project/ Technical Authority prior to any work being performed.
- 6.2.5.5 The Contractor must provide written reports detailing the condition of the system and its components and the work that was performed, for all scheduled service work. Reports must be received by Parks Canada prior to any invoicing being paid.

6.3 Backflow Preventer

Refer to Appendix 1 for list and locations of equipment.

6.3.1 Annual Inspection Requirements and Maintenance

The annual inspection and maintenance of the backflow preventer must include, but is not limited to, the following tasks:

- 6.3.1.1 Review manufacturer`s instructions.
- 6.3.1.2 Check that the water shut-off valves are closed. In systems designed for in-line servicing, ensure a spool piece is not installed or a damaged valve is not re-installed while replacement parts are awaiting delivery. Bypass valves should not be used under any circumstance.
- 6.3.1.3 Have the maintenance performed by certified tester as per CSA B64.10.1 and review the maintenance report provided by the tester.
- 6.3.1.4 Ensure the device is tagged and dated with tester`s information; including the tester`s license number and name of employer.
- 6.3.1.5 Provide a written report to the Parks Canada Technical Authority indicating the condition of equipment and a list of deficiencies.
- 6.3.1.6 Provide a written cost and time-line estimate for repairs to any deficiencies noticed in the inspection.

6.4 Fire Hydrant

Refer to Appendix 1 and Appendix 2 for list and locations of equipment.

6.4.1 Annual Inspection, Maintenance and Testing Requirements

The annual inspection and maintenance of the fire hydrant must include, but is not limited to, the following tasks:

- 6.4.1.1 Inspect hydrants to ensure that they are accessible.
- 6.4.1.2 For Dry Barrel and Wall Hydrants: Ensure the barrel does not contain water or ice.
- 6.4.1.3 Ensure there are no cracks in hydrant barrel.
- 6.4.1.4 Check condition of outlet threads, operating nut and ensure the operating wrench is available.
- 6.4.1.5 Check the outlets and the top of the hydrant for leaks. Ensure the outlet caps are water tight.

6.4.2 Test hydrant:

Fire hydrant testing must be completed at the time of the annual inspection and must include, but is not limited to, the following tasks:

- 6.4.2.1 Open fully and let water flow until all foreign material has cleared or for a minimum of one (1) minute.
- 6.4.2.2 For Dry Barrel and Wall Hydrants: Ensure proper drainage from the barrel, after operation. Full drainage shall take no longer than 60 minutes:
 - I. Where soil conditions or other factors are such that the hydrant barrel does not drain within 60 minutes, or where the groundwater level is above that of the hydrant drain, the hydrant drain shall be plugged and the water in the barrel shall be pumped out.
 - II. Confirm that Dry Barrel Hydrants, located in areas prone to freezing weather and having plugged drains, are clearly identified as requiring pumping after operation.
- 6.4.2.3 Lubricate hydrant to ensure that all stems, caps, plugs and threads are in proper operating condition.

- 6.4.2.4 Provide the Parks Canada Technical Authority with a full written report on the condition of the equipment and note any deficiencies observed.

6.4.3 Five (5) Year Inspection, Testing and Maintenance Requirements

In addition to the tasks outlined above in the annual inspection the five (5) year inspection, testing and maintenance of the fire hydrant must include, but is not limited to, the following tasks:

- 6.4.3.1 Perform full flow test.
- 6.4.3.2 Tests generating maximum available flows must be executed where underground piping supplies individual fire sprinkler, standpipe, water spray, or foam-water sprinkler systems and there are no means to conduct full flow tests.
- 6.4.3.3 Provide the Parks Canada Technical Authority with a full written report on the condition of the equipment and note any deficiencies observed.
- 6.4.3.4. A quotation with a cost and time-frame estimate is required at the time of service invoicing should any repairs to deficiencies be required. No work shall take place without the authorization of the Parks Canada Technical Authority.

6.5 Standpipes and Hose cabinets

The following work applies to external fire department connections and standpipe hose cabinets only.

Refer to Appendix 1 and Appendix 2 for list and locations of equipment.

6.5.1 Quarterly Inspection Requirements

The quarterly inspection, testing and maintenance of the standpipes and fire hose cabinets must include, but is not limited to, the following tasks, where equipped:

- 6.5.1.1 Inspect control valves (unlocked or sealed).
- 6.5.1.2 Inspect gauges on automatic wet and semiautomatic dry standpipe systems.
- 6.5.1.3 If equipped with valve enclosures ensure temperatures are a minimum 4.0°C.
- 6.5.1.4 Conduct an external inspection of dry valves.
- 6.5.1.5 Test mechanical water flow alarm devices (water motor gong) if equipped.
- 6.5.1.6 On dry pipe valves: Test the priming water levels, low pressure alarms, and quick opening devices.
- 6.5.1.7 Test the hose pressure-reducing valve and relief valves.
- 6.5.1.8 Where the sole water supply is through a backflow preventer and/ or pressure-reducing valves, test the main drain.
- 6.5.1.9 Inspect fire department connections.

6.5.2 Semi Annual Inspection Requirements

In addition to the tasks outlined above in the quarterly inspections, the semi-annual inspection, testing and maintenance of the standpipes and fire hose cabinets must include, but is not limited to, the following tasks, where equipped:

- 6.5.2.1 Testing of vane-type and pressure switch-type waterflow devices.
- 6.5.2.2 Testing of valve supervisory switches.

6.5.3 Annual Inspection Requirements

In addition to the tasks outlined above in the quarterly and semi-annual inspections, the annual inspection, testing and maintenance of the standpipes and fire hose cabinets must include, but is not limited to, the following tasks, where equipped:

- 6.5.3.1 Inspection of hydraulic design information sign.
- 6.5.3.2 Inspection of pressure-reducing and relief valves to include:
- I. Inspection of the hose connection pressure-regulating devices.
 - II. Partial flow test of the hose connection pressure-regulating devices.

- III. Inspection of the hose rack assembly pressure-regulating devices.
- IV. Partial flow test of hose rack assembly pressure-regulating devices.
- V. Test of Class I and Class III standpipe system hose valves.

6.5.3.3 Inspection of dry-pipe valves to include:

- I. Internal and external inspection and maintenance of the dry pipe valves.
- II. Partial trip test of dry pipe valves (during warm weather)
- III. Testing of low temperature alarms (in valve enclosure)
- IV. Testing of automatic air pressure maintenance devices.

6.5.3.4 Testing of control valves.

6.5.3.5 Maintenance of valves (all types).

6.5.3.6 Testing of main drain of each water supply lead-in to a building water-based fire protection system.

6.5.3.7 Inspection of piping, cabinet, hose, hose connections, hose valves and hose nozzles.

6.5.3.8 Testing of fire hose appliance with exception of elbows.

6.5.3.9 Inspection of hose storage device.

6.5.3.10 For occupant-use only hose, removal and service testing of the hose if has been manufactured five (5) years ago OR if it has been manufactured more than five (5) years ago and has not been service tested for three (3) years.

6.5.4 Standpipe and Hose Three (3) Year Inspection Requirements

In addition to the tasks outlined above in the quarterly, semi-annual and annual inspections, the three (3) year inspection, testing and maintenance of the standpipes and fire hose cabinets must include, but is not limited to, the following tasks, where equipped:

6.5.4.1 Full trip test of dry pipes valves (during warm weather)

6.5.4.2 For dry pipe valves, testing of entire system for air leakage.

6.5.4.3 Testing of hose valves on hose stations attached to sprinkler systems and Class II standpipe systems.

6.5.5 Standpipe and Hose Five (5) Year Inspection Requirements

In addition to the tasks outlined above in the quarterly, semi-annual, annual and three (3) year inspections, the five (5) year inspection, testing and maintenance of the standpipes and fire hose cabinets must include, but is not limited to, the following tasks, where equipped:

6.5.5.1 Internal inspection of alarm valves.

6.5.5.2 Inspection of alarm valves' strainers, filters and orifices.

6.5.5.3 Inspection of the check valves.

6.5.5.4 Inspection of the dry pipe valves' strainers, filters and orifices.

6.5.5.5 Internal inspection of backflow prevention assemblies.

6.5.5.6 Full flow test of hose connection pressure-regulating devices.

6.5.5.7 Full flow test of hose rack assembly pressure-regulating devices.

6.5.5.8 Testing /replacement of gauges.

6.5.5.9 Hydrostatic test of manual standpipe and semi-automatic dry standpipe systems, including piping in the fire department connection.

6.5.5.10 Flow test Class I and Class III standpipe systems.

6.6 Additional Work – As and When Required Services

Work may be requested in addition to required services detailed above.

If equipment is not operating when the inspection technician is on site, the technician will identify the problem, provide an estimated cost for the repair, and notify Parks Canada Technical Authority prior to leaving the site. The Contractor must obtain prior approval before repairing any deficiencies. Estimates will be provided as per the established rates.

7. Additional Requirements:

7.1 The Contractor must ensure that any specific maintenance, testing or inspection procedures required by the manufacturer are completed and included in all pricing and reports, even if not addressed in the above SOW.

7.2 The Contractor must provide written reports detailing the condition of the system and components, and the work performed, for all scheduled service work. Reports must be received by Parks Canada prior to any invoicing being paid.

8. Meetings:

8.1 Upon Contract Award, the Contractor shall contact the Project Authority within two (2) business days to discuss the work required and clarify client expectations and needs.

8.2 The Contractor shall meet with the Project Authority within one (1) month of contract signing to discuss scheduling of work on an annual basis.

8.3 The contractor shall meet with the Technical Authority on an as and when required basis to discuss scheduling, logistics and other issues.

9. Government Furnished Support/Equipment/Information:

Parks Canada will provide the following:

1. Access to Site
2. Drawing, Equipment Lists and Inspection Requirements as noted in Appendix 1, Appendix 2 and Appendix 3.

9. Special Considerations:

Wherever possible the Manitoba Field Unit requests scheduling of annual and semi-annual inspections to be performed during the off season which is from approximately April 1-Second week of May, September 7- October 10 and November 1-March 31.

APPENDIX 1: EQUIPMENT LIST

| Lower Fort Garry - Sprinkler System Inventory | | | | | |
|---|--------------|--|----------|-------------|----------------|
| Building | Floor | Sprinkler Head Type | Quantity | Model | Risers/ Volume |
| Big House | Basement | Concealed | 31 | NGP-300D-2A | 1/121 |
| | | Concealed High Temp. | 4 | | |
| | Main Floor | Concealed | 36 | | |
| | Attic | Attic Upright | 33 | | |
| | | Attic Back-to-Back Horizontal Sidewall | 11 12 | | |
| Men's House | Main Floor | Concealed | 20 | NGP-300D-2A | 1/101 |
| | | Concealed High Temp. | 2 | | |
| | Attic | Attic Upright | 21 | | |
| | | Attic Back-to-Back Attic Single Directional | 3 1 | | |
| Furloft | Basement | Pendent with Guard | 15 | NGP-300D-2A | 1/204 |
| | Main Floor | Pendent | 9 | | |
| | | Pendent with Guard | 2 | | |
| | | Horizontal Sidewall | 6 | | |
| | Second Floor | Pendent | 14 | | |
| | | Pendent with Guard | 1 | | |
| | | Horizontal Sidewall | 1 | | |
| | Attic | Attic Upright | 13 | | |
| | | Attic Back-to-Back | 7 | | |
| | | Pendent | 1 | | |
| Horizontal Sidewall | | 4 | | | |

| Lower Fort Garry - Backflow Preventer Inventory | | | | | | |
|---|-----------------------------|--|--------------|-----------|-----|----------|
| # | Building | Location | Manufacturer | Model # | Siz | Serial # |
| 1 | Men's House | Northeast Corner - Between Main Floor and Crawlspace | Zurn | 350A | 4" | U50399 |
| 2 | Big House | Basement Sprinkler Room | Zurn | 350A | 4" | U50364 |
| 3 | Furloft | Southwest Corner of the Basement | Zurn | 350A | 4" | U50759 |
| 4 | Water Treatment Plant | Pump House (new addition) - in SE Corner | Watts | LF-909 AG | n/a | n/a |
| 5 | Waste Water Treatment Plant | Processing Room - SW Corner | Watts | LF-909 AG | n/a | n/a |

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Ryan Taylor

Client Ref. No. - N° de réf. du client :
n/a

Title – Titre :
Code Compliance Testing and Maintenance of Sprinkler, Fire pump and Associated Devices – Parks Canada, Manitoba Field Unit

| The Forks - Backflow Preventer Inventory | | | | | | |
|--|--------------------|-----------------|--------------|----------|------|----------|
| # | Building | Location | Manufacturer | Model # | Size | Serial # |
| 1 | Orientation Circle | Janitorial Room | Combraco | 4020899T | 2" | M0389 |
| 2 | Water Plant Shed | Water Park Shed | Wilkins | 350A | 4" | U27415 |
| 3 | Water Plant Shed | Water Park Shed | Wilkins | 375 | 4" | L58697 |
| 4 | Water Plant Shed | Water Park Shed | Watts | 007M1QT | 2" | 204504 |

| Lower Fort Garry - Fire Hydrant Inventory | | | |
|---|---|--|----------------|
| # | Area/ Building Nearby | Location | Last Inspected |
| 1 | North End - Maintenance/ Shops Compound | South of the Water Treatment Plant (pump house) | 15-May-18 |
| 2 | North End - Maintenance/ Shops Compound | North of the Waste Water Treatment Plant | 16-May-18 |
| 3 | Inside the Historic Fort | East of the Big House (in front of fence) - in Barrel | 16-May-18 |
| 4 | Inside the Historic Fort | South of the Big House (in front of fence) - in Barrel | 16-May-18 |
| 5 | Inside the Historic Fort | West of the Big House (in front of fence) - in Barrel | 16-May-18 |
| 6 | On the Historic Grounds Outside the Walls | Adjacent to the Blacksmith Shop - in Barrel | 16-May-18 |
| 7 | South End - At Visitor Reception Centre (VRC) | In front of the VRC building at the bus loop | 16-May-18 |
| 8 | South End - At Visitor Reception Centre (VRC) | In front of the Picnic Shelter | 16-May-18 |

| Lower Fort Garry - Standpipe and Fire Hose Cabinet Inventory | | | |
|--|--------------------------------|------------------|---|
| # | Building | Area | Location |
| 1 | Visitor Reception Center (VRC) | South at VRC | Main Office adjacent to Staff Kitchen |
| 2 | Visitor Reception Center (VRC) | South at VRC | Rear Hallway adjacent to Restaurant Kitchen Entrance |
| 3 | Visitor Reception Center (VRC) | South at VRC | Adjacent to Restaurant Eating Area Entrance |
| 4 | Visitor Reception Center (VRC) | South at VRC | Adjacent to Emergency Exit Doors between Gift Shop and Multi-Purpose Room |
| 5 | Visitor Reception Center (VRC) | South at VRC | Hallway between Multi-Purpose Room and Multi-Purpose Room Kitchen |
| 6 | Visitor Reception Center (VRC) | South at VRC | Theatre - SW Corner by Emergency Exit |
| 7 | Big House | Historic Grounds | Along North Wall (under veranda) along East side of Veranda Staircase |
| 8 | Men's House | Historic Grounds | Along North Wall at NW Corner of the Building |
| 9 | Furloft | Historic Grounds | Along South Wall at SW Corner of the Building |

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APPENDIX 2 – EQUIPMENT LOCATIONS

(Provided as a separate attachment)

APPENDIX 3

Automatic Sprinkler System - Weekly and Monthly Inspection Requirements

The inspection requirements listed below are to be completed at the time of inspection in addition to the tasks required for the Quarterly, Semi-Annual, Annual, and three (3) year inspections.

1.0 Weekly Inspection Requirements:

The weekly inspection and maintenance requirements of the sprinkler system must include, but is not limited to, the following tasks:

- .1 For Dry Pipe and Pre-action Systems: Inspect gauges, and record pressure, to ensure that normal air or nitrogen and water pressures are being maintained.
- .2 For Dry Pipe or Pre-action Systems protecting freezers with two (2) air pressure gauges on the air line(s) between the compressor and the Dry Pipe or Pre-action Valve: The air pressure gauge near the compressor shall be compared weekly to the pressure gauge above the dry pipe or pre-action valve. Ensure to record the pressure.
- .3 For Pre-action Valves and Deluge Valves: Inspect gauges, and record pressure, on the supply side of the pre-action or deluge valve.
- .4 For Dry Pipe Valves or Quick Opening Devices: Inspect gauges, and record pressure, on systems other than those with low air or nitrogen pressure alarms.
- .5 Inspect master pressure-regulating valve.
- .6 For Backflow Prevention Assemblies the following must be completed:
 - .1 Inspect isolation valves on double check assemblies (DCA) and double check detector assemblies (DCDA) to ensure that the valves are in the normal open position.
 - .2 Inspect isolation valves on reduced-pressure assemblies (RPA) and reduced-pressure detector assemblies (RPDA) to ensure that the valves are in the normal open position.
 - .3 Inspect reduced-pressure assemblies (RPA) and reduced-pressure detector assemblies (RPDA). Ensure the differential-sensing valve relief port is not continuously discharging.
- .7 Inspect control valves (unlocked or sealed)
- .8 For Pre-action Valves, Deluge Valves and Dry Pipe Valves or Quick Opening Devices the following must be completed:
 - .1 Valve enclosures shall be inspected daily, or weekly if equipped with low temperature alarms, during cold weather to verify a minimum temperature of 4.0°C (40.0°F)

2.0 Monthly Inspection Requirements:

In addition to the tasks listed above in the weekly inspection, the monthly inspection and maintenance of the sprinkler system must include, but is not limited to, the following tasks:

- .1 Where air pressure supervision is connected to a constantly attended location, inspect gauges, and record pressure, to ensure that normal air or nitrogen and water pressures are being maintained.
- .2 For Pre-action Valves and Deluge Valves the following must be completed:
 - .1 Inspect the gauge monitoring the pre-action system supervisory air pressure, if equipped. Ensure to record pressure.
 - .2 Test the gauge monitoring the detection system pressure to verify that it indicates that normal pressure is being maintained, if equipped.
- .3 For Dry Pipe Valves or Quick-Opening Valves the following must be completed:
 - .1 Inspect the gauges on systems with low air or nitrogen pressure alarms. Ensure to record the pressure.
- .4 Conduct an external inspection of the pre-action valves and deluge valves.
- .5 Conduct an external inspection of the dry pipe valves or quick-opening valves.
- .6 Inspect the control valves (locked or supervised).
- .7 Conduct an external inspection of the alarm valves and system riser check valves.
- .8 For Backflow Prevention Assemblies the following must be completed:
 - .1 Inspect isolation valves secured with locks or electronically supervised on double check assemblies (DCA) and double check detector assemblies (DCDA).
 - .2 Inspect isolation valves secured with locks or electronically supervised on reduced-pressure assemblies (RPA) and reduced-pressure detector assemblies (RPDA).

ANNEX B – INSURANCE REQUIREMENT

Commercial General Liability (CGL) 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 the Parks Canada Agency.
 - 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. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

ANNEX C - BASIS OF PAYMENT

Financial Bid Submission Requirements

- (a) Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.
- (b) The Bidder must submit their financial bid in accordance with the Basis of Payment.
- (c) All prices are in Canadian dollars, FOB destination
- (d) Customs duties are included and Applicable Taxes are extra.

TABLE 1: Firm Monthly Price – Required Services – Annex A Section 6.1

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid a firm monthly price to fulfill the requirements of Annex A – Statement of Work sections 6.1 as specified below.

| Description | | Firm Monthly Price | | | | |
|-------------|--|-------------------------|-------------------------|-------------------------|---------------------------|-------------------------|
| | | Contract Year (2019/20) | Option Year 1 (2020/21) | Option Year 2 (2021/22) | Option Year 3 (2022/2023) | Option Year 4 (2023/24) |
| 1.1 | All-inclusive Monthly costs for Required Services as identified in section 6.1 of Annex A Statement of Work: | \$ | \$ | \$ | \$ | \$ |

TABLE 2: Firm Annual Price – Required Services – Annex A Sections 6.2 to 6.5

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid a firm annual price to fulfill the requirements of Annex A – Statement of Work sections 6.2 to 6.5 as specified below.

| Description | | Firm Annual Price | | | | |
|-------------|--|-------------------------|-------------------------|-------------------------|---------------------------|-------------------------|
| | | Contract Year (2019/20) | Option Year 1 (2020/21) | Option Year 2 (2021/22) | Option Year 3 (2022/2023) | Option Year 4 (2023/24) |
| 2.1 | All-inclusive Annual costs for Required Services as identified in section 6.2 to 6.5 in Annex A Statement of Work: | \$ | \$ | \$ | \$ | \$ |

TABLE 3: Additional Work - As and When Requested Services: Firm Hourly Prices

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm rates to fulfill the requirements of Annex A – Statement of Work section 6.6, as specified below.

The Contractor will be paid for the actual hours worked at the firm hourly rates detailed below. The Contractor will be paid an initial half hour minimum charge calculated from the time the Contractor's technician arrives on-site. All additional chargeable time, over and above the first half hour, will be rounded to the nearest quarter hour.

| Item No. | Description | Estimated Quantity | Firm Hourly Price | | | | |
|----------|--|--------------------|-------------------|---------|---------|---------|---------|
| | | | 2019/20 | 2020/21 | 2021/22 | 2022/23 | 2023/24 |
| 3.1 | As and When Requested Services - Weekday Flat Rate | 30 hours | \$ | \$ | \$ | \$ | \$ |
| 3.2 | As and When Requested Services – Weekend Flat Rate | 15 hours | \$ | \$ | \$ | \$ | \$ |

TABLE 4: Materials, Components and Products – Percent Markup

The Contractor will be reimbursed for the materials, components and products reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost plus a firm percentage mark-up, as specified below.

These expenses must be supported by an itemized statement supported by receipt vouchers.

| Item No. | Description | Estimated Amount | Firm Percentage Markup | | | | |
|----------|---|------------------|------------------------|---------|---------|---------|---------|
| | | | 2019/20 | 2020/21 | 2021/22 | 2022/23 | 2023/24 |
| 4.1 | All materials, components and products required to perform the Work which are not included in the prices quoted above will be supplied at cost plus | \$1,000.00 | % | % | % | % | % |

Notes:

- (a) Unidentified costs will not be allowable under the Contract unless there is a change to the work requirements and addressed by a contract amendment issued by the Contracting Authority;
- (b) Additional payment terms and conditions will not apply to the contract; and
- (c) Customs duties are included and Applicable Taxes are extra

ANNEX D - ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS)

The following form must be completed and signed prior to commencing work on Parks Canada Sites.

Submission of this completed form, satisfactory to Parks Canada, is a condition of gaining access to the work place.

Parks Canada recognizes that federal OHS legislation places certain specific responsibilities upon Parks Canada as owner of the work place. In order to meet those responsibilities, Parks Canada is implementing a contractor safety regime that will ensure that roles and responsibilities assigned under Part II of the Canada Labour Code and the Canada Occupational Health and Safety Regulations are implemented and observed when involving contractor(s) to undertake works in Parks Canada work places.

| Parks Canada Responsible Authority/Project Lead | Address | Contact Information |
|---|----------------|----------------------------|
| Project Manager/Contracting Authority | | |
| Prime Contractor | | |
| Subcontractor(s) (add additional fields as required) | | |

| |
|-------------------------|
| Location of Work |
|-------------------------|

| |
|--|
| General Description of Work to be Completed |
|--|

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n/a

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Mark "Yes" where applicable.

| | |
|--|--|
| | A meeting has been held to discuss hazards and access to the work place and all known and foreseeable hazards have been identified to the contractor and/or subcontractor(s) |
| | The contractor and/or its subcontractor(s) will comply with all federal and provincial/territorial legislation and Parks Canada's policies and procedures, regarding occupational health and safety. |
| | The contractor and/or its subcontractor(s) will provide all prescribed safety materials, equipment, devices and clothing. |
| | The contractor and/or its subcontractor(s) will ensure that its employees are familiar with and use all prescribed safety materials, equipment, devices and clothing at all times. |
| | The contractor and/or its subcontractor(s) will ensure that its activities do not endanger the health and safety of Parks Canada employees. |
| | The contractor and/or its subcontractor(s) has inspected the site and has carried out a hazard assessment and has put in place a health and safety plan and informed its employees accordingly, prior to the commencement of the work. |
| | Where a contractor and/or its subcontractor(s) will be storing, handling or using hazardous substances in the work place, it will place warning signs at access points warning persons of the presence of the substances and any precautions to be taken to prevent or reduce any hazard of injury or death. |
| | The contractor and/or its subcontractor(s) will ensure that its employees are instructed in respect of any emergency procedures applicable to the site. |

I, _____ (contractor), certify that I have read, understood and attest that my firm, employees and all sub-contractors will comply with the requirements set out in this document and the terms and conditions of the contract.

Name

Signature

Date

ANNEX E to PART 5 OF THE BID SOLICITATION

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:

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- (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.

ANNEX F to PART 5 OF THE BID SOLICITATION

LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

Requirements

Section 17 of the [Ineligibility and Suspension Policy](#) (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names when participating in a procurement process. The required list differs depending on the bidder or offeror's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners' names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

Supplier Information

| | | |
|--|----------------------------------|------------------------------------|
| Supplier's Legal Name: | | |
| Organizational Structure: <input type="checkbox"/> Corporate Entity <input type="checkbox"/> Privately Owned Corporation <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership | | |
| Supplier's Legal Address: | | |
| City: | Province / Territory: | Postal Code / ZIP Code: |
| Supplier's Procurement Business Number (optional): | | |

List of Names

| Name | Title |
|------|-------|
| | |
| | |
| | |
| | |
| | |
| | |

Declaration

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I, (name) _____, (position) _____, of

(supplier's name) _____, declare that the information provided in this Form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that failing to provide the list of names will render a bid or offer non-responsive, or I will be otherwise disqualified for award of a contract or real property agreement. I am aware that during the bid or offer evaluation stage, I must, within 10 working days, inform the contracting authority in writing of any changes affecting the list of names submitted. I am also aware that after contract award I must inform the Registrar of Ineligibility and Suspension within 10 working days of any changes to the list of names submitted.

Signature

Date

Please include with your bid or offer.