



Royal Canadian Mounted Police  
Gendarmerie royale du Canada

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

Bid Receiving/Réception des soumissions  
Procurement & Contracting Services  
c/o Commissionaires, F Division  
6101 Dewdney Ave  
Regina, SK S4P 3K7

**REQUEST FOR  
PROPOSAL**

**DEMANDE DE  
PROPOSITION**

Proposal to: Royal Canadian Mounted Police

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

Proposition aux : Gendarmerie royale du 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 appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE  
EXIGENCE EN MATIÈRE DE SÉCURITÉ

<b>Title – Sujet:</b> Building Mechanical Maintenance Services, Iqaluit		<b>Date</b> October 23, 2019
<b>Solicitation No. – N° de l'invitation</b> M5000-19-3094/A – PW-19-00893529		
<b>Client Reference No. - No. De Référence du Client</b> 201903094		
<b>Solicitation Closes – L'invitation prend fin</b>		
<b>At /à :</b>	2 :00 pm	CST (Central Standard Time) HNC (Heure Normale du Centre)
<b>On / le :</b>	December 2, 2019	
<b>Delivery - Livraison</b> See herein — Voir aux présentes	<b>Taxes - Taxes</b> See herein — Voir aux présentes	<b>Duty – Droits</b> See herein — Voir aux présentes
<b>Destination of Goods and Services – Destinations des biens et services</b> See herein — Voir aux présentes		
<b>Instructions</b> See herein — Voir aux présentes		
<b>Address Inquiries to – Adresser toute demande de renseignements à</b> Tania Sentes		
<b>Telephone No. – No. de téléphone</b> 639-625-3463		<b>Facsimile No. – No. de télécopieur</b> 306-780-5232

<b>Delivery Required – Livraison exigée</b> See herein — Voir aux présentes	<b>Delivery Offered – Livraison proposée</b>
<b>Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:</b>	
<b>Telephone No. – No. de téléphone</b>	<b>Facsimile No. – No. de télécopieur</b>
<b>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)</b>	
<b>Signature</b>	<b>Date</b>



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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
  - (b) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. 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. Please note, the above website is specific to PWGSC requirements and processes may differ from RCMP requirements.

### **1.2 Statement of Work**

The Work to be performed is detailed under Annex A of the resulting contracting clauses.

### **1.3 Comprehensive Land Claims Agreement(s)**

This procurement is subject to the following Comprehensive Land Claims Agreement(s):

- Nunavut Inuit Land Claims Agreement.

### **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.

### **1.5. Recourse Mechanisms**

If you have any concerns relating to the procurement process, please refer to the [Recourse Mechanisms](#) page on the [Buyandsell.gc.ca](http://buyandsell.gc.ca) website. Please note that there are strict deadlines for filing complaints with the Canadian International Trade Tribunal (CITT) or the [Office of the Procurement Ombudsman \(OPO\)](#).  
<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/recourse-mechanisms>  
<http://opo-bou.gc.ca/plaintesurvol-complaintoverview-eng.html>



## **1.6 Trade Agreements**

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



## **PART 2 - BIDDER INSTRUCTIONS**

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

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

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

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

The 2003 (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days  
Insert: 90 days

#### **2.1.1 Workers Compensation Certification – Letter of Good Standing**

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

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

### **2.2 Submission of Bids**

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

NOTE: The RCMP has not been approved for bid submission by epost Connect service.

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



## **2.2.1 Comprehensive Land Claim Agreement(s)**

This procurement is subject to the Nunavut Land Claims Agreement.

In this requirement, it is mandatory for Bidders to include the Inuit Benefit Criteria (IBC) as part of their proposal.

Bidders are requested to maximize Inuit employment, subcontracting and on-the-job training opportunities, and involve local, regional and Inuit businesses, in carrying out the work under this project. Refer to Appendix 2 and 3.

The provisions that apply to this procurement are contained in Article 24 – Government Contracts of the Nunavut Agreement. <http://nlca.tunngavik.com/>

24.6.1 Whenever practicable, and consistent with sound procurement management, and subject to Canada's international obligations, all of the following criteria, or as many as may be appropriate with respect to any particular contract, shall be included in the bid criteria established by the Government of Canada for the awarding of its government contracts in the Nunavut Settlement Area:

- (a) the existence of head offices, administrative offices or other facilities in the Nunavut Settlement Area;
- (b) the employment of Inuit labour, engagement of Inuit professional services, or use of suppliers that are Inuit or Inuit firms in carrying out the contracts; or
- (c) the undertaking of commitments, under the contract, with respect to on-the- job training or skills development for Inuit.

"Inuit firm" means an entity which complies with the legal requirements to carry on business in the Nunavut Settlement Area, and which is

- (a) a limited company with at least 51% of the company's voting shares beneficially owned by Inuit,
- (b) a cooperative controlled by Inuit, and/or
- (c) an Inuk sole proprietorship or partnership

Verification of Aboriginal businesses can be made through: The Inuit Firm Registry Database  
<http://inuitfirm.tunngavik.com/>

"Inuit" shall be a person whose name appears on the most current Inuit Enrolment List created in accordance with the requirements of Article 35.2.1. of the Agreement Between The Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada.

## **2.2.2 Contractor Achievement Reporting and Certification**

1. For successful Contractor only – As per the IBP commitment (Appendix 2) the successful Contractor must provide a summary of activities undertaken to meet the declarations made as part of the IBP portion of their bid. The following information is to be included, but not limited to, in the summary: number of firms sub-contracted, value of sub-contracted work, number of hours worked by employees, value of employment labour by employees and/or value of supplies that are Inuit or provide on-the-job training or skills development for Inuit.
2. The Contractor must indicate if any objectives were not met, identify why they were not.
3. Information provided may be subject to verification.



4. The IBP summary must be submitted prior to monthly payment being issued.

## **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 Nunavut.

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

## **2.5 Optional Site Visit**

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at **960 Federal Road on November 7, 2019 at 10:00 am**

Bidders are requested to communicate with the Contracting Authority no later than **November 5, 2019** to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.





## 2.6 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

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

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

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email: [corporate\\_accounting@rcmp-grc.gc.ca](mailto:corporate_accounting@rcmp-grc.gc.ca)



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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

Canada requests that the Bidder submits its bid in separately bound sections as follows:

- Section I:** Technical Bid (two (2) hard copies)  
**Section II:** Financial Bid (one hard copy)  
**Section III:** Certifications (one hard copy)

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

Canada requests that bidders follow the format instructions described below in the preparation of their hard copy 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.

#### **Section I: Technical Bid**

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### **Section II: Financial Bid**

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

##### **3.1.1 Exchange Rate Fluctuation**

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

#### **Section III: Certifications**

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



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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

Refer to Annex C

#### **4.1.2 Financial Evaluation**

*SACC Manual* Clause A0220T (2014-06-26), Evaluation of Price

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

Bidders must submit firm all-inclusive prices and rates in Annex B, including all necessary tools, services, replacement or repair parts, material, labour and all related costs in order to perform the contract as detailed in Annex A, Statement of Work.

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

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

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

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

##### **4.1.1.3. Materials**

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

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



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

#### 4.2 Basis of Selection

1. To be declared responsive, a bid must:
  - a) comply with all the requirements of the bid solicitation; and
  - b) meet all mandatory criteria;
2. Bids not meeting (a) or (b) will be declared non-responsive.
3. The selection will be based on the highest responsive combined Inuit Benefit Plan (IBP) and cost points.
4. For each responsive bid, the IBP and cost points will be added to determine its combined points.
5. Neither the responsive bid obtaining the highest IBP score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of IDP and cost points will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by the highest combined IBP and cost points.

The lowest priced offer is given all of the cost points and all other Bidders are assigned their cost points in the proportion of their price to the lowest price:

##### Lowest Proposal Price

Price of Proposal Being Evaluated X Total Cost Points of 40.00 = Cost Points

- Company A is awarded 3 points in Appendix 2, IBP Points and is offering for Requirement #1  
Total Bid Amount \$150,000.00
- Company B is awarded 3 points in Appendix 2, IBP Points and is offering for Requirement #1  
Total Bid Amount \$178,000.00
- Company C is awarded 6 points in Appendix 2, IBP Points and is offering for Requirement #1  
Total Bid Amount \$165,000.00
- Company D is awarded 0 points in Appendix 2, IBP Points and is offering for Requirement #1  
Total Bid Amount \$165,000.00



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Bidder	Technical Points	Price	Cost Points	Total Points
A	3	150,000.00	40.00	43.00
B	3	178,000.00	33.71	36.71
C	6	165,000.00	36.36	42.36
D	0	165,000.00	36.36	36.36

- A)  $\frac{150,000.00}{150,000.00} \times 40 = 40.00$  Cost Points
- B)  $\frac{150,000.00}{178,000.00} \times 40 = 33.71$  Cost Points
- C)  $\frac{150,000.00}{165,000.00} \times 40 = 36.36$  Cost Points
- D)  $\frac{150,000.00}{165,000.00} \times 40 = 36.36$  Cost Points

In this example Company A would be the successful bidder.



## PART 5 - CERTIFICATIONS

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 may render the bid non-responsive or constitute a default under the Contract.

### 5.1 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.

#### 5.1.1 Integrity Provisions

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement subject to the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process:

- Declaration of Convicted Offences - Integrity Declaration Form (as applicable)
- Required Documentation (List of names for integrity verification form)

Please see the *Forms for the Integrity Regime* website for further details (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaires-forms-eng.html>).

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

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the *Employment and Social Development Canada (ESDC) – Labour's* website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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



### 5.1.3 Additional Certifications Precedent to Contract Award

#### 5.1.3.1 Independent Bid Determination

The attached Certificate of Independent Bid Determination (attached Annex "H") has been developed by the federal Competition Bureau for use by the Contacting Authority when calling for bids, tenders or quotations. The intention of this documentation is to deter bid-rigging by requiring bidders to disclose, to the Contracting Authority, all material facts about any communications and arrangements which the bidder has entered into with competitors regarding the call for tenders.

#### 5.1.3.2 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.



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### 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.

### 5.1.3.2 Education and Experience

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





## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

#### 6.1.1 The following security requirements (SRCL and related clauses) apply and form part of the Contract.

The contractor is required to have all personnel working on site to be security cleared at the level of **Reliability Status** as verified by the Personnel Security Unit (PSU) of the Royal Canadian Mounted Police (RCMP). The contractor SHALL NOT remove or make copies of any DESIGNATED or CLASSIFIED information or assets from the identified work site.

### 6.2 Statement of Work

The Work to be performed is detailed under Annex A of the resulting contract clauses.

### 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.

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

#### 6.3.1 General Conditions

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

#### 6.3.2 Inuit Benefit Plan Reporting

The Contractor must provide a summary of activities undertaken to meet the declarations made as part of the IBP portion of their bid. The following information is to be included, but not limited to, in the summary: number of firms sub-contracted, value of sub-contracted work, and number of hours worked by employees, value of employment labour by employees and/or value of supplies that are Inuit or provide on-the-job training or skills development for Inuit. The Contractor must indicate if any objectives were not met, identify why they were not. Information provided may be subject to verification.

The IBP summary must be submitted monthly prior to payment of invoices.



## **6.4 Term of Contract**

### **6.4.1 Period of the Contract**

The period of the contract is from Contract Award for twenty-four (24) months.

### **6.4.2 Option to Extend the Contract**

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

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

### **6.4.3 Comprehensive Land Claims Agreement(s)**

The Contract is subject to the following Comprehensive Land Claims Agreement(s):

- Nunavut Inuit Land Claims Agreement

### **6.4.4 Delivery Points**

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

## **6.5 Authorities**

### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Tania Sentes  
Senior Contracting Officer  
Royal Canadian Mounted Police  
Corporate Management Branch  
5600 – 11<sup>th</sup> Avenue, Regina, SK S4P 3K7

Telephone: 639-625-3463  
Facsimile: 306-780-5232  
E-mail address: [tania.sentes@rcmp-grc.gc.ca](mailto:tania.sentes@rcmp-grc.gc.ca)

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



### 6.5.2 Technical Authority

The Technical Authority for the Contract is: *To be provided at contract award*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone : \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

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

### 6.5.3 Site Authority

The Site Authority for the Contract is: *To be provided at contract award*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone : \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

The Site Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is the local contact for the Contractor. Technical matters may be discussed with the Site Authority whom must advise the Technical Authority, however the Site Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 6.5.3 Contractor's Representative *To be provided at contract award*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone : \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_



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

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

## **6.7 Payment**

### **6.7.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex B for a cost of \$ \_\_\_\_\_ ( to be completed at contract award). Customs duties are included and Applicable Taxes are extra.

- a) Firm rates will be paid in accordance with Annex B, Basis of Payment, Price Schedule 1, in monthly payments
- b) "As and When Requested" Work:

Any costs incurred for Extra Work will be paid, in accordance with Annex B, Basis of Payment, Price Schedule 2, and the Statement of Work, on an "As and When Requested" basis, after completion, inspection and acceptance of the work performed.

### **6.7.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_ (to be determined at contract award). Customs duties are included and Applicable Taxes are extra, if applicable.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum.
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.



### **6.7.3 Method of Payment – Monthly Payments**

SACC *Manual* clause H1008C (2008-05-12) Monthly Payments

### **6.7.4 SACC Manual Clauses**

A9117C (2007-11-30) T1204 – Direct Request by Customer Department  
C0705C (2010-01-11) Discretionary Audit

## **6.8 Invoicing Instructions**

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

Each invoice must be supported by:

- a. Occupational Health and Safety (OH&S) monthly inspection report.
- b. Penal Fixture Preventative Maintenance sheet.
- c. Inuit Benefits Plan Reporting Summary.

Invoices must be distributed as follows:

The original copy must be forwarded to the address shown on page 1 of the Contract for certification and payment. Each invoice must provide the total cost for each location including the VBU number.

## **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 Nunavut.



## 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, Basis of Payment;
- (e) Annex D, Security Requirements Check List;
- (f) Annex E, Insurance Requirements
- (g) the Contractor's bid dated \_\_\_\_\_

## 6.12. Procurement Ombudsman

### 6.12.1 Dispute Resolution Services

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

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

### 6.12.2 Contract Administration

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

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

## 6.13 SACC Manual Clauses

A0285C (2007-05-25) Workers Compensation  
A3015C (2014-06-26) Certifications - Contract  
A9068C (2010-01-11) Government Site Regulations



#### **6.14 Insurance – Specific Requirements**

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

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

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

#### **6.15 Environmental Considerations**

Where applicable, contractors are encouraged to:

- Deliverables:
  - Provide and transmit draft reports, final reports and bids in electronic format. Should printed material be required, the use of double sided printing in black and white format is required unless otherwise specified by the Project Authority.
  - When printed material is requested, the minimum recycled content of 30% is required and/or certified as originating from a sustainably managed forest.
  - Recycle unneeded printed documents (in accordance with Security Requirements).
- Travel Requirements/Meetings:
  - Conducting meetings via telephone, teleconference, and/or video conferencing in order to minimize travel requirements is preferred;
  - Contractors are encouraged to access the PWGSC Accommodation directory, which includes Eco-Rated properties. When searching for accommodation, contractors can go to that link and search for properties with Environmental Ratings, identified by Green Keys or Green Leafs that will honour the pricing for contractors.
  - Contractors are encouraged to use of public/green transit where feasible.
- Shipping Requirements:
  - Minimize packaging
  - Include recycled content in packaging;
  - Re-use packaging;
  - Include a provision for a take-back program for packaging;
  - Reduce/eliminate toxics in packaging.



## **ANNEX "A"**

### **STATEMENT OF WORK**

#### **Building Mechanical Maintenance Services RCMP Headquarters-Detachment and Air Services Hanger, Iqaluit**

##### **Building Maintenance Services - Overview**

##### **Scope of Work:**

Requirement is for building, mechanical and plumbing checks for Royal Canadian Mounted Police (RCMP) "V" Division buildings at two locations in Iqaluit, Nunavut.

1. Air Services Hanger at Iqaluit Airport (904 m2)
2. RCMP Headquarters and Iqaluit Detachment (HQ-Detachment) building, Iqaluit. (2791 m2)

Checks, inspections and Preventative Maintenance (PM) work is listed separately for each building.

##### **Building Checks and Preventative Maintenance Personnel**

- Contractor completing checks, PM's, and maintenance services are to be based in Iqaluit.
- RCMP may consider additional charges for air flights, accommodations and per diems for speciality repairs services if skill set is not available within Iqaluit. These charges must be pre-approved by the Technical Authority and proof may be requested to confirm that local companies are not able to perform the speciality repair.
- Contractor providing Building Checks and Building Maintenance services must have a minimum of two OBM's on staff or under contract to cover off vacation or periods where primary Oil Burner Mechanic (OBM) is not available.
- Heating systems plants (boiler, pressure vessels, fittings and machinery) at Iqaluit Headquarters and Air Services is a Class 5 plant requiring daily supervision by a qualified operating engineer.
- Contractor completing checks must have OBM certification to work in Nunavut. Qualification is a Class 5 Operating Engineers certificate. Reference: NWT Boilers and Pressure Vessels Act (April 1993), NWT Consolidation of Boilers and Pressure Vessels Act, 1998 and Consolidation of Technical Standards and Safety Act, NU 2006.

##### **Scheduled times of Building Checks and Preventative Maintenance Work**

- Scheduled checks and minor repair works for HQ-Detachment building and Iqaluit Air Services Building is 7 days' week, 365 days per year.
- Daily, weekly and monthly checks are to be performed between hours of 07:00 and 12:00.
- Annual PM's are scheduled during the business day from Monday to Friday 07:00 to 17:00.
- Contractor is to be available for urgent call-outs (24 hours per day, 7 days per week), with response time of maximum of 2 hours to site, 4 hours if city is under blizzard warning or shut-down.
- Combined Daily, Weekly and Monthly checks and completion of log books for HQ-Detachment take approximately 2-2.5 hours per day and for Air Services Hanger approximately 1.0 hour per day.





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## **Maintenance Services, Labour, Tools, Supplies and Work Area**

All daily, weekly, monthly checks and annual PM's or service inspections labour costs includes tools, personal protection equipment (PPE), testing and calibration equipment, transportation, vehicles, supervision, minor materials (e.g. brushes, vacuum filters, nuts and bolts) and supplies (rags, gloves, hand cleaners, paper products).

Building, mechanical supplies and parts for repairs e.g. light bulbs, Air Handling Unit (AHU) filters, glycol filters, fuel filters, in-line water filters, pumps and parts, plumbing parts, burner motors and nozzles, door hardware, glycol, water treatment chemicals, spill kits, etc. is quoted and invoiced separately. Majority of building and mechanical supplies are to be bulk quoted e.g. Box of LED bulbs, box of filters

Building HVAC supplies e.g. filters are inventoried and stored on premises. Contractor to prepare supplies lists each spring for barge delivery. Supply lists are authorized by Technical Authority. Urgently required mechanical, plumbing repair parts or emergency supplies and materials may be air-freighted.

Building maintenance basic equipment e.g. ladder, shop-vac, trolley cart, shelving, or pressure-washer may be proposed and quoted separately. RCMP reserves right to decline and have contractor supply as part of their basic inspection and work tools.

Contractor to supply, complete log-books or reports. Daily, weekly and monthly work tasks and repair logs are to be completed on-site. Logs and information in logs remain property of RCMP. They may be photocopied by the contractor for their records.

Mechanical rooms are to be swept monthly by contractor. Mechanical infrastructure e.g. surfaces of piping, boilers, interior day-tanks, AHU's and electrical panels; and steel access stairs and handrails, flooring etc. is to be kept clean and free of grime, dirt and dust. Janitorial and hand-cleaning equipment required for this work is cost responsibility of RCMP. Examples of janitorial, spill and cleaning equipment: step ladder, mops, dusters, brooms, hoses, dust-pans, metal safety garbage cans, cleaning fluids, shop-vac, spill kits, portable eye-wash station, commercial size cleaning wipes, etc.

Spilt water, petroleum products, or mechanical fluids are to be cleaned up immediately. Fuel spills are to be reported to Nunavut spill line, reported in daily log sheets and to Site Authority. Garbage and discarded materials (e.g. used filters, used spill sheets) are to be removed, work area kept neat and tidy, spare materials inventoried, MSDS binder and MSDS sheets kept up to date. Bottled and portable Eye wash stations within mechanical rooms are to be kept current with fluid changed every two years.



**Scheduled and Adhoc Maintenance:**

- Part A – Air Services Hanger, Iqaluit Airport, NU (scheduled)
- Part B – Iqaluit Headquarters and Detachment, Iqaluit City, NU (scheduled)
- Part C – Adhoc requests (on request)



## **PART A: Air Services Hanger, Iqaluit Airport.**

RCMP, Iqaluit Air Services operates Monday – Friday, 08:00 to 17:00 hours (office and mechanic). Air Services operations (pilots) do not have regular flight schedules, they may operate seven days a week transporting personnel and materials to 25 communities in Nunavut.

Air Services Hanger constructed in 1974. Building is organized into mechanic's workshop and storage, pilots and office, warehouse and storage, mechanical rooms and hanger.

### **Maintenance Standards and Controls:**

Monthly Occupational Health and Safety (OH&S) report is emailed to "V" Division Asset Coordinator. This report has tasks and checks for: Emergency Exit Doors, Fire Alarm System, Fire Extinguishers, Emergency Exit Lights and Battery Pack Lights, First Aid Eye Wash Stations, Fuel Storage Tank. See Appendix for copy of Monthly OH&S report.

In course of checks, should there be problems or outages with Fire Alarm and Safety Systems, Generator, Fire Extinguishers or specialty lights; contractor to contact local company for service. Report contact in log. The contractors will invoice RCMP directly. The list of contractors will be provided upon contract award.

- Fire and Safety Systems. Fire Alarm System, Emergency Exit Lights, Emergency battery-pack lights - monthly tests and annual code-mandated inspection and testing.
- Fire extinguishers. Annual fire extinguisher inspection, test and replacement.
- Generator. Monthly and annual inspection and testing.
- Speciality Light Replacements. Hanger bay, warehouse bay and exterior lights requiring replacement, contractor would contact this company as hanger and warehouse lights are high-bay fixtures requiring use of specialised equipment to access.

### **Daily Checks and Work tasks**

- Boilers (2) check operating temperature and for leaks. Adjust temperature for summer and winter operation.
- Boiler and Heat distribution system and piping, supply and return temps. Check for leaks.
- Domestic Hot water – temperature supply, verify pumps and visual inspection
- Glycol make-up tank. Check level and supply, add if required and log volume.
- Fan coil unit's and unit heaters – check for operating and leaks, daily during winter period. During off-season (summer period) check weekly.
- Furnaces (6 hanging furnaces in hanger bay), check operation and for leaks
- Generator check for leaks. If there are visible fluid leaks, contact local company.
- Oil pumps – checking operation, leaks
- Oil tank – check fuel levels. If tank is below 30% of total capacity, contact fuel delivery company.
- Plumbing – check for leaks, water pump operation
- Fire Alarm panel – check lights, operation. If FAS shows trouble status or has no power, contact local company to repair.



### ***Weekly Checks and Work Tasks***

- Mechanical, storage, office and air services mechanic's workshop lights are LED and require infrequent replacements. Log burnt out bulbs and replace.
- Hanger bay lights – check operation. Hanger lights are replaced by local company. If burnt out, contact local company to replace.
- Exterior lights – check operation. Exterior lights are replaced by local company. If burnt out, contact local company to replace.

### ***Monthly Checks and Work***

- Doors: Man doors, check for closure, door hardware.
- Doors: Overhead (O-H) door operation. O-H doors are maintained by local company
- Exit Lights: Check that exit signs are illuminated.
- Oil tanks: check tank for vacuum, leaks, check piping, fuel operation, complete report.
- Fire extinguishers: check gauge needle is within green identifier. Log and initial card. If extinguisher requires recharge or replacement, contact local company.
- Supply and Exhaust Fans: check motor for vibration, fan blades are clean, check belt
- Pumps: Check motor and pump for noise vibration leaks and overheating

### ***Bi-annual – Spring and Fall Checks and Work***

- Silt traps for drains, sumps – clear out, clean and hose down.
- Replace furnace filters on six hanger-bay furnaces.

### ***Annual Services and Work***

- Furnace servicing – replace nozzles, oil filters, air filters, complete efficiency tests. Log and report on these tests. Report if repairs are required.
  - Check chimneys for leaking, chimney caps and tie-downs. Report if repairs are required.
  - Check all sewer stacks – for seals, caulking, wear and tear. Report if repairs are required.
  - Boiler servicing – brush out tubes, change nozzles, oil filters, complete efficiency tests, check chimneys.
  - Glycol test – acidity, PH level, strength. Add glycol as needed.
  - Roof and chimney check – for roof penetrations, stability of chimneys, stacks and caps
-



## **PART B: Iqaluit Headquarters-Detachment, 960 Federal Road.**

### **Introduction:**

RCMP, V Division Headquarters (HQ) operates Monday – Friday, 07:00 to 17:00 and is located on second floor. Iqaluit detachment operates Monday – Sunday, 24 hours' day and is located on ground floor. Other offices on ground floor operate Monday – Friday, 07:00 – 17:00.

Iqaluit HQ-detachment building was constructed in 2010. Ground floor is organized into reception, meeting rooms, detachment operations and cell block, laboratory services, technology services and garages. The second floor comprises of offices, gym and mechanical rooms.

### **Maintenance Standards and Controls:**

Monthly Occupational Health and Safety (OH&S) report is emailed to the Technical Authority. This report has tasks and checks for: Emergency Exit Doors, Fire Alarm System, Fire Extinguishers, Emergency Exit Lights and Battery Pack Lights, First Aid Eye Wash Stations, Fuel Storage Tank. See Appendix for copy of Monthly OH&S report.

Heating Fuel Oil system. The fuel tank system at Iqaluit Headquarters is operated as per Environment Canada regulations for fuel tanks over 2500 L. The system comprises of one exterior (14985 L) and two interior day tanks (454 L and 620 L).

Light replacements. Contractor to replace office T-8, LED lamps, cell lights, pot lights or architectural lights. Common area and selected offices in facility may be 347V. Check to ensure service voltage before changing ballasts. 347 V ballasts are to be changed by local company.

In course of checks, should there be problems or outages with Fire Alarm and Safety Systems, Generator, Fire Extinguishers or specialty lights; contractor to contact local company for service. Report contact in log. These contractors will invoice RCMP directly. The list of contractors will be provided following award.

- Fire and Safety Systems. Fire Alarm System, Sprinkler System, Emergency Exit Lights, Emergency battery-pack lights - monthly tests and annual code-mandated inspection and testing is by local company.
- Fire extinguishers. Annual fire extinguisher inspection, test and replacement is by local company.
- Generator. Monthly and annual inspection and testing is completed by local company.
- Speciality Light Replacements. The atrium high-bay LED lights, exterior lights and 347 V ballasts are replaced by local company.
- Elevator. Quarterly inspections and maintenance is contracted to another service provider.

### **Daily Checks and Work Tasks**

- Air Handling Unit (AHU) actuators, heat-coils on air supply side; check coils and temperatures, log.
- AHU: Supply and Return temperature and humidity, check fan operation, pressure levels, for fan noise, log.
- LAN Room: check cooling unit, room temperature
- Direct Digital Control system (DDC): check DDC – room temps, system and component anomalies and adjust accordingly.



- Electrical Master Control Unit (MCU): visual check anomalies, e.g. water in immediate surrounding area or conditions that may impact supply. Check Status lights. Log and report on conditions that are a concern.
- Elevator – check operation. Report outages.
- Emergency – Fire exit doors (auto-release and standard release), check materials and or equipment is not blocking fire exits. Notify detachment commander if material is to be moved.
- Fire Alarm System: check lights, operation. If FAS shows trouble status or has no power, contact Local company, Iqaluit to repair.
- Sprinkler System: check pressure, verify pump operation. If there are alarms on control system panel, contact Local company for service.
- Fuel tank (3) – check vacuum on exterior and day tanks.
- Heating - Boiler (2, Buderus Logano GE515/12) check operating temperature. Check for leaks, take and log readings (temp, pressure). During summer period, check operating temperature to ensure it is reduced.
- Heating - Boiler (steam boiler, Ajax Boiler Inc. Model HRFO-15). Winter operation only. Check for operating temperature, leaks, add water conditioning (softener) as required. Take and log readings (temp, pressure). Log if additional salts and fluids are added.
- Heating – circulator pumps. Check operating pressure summer 20lbs, winter 25lbs.
- Heating – domestic heating hot-water loops and re-circulating pumps. Check supply and return temps. Take readings.
- Heating – fan coil and unit heaters. In garages, at man-door entrances. Set T-stats to higher temperature during winter period, lower temperatures during summer period.
- Water system - Domestic hot water system. Hot water – check temp operation 55-60c.
- Heating in-floor. Four in-floor areas – main entrance, Informatics garage, service office, cell block. Check each area to ensure correct heat flows. Take readings and record.
- Water system – Domestic cold water - check two main circulating pumps (City lines), check fire suppression pumps and sprinkler system.

### ***Weekly Checks and Work***

- Interior lights. Replace office T-8, LED lamps, cell lights, pot lights or architectural lights and ballasts. Log replacements. The atrium high-bay LED lights and exterior lights are replaced by Local company.
- Exterior lights – check operation. Exterior lights are replaced by local company.
- Flush water through main sewer line to prevent freeze-up or blockages. Flush water through system at ground level.

### ***Monthly Checks and Work Tasks***

- Doors: Man doors, check for closure, door hardware.
- Doors: Overhead door operation. Check doors open and close and do not bind when moving. O-H doors are maintained by a local company.
- Oil tanks: check tank for vacuum, leaks, check piping, fuel operation, complete report.
- Cell toilets – check monthly as per Preventative Maintenance instructions and complete the report.

### ***Bi-annual – Spring and Fall Checks and Work Tasks***

- Silt traps for trench drains in garages, sumps. Clear out and clean and hose down.
- Replace AHU supply and exhaust filters on 3 times per year cycle.



### ***Annual Services and Work***

- Check chimneys for leaking, chimney caps and tie-downs. Report if repairs are required.
  - Check sewer stacks – for seals and caulking, wear and tear. Report if repairs are required.
  - Complete annual Boiler servicing – brush out tubes, change nozzles, oil filters, complete efficiency tests, check chimneys. Complete annual PM and cleaning for steam boiler and chemical tanks.
  - Complete annual PM and cleaning for unit and fan forced heaters in garages and staff entrances
  - Complete annual PM for cell toilets.
  - Complete annual PM for hot-water production system
  - Complete annual PM on emergency plumbed-in eye-wash stations in cell block and Special Purpose suite. Replace eye caps.
  - Complete annual PM, inspections and cleaning for Supply and Exhaust AHU and supply-side heating coils.
  - DDC – coordinate with local service provider for annual systems inspection and testing. Be present for inspections and re-calibration. Bring forward to Honeywell any issues or anomalies with system.
  - Glycol test – acidity, PH level, strength. Add glycol to tank as needed.
  - Report on roof, window and door leaks and or envelope issues.
-



### **Part C: Additional Services for Air Services Hanger and HQ-Detachment**

*The additional services portion of the work will involve, but is not limited to the following additional work and services to base-building maintenance and repairs.*

- On request – arrange for IQ HQ-Detachment Hydrocarbon Leak tests
- On request – supply of selected building maintenance equipment and supplies.

#### **Appendices and Attachments.**

1. Iqaluit OH&S checks for Headquarters-Detachment and Air Services Hanger
2. RCMP Penal Fixture preventative maintenance check list.





## ANNEX "B"

### BASIS OF PAYMENT

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

### **BIDDER'S PRICING:**

#### **Pricing Schedule 1: Building Maintenance Services**

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

**Table 1.1 –Initial twenty-four (24) month period**

Item	Building Maintenance Services	Monthly Rate	Term	Extended Price
1	Air Services Hanger	\$_____/mth	X 24 months =	\$_____
2.	RCMP Headquarters and Iqaluit Detachment	\$_____/mth	X 24 months =	\$_____
EXTENDED PRICE SUB-TOTAL Table 1.1:				\$_____(1)

**Table 1.2 – Option Period 1**

Item	Building Maintenance Services	Monthly Rate	Term	Extended Price
1	Air Services Hanger	\$_____/mth	X 12 months =	\$_____
2	RCMP Headquarters and Iqaluit Detachment	\$_____/mth	X 12 months =	\$_____
EXTENDED PRICE SUB-TOTAL Table 1.2:				\$_____(2)



**Table 1.3 – Option Period 2**

Item	Building Maintenance Services	Monthly Rate	Term	Extended Price
1	Air Services Hanger	\$_____/mth	X 12 months =	\$_____
2	RCMP Headquarters and Iqaluit Detachment	\$_____/mth	X 12 months =	\$_____
EXTENDED PRICE SUB-TOTAL Table 1.3:				\$_____(3)

**Table 1.4**

Pricing Schedule 1: Building Maintenance Services	Total Price:
TOTAL PRICE Table 1.1, Table 1.2 and Table 1.3 = (1) + (2) + (3):	\$_____(4)



## Pricing Schedule 2: Extra Work – As and When Requested

"Extra Work" will be conducted on an as and when requested basis.

\*Estimated quantity of hours per year for extra work is for evaluation purposes only.

\*\*Estimated expenditure for material is for evaluation purposes only.

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

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

**Table 2.1 – Pricing to cover initial twenty-four (24) month period  
DURING REGULAR WORKING HOURS (0700-1700 Monday through Friday)**

Extra Work – As and When Requested	Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) x (b)
Oil Burner Mechanic	\$_____/hr	10	\$_____
Helper	\$_____/hr	10	\$_____
EXTENDED PRICE SUB-TOTAL Table 2.1 :			\$_____(1)

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

Extra Work – As and When Requested	Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) x (b)
Oil Burner Mechanic	\$_____/hr	10	\$_____
Helper	\$_____/hr	10	\$_____
EXTENDED PRICE SUB-TOTAL Table 2.2 :			\$_____(2)



**Table 2.3 – Pricing to cover Option Period 1  
SUNDAYS & STAUTORY HOLIDAYS**

<b>Extra Work – As and When Requested</b>	<b>Price per Hour (a)</b>	<b>*Estimated Hours (b)</b>	<b>Extended Price (a) x (b)</b>
Oil Burner Mechanic	\$_____/hr	10	\$_____
Helper	\$_____/hr	10	\$_____
EXTENDED PRICE SUB-TOTAL Table 2.3 :			\$_____(3)

**Table 2.4 – Pricing to cover Option Period 1  
DURING REGULAR WORKING HOURS (0700-1700 Monday through Friday)**

<b>Extra Work – As and When Requested</b>	<b>Price per Hour (a)</b>	<b>*Estimated Hours (b)</b>	<b>Extended Price (a) x (b)</b>
Oil Burner Mechanic	\$_____/hr	10	\$_____
Helper	\$_____/hr	10	\$_____
EXTENDED PRICE SUB-TOTAL Table 2.4 :			\$_____(4)

**Table 2.5 – Pricing to cover Option Period 1  
OUTSIDE REGULAR WORKING HOURS (including all day Saturday)**

<b>Extra Work – As and When Requested</b>	<b>Price per Hour (a)</b>	<b>*Estimated Hours (b)</b>	<b>Extended Price (a) x (b)</b>
Oil Burner Mechanic	\$_____/hr	10	\$_____
Helper	\$_____/hr	10	\$_____
EXTENDED PRICE SUB-TOTAL Table 2.5 :			\$_____(5)

**Table 2.6 – Pricing to cover Option Period 1  
SUNDAYS & STAUTORY HOLIDAYS**

<b>Extra Work – As and When Requested</b>	<b>Price per Hour (a)</b>	<b>*Estimated Hours (b)</b>	<b>Extended Price (a) x (b)</b>
Oil Burner Mechanic	\$_____/hr	10	\$_____
Helper	\$_____/hr	10	\$_____
EXTENDED PRICE SUB-TOTAL Table 2.6 :			\$_____(6)



**Table 2.7 – Pricing to cover Option Period 2  
DURING REGULAR WORKING HOURS (0700-1700 Monday through Friday)**

Extra Work – As and When Requested	Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) x (b)
Oil Burner Mechanic	\$_____/hr	10	\$_____
Helper	\$_____/hr	10	\$_____
EXTENDED PRICE SUB-TOTAL Table 2.7 :			\$_____(7)

**Table 2.8 – Pricing to cover Option Period 2  
OUTSIDE REGULAR WORKING HOURS (including all day Saturday)**

Extra Work – As and When Requested	Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) x (b)
Oil Burner Mechanic	\$_____/hr	10	\$_____
Helper	\$_____/hr	10	\$_____
EXTENDED PRICE SUB-TOTAL Table 2.8 :			\$_____(8)

**Table 2.9 – Pricing to cover Option Period 2  
SUNDAYS & STATUTORY HOLIDAYS**

Extra Work – As and When Requested	Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) x (b)
Oil Burner Mechanic	\$_____/hr	10	\$_____
Helper			
EXTENDED PRICE SUB-TOTAL Table 2.9 :			\$_____(9)

**Table 2.10 – MATERIALS:** All products and materials will be invoiced at the Contractor's laid-down cost plus a percentage for mark-up. The Contractor is to submit a percent of mark-up for tendering purposes.

Materials	Mark-up (a)	**Estimated Expenditure (b)	Mark-up Amount (a x b) = (c)	Extended Price (b + c)
Initial twenty-four month period	_____%	20, 000	\$_____	\$_____
Option Period 1	_____%	10, 000	\$_____	\$_____
Option Period 2	_____%	10, 000	\$_____	\$_____
EXTENDED PRICE SUB-TOTAL Table 2.10 :				\$_____(10)



**Table 2.11**

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

**Table 3**

<b>TOTAL ASSESSED PROPOSAL PRICE:</b>		Sum of Bidder's Pricing:
1	<b>Pricing Schedule 1: Table 1.4 Total Price (4)</b> Building Mechanical Maintenance	\$ _____(4)
2	<b>Pricing Schedule 2: Table 2.11 Total Price (11)</b> Extra Work "As and When Requested" :	\$ _____(11)
<b>Total Assessed Proposal Price</b>		\$ _____(12)



## ANNEX "C"

### MANDATORY TECHNICAL CRITERIA

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

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

Criteria #	Mandatory Specification	Met/Not Met		Reference to Proposal
M1	<b>Contractor's Experience and Past Performance.</b>  The bidder must provide evidence in the form of a resume to demonstrate at least one (1) year of work experience in providing building mechanical maintenance services and have at least two (2) Oil Burner Mechanic (OBM) on staff.  Work experience is defined as investigation, review, preparation of quotes and or inspection reports, repairs and maintenance of Heating Ventilation Air Cooling (HVAC) and plumbing equipment.			
M2	<b>Employee Experience and Past Performance:</b>  To carry out the work on this requirement the contractor must provide qualified resources to complete checks and provide preventative maintenance on heating appliances. At least one (1) reference must be provided for each proposed resource. Reference may be an existing or prior employer, client or customer.  In the event where the information for any of the resources cannot be confirmed by the client contacts named in the bid, the bid will be considered non-responsive and given no further consideration.  The information is to be entered in the table on page 40.			
M3	<b>Mandatory Card and Licensing Documentation:</b>  To carry out the work on this requirement, the			



	<p>named resources proposed on page 40 must be in possession of a valid OBM Certification or Class 5 Operating Engineers Certificate.</p> <p>A copy of the certificate(s) should be submitted with the bid, but may be submitted prior to contract award. If any of the required certifications are not 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 listed below within the time frame specified will render the bid non-responsive.</p>			
M4	<p><b>Contractor Location:</b> Contractor completing checks, preventative maintenance and maintenance services are to be based in Iqaluit.</p>			

<b>Employee Experience and Past Performance:</b>	
Name of Oil Burner Mechanic : _____	
Name of client organization or Company:	Project/Contract Reference #1: _____
Name and title of client contact who can confirm the information presented in the proposal:	Name: _____ Title: _____
Telephone and e-mail address of client contact:	Phone #: _____ E-mail: _____
Performance period of the project or contract (indicate year, month , day):	From: _____ (year/month/day) To: _____ (year/month/day)

(Please attach a separate sheet if required)





**ANNEX "D"**

**SECURITY REQUIREMENTS CHECK LIST**

(Attached at the end of the document for informational purposes only.)



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**ANNEX "E"**

**INSURANCE REQUIREMENTS**

**COMMERCIAL GENERAL LIABILITY INSURANCE REQUIREMENTS**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.



- I. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- m. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

Send to:

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

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



**Appendix "1"**  
**COST ESTIMATE FORM FOR EXTRA WORK**

**Contractor:** \_\_\_\_\_ **Contract #** \_\_\_\_\_

**Date:** \_\_\_\_\_

<b>Description of Work:</b> (Please attach a separate sheet if required)				
<b>Direct Costs</b>		<b>Hourly Rate(s) as per Contract</b>		
<b>(i) Direct Labour</b>	<b># of Hours</b>	Oil Burner Mechanic	Helper	<b>Total</b>
Repair Work Labour				
Emergency Calls Labour				
Other Labour (Specify: _____)				
Total Direct Labour				\$ _____ (i)
<b>(ii) Direct Material Costs*</b>	<b>Contractor's Laid-Down Cost</b>		<b>Mark Up</b>	<b>Total</b>
Replacement Parts			x _____%	
Repair Parts			x _____%	
Other Material (Specify: _____)			x _____%	
Total Direct Material Costs				\$ _____ (ii)
<b>Other Direct Costs</b>				<b>Total</b>
Other (Specify: _____)				
Total Other Direct Costs				\$ _____ (iii)
<b>Sum of Total Direct Costs (i + ii + iii) (GST/HST extra)</b>				<b>= TOTAL PRICE</b>
				\$ _____

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

Contractor signature: \_\_\_\_\_ RCMP Approval: \_\_\_\_\_

Print Name: \_\_\_\_\_ Print Name: \_\_\_\_\_



## Appendix 2 INUIT BENEFITS PLAN CRITERIA (IBP)

Bidders are requested to demonstrate the existence of head offices, staffed administrative offices or other staffed facilities in the area of the Nunavut Settlement Area and to use sub-contractors, employment labour or suppliers that are Inuit in carrying out the contract.

Item	Criteria	Yes	No	Deliverable	Points
1	Bidders are requested to demonstrate the existence of head offices, staffed administrative offices or other staffed facilities in the area of the Nunavut Settlement Area.			Provide location	3-Yes 0-No
2	Bidders are encouraged to use sub-contractors, employment labour or suppliers that are Inuit in carrying out the contract.  Will Bidder use either sub-contractors, employment labour or suppliers that are Inuit and/or provide on-the-job training or skills development for Inuit?  If yes, provide a summary of activities with bid submission.			A report will be required upon completion of the project of Inuit benefits that were realized, expressed in dollars and as a percentage of the total contract value.	3-Yes 0-No
	<b>Total points</b>				

If an IBP commitment is provided as part of the bid, the Bidder must provide a summary of activities they will undertake to meet the declarations made as part of the IBP portion of their bid, at time of bid submission, or within five (5) days upon request from the Contracting Authority. Failure to provide the summary within the time frame specified will result in no points to be awarded under the Inuit Benefits Plan. The following information is to be included, but not limited to, in the summary: value of sub-contracted work, value of employment labour and/or value of supplies from suppliers that are Inuit, expressed in dollars of the total contract value.

Canada reserves the right to confirm validity of all declarations.

### Bidder Certification

The Bidder must submit the following certification, if “Yes” was answered to either of the questions above at time of bid submission. If the Inuit Benefits Plan Certification is not included as part of bid submission, no points will be awarded under the Inuit Benefits Plan.

INUIT BENEFITS PLAN CERTIFICATION:

PRINT NAME

SIGNATURE

DATE

The bidder certifies its IBP guarantee for contracting submitted with its bid is accurate and complete.



### Appendix 3 Inuit Benefits Plan Reporting Template

For the Period of \_\_\_\_\_

A) Employment Indigenous Labour

Actual Benefits – Indigenous Benefits Plan				
Employee	Rate of Pay	Hours Worked	Total Salary	Job Category

B) On-the-Job Training, Skills Development, Apprenticeship

Actual Benefits – Indigenous Benefits Plan				
Employee	Rate of Pay	Hours Worked	Total Salary	Job Category Type of Training



C) Sub-Contract – Service Requirement

Actual Benefits – Indigenous Benefits Plan				
Employee/Firm	\$	Hours Worked	Total Salary	Service Category

D) Sub-Contract – Goods Requirement

Actual Benefits – Indigenous Benefits Plan		
Name of Company/Firm	Amount prior to mark up	Material / Item Purchased



## **ANNEX F**

### **Occupational Health and Safety (OH&S) Inspection Report**

(Attached as a separate document)





## **ANNEX G**

### **Penal Fixture Preventative Maintenance**

(Attached as a separate document)



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**ANNEX “H” to PART 5**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid or tender (hereinafter “bid”) to:

\_\_\_\_\_  
(Corporate Name of Recipient of this Submission)

for: \_\_\_\_\_  
(Name and Number of Bid and Project)

in response to the call or request (hereinafter “call”) for bids made by:

\_\_\_\_\_  
(Name of Tendering Authority)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:  
(Corporate Name of Bidder or Tenderer [hereinafter “Bidder”])

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the Bidder;
4. each person whose signature appears on the accompanying bid has been authorized by the Bidder to determine the terms of, and to sign, the bid, on behalf of the Bidder;
5. for the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the Bidder, whether or not affiliated with the Bidder, who:
  - (a) has been requested to submit a bid in response to this call for bids;
  - (b) could potentially submit a bid in response to this call for bids, based on their qualifications, abilities or experience;
6. the Bidder discloses that (check one of the following, as applicable):
  - (a) the Bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with, any competitor; ☐
  - (b) the Bidder has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this call for bids, and the Bidder discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements; ☐



- 
7. in particular, without limiting the generality of paragraphs (6)(a) or (6)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
    - (a) prices;
    - (b) methods, factors or formulas used to calculate prices;
    - (c) the intention or decision to submit, or not to submit, a bid; or
    - (d) the submission of a bid which does not meet the specifications of the call for bids; except as specifically disclosed pursuant to paragraph (6)(b) above;
  8. in addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the products or services to which this call for bids relates, except as specifically authorized by the Tendering Authority or as specifically disclosed pursuant to paragraph (6)(b) above;
  9. the terms of the accompanying bid have not been, and will not be, knowingly disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening, or of the awarding of the contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (6)(b) above.

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(Printed Name and Signature of Authorized Agent of Bidder)

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(Position Title)

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(Date)

SRCL # 2018-11128964

Government  
of CanadaGouvernement  
du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité  
RCMP Reliability - RRSSECURITY 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	RCMP
2. Branch or Directorate / Direction générale ou Direction "V" Division, Real Property Asset Management	
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 IQALUIT, NUNAVUT - Detachment (VBU349) and Air Hanger (VBU23) Daily inspections and maintenance (7 days/week), working in mechanical areas, office areas and cell block, as well as for call-outs (HVAC & Plumbing) as needed. Contractor will be working alone when RCMP staff are not in the building.	
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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input checked="" type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 checked="" 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 checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <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"/>
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 checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	
	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
	PROTECTED C PROTÉGÉ C <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"/>





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité  
RCMP Reliability - RRS

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

☒ No ☐ Yes  
Non Oui

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

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?

☒ No ☐ Yes  
Non Oui

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

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

Special comments:

Commentaires spéciaux : RRS - HVAC and Plumbing Professionals

RCMP Enhanced Reliability Status (ERS) formerly known as RCMP Reliability status (RRS).

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?

☒ No ☐ Yes  
Non Oui

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

If Yes, will unscreened personnel be escorted?

☐ No ☐ Yes  
Non Oui

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

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?

☒ No ☐ Yes  
Non Oui

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

11. b) Will the supplier be required to safeguard COMSEC information or assets?

☒ No ☐ Yes  
Non Oui

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

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?

☒ No ☐ Yes  
Non Oui

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

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?

☒ No ☐ Yes  
Non Oui

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?

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

☒ No ☐ Yes  
Non Oui

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?



Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité  
RCMP Reliability - RRS

**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 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  
Non ☐ Yes  
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  
Non ☐ Yes  
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).

V Division Monthly Occupational Health and Safety (OH&S) Inspection List					
Division:	"V" DIVISION		INSTRUCTIONS 1. Print this form 2. Circle the results of your inspection 3. Add any notes as required below the inspection results 5. Scan, include with invoice. Email second copy to VDIV Asset Coordinator, Winnipeg. Phone: 204-984-6499		
District:	QIKIQTANI				
City:	IQUALUIT				
Inspected By & Date:					
Bldg. Type	Equipment	Type	Inspection Required	Inspection Conducted (circle one)	
HEADQUARTERS - DETACHMENT BUILDING	Doors	Emergency exit door	<b>Monthly Inspection:</b> - Ensure that all doors forming part of a means of egress are operable at intervals not greater than 1 month. - Sliding doors required to swing on their vertical axis in direction of egress shall be tested at intervals not greater than 12 months. - When doors are equipped with electromagnetic locks, the locks shall be tested at intervals not greater than 12 months.	Yes  No  N/A	
		Fire door	<b>Monthly Inspection:</b> - Defects that interfere with the operation of FIRE DOORS in fire separations shall be corrected, and maintained to ensure they are operable at all times. Fire doors that are not operable, contact Asset Management. - Doors in fire separations shall be operated at intervals not greater than 1 month to ensure that they are properly maintained.	Yes  No  N/A	
	Fire Alarm System	General	<i>Before conducting tests, building occupants, central monitoring stations (e.g. City of Iqaluit Fire Department) shall be notified. Keys and access to fire alarm panel are to be readily available to authorized personnel. -</i>		
			<b>Daily Inspection.</b> Check that the main & remote AC "Power on" lights are illuminated. - Check the main & remote trouble lights for any trouble indication. Resolve as required.		Yes  No  N/A
			Monthly inspection.		N/A - Monthly inspection by others
	Fire Protection System	Sprinkler	Monthly Inspection:	N/A - Monthly inspection by others	
	Fire Extinguishers Portable	General	Monthly Inspection:	N/A - Monthly inspection by others	
	Halocarbon Unit	All units (non-regulated and regulated >5.4 tons)	Monthly Inspection: ALL UNITS. Ensure Log Book is in a readily accessible location. If over 5.4 tons - ensure most recent servicing records are recorded in Halocarbon Log Book. UNITS over 5.4 tons: Inspect A/C unit to ensure most recent leak test Tag is on unit. IF leak test tag is missing, make a copy of tag from log book and place on unit	Yes  No  N/A	
	Lighting	Exit signs/lights	Monthly Inspection: - Check that exit signs are illuminated, clean and legible.	Yes  No  N/A	
		Emergency Lights - Battery wall-packs	Monthly Inspection:	N/A - Monthly inspection by others	



Bldg. Type	Equipment	Type	Inspection Required	Inspection Conducted (circle one)
	First-Aid Eye Wash Stations	Plumbed-in Units	<b>Monthly Inspection:</b> - Operate each unit by holding down paddle/on button/handle. - Run water for minimum of 2 mins. - Clean bowl and eye-wash cups with mild bleach solution, Run water to clear bleach from cups. - For cups that are blocked, remove and replace. - Replace cups annually (RCMP to supply)	Yes  No  N/A
		Bottled Units	<b>Monthly Inspection:</b> - Check unit to ensure it is full - If used, replace (RCMP to supply) - If replaced, write expiratory date on bottle. (Fluids expire 2 years.) - If bottle is expired, replace (RCMP to supply) - Damp dust/wipe and keep unit clean (sanitize), report any problems to unit commander.	Yes  No  N/A
	Fuel Tank Storage (EC 2500 L+)	AST - interior & exterior units	<b>Monthly Inspection:</b> - Verify tank area is free of spills and/or signs of leakage. - Verify gauge reading for double-wall vacuum system is within specifications, capable of detecting product loss between walls. - Verify fill pipe and/or spill containment area is secured with a padlock. - Inspect tank to determine if there is water accumulation. - Inspect the tank and associated piping to ensure free of cracks, corrosion or areas of water. - verify if equipped with spill containment, it is free of debris and not used as storage area. - Check spill containment pan or dike for cracks and sealant condition. Ensure service records, fuel deliveries and preventative maintenance records are up to date. For AST, Authority having jurisdiction shall be notified immediately in event of loss of product. Contact NWT -NU Spill Line, complete spill report,	Yes  No  N/A
	Cell Block	Cells	<b>Monthly Inspection:</b> - ensure cell doors are easy to open and close, check bottom track (sliding doors) and remove any debris. - Check doors are easy to open and close with keys. Check that door latch drops over the strike plate. - Ensure cell keys are stored in appropriate location, not damaged and are functional. - Ensure food slot opens and closes correctly from exterior side and can not be opened from cell interior side. Press flush buttons to ensure flush timing is correct, grey water exits (no blockages) with no back-up. Check light operation for full-on & night lights. Check for damage to walls, caulking, etc.	Yes  No  N/A
<b>Note: For deficiencies or failures (e.g. emergency battery packs do not light) please contact as per SOW for building services.</b>				

Code References, Details

Emergency Lighting System - NFC 6.5.1.6

- \*\* Visually inspect unit equipment including pilot lights, terminal connections, clamps, and batteries to identify any issues/corrosion.
- \*\* Test the unit equipment by disconnecting power supply (press button to test emergency lights battery)

Fire Door & Fire Separation & Exit Doors - NFC 2.2.1

- \*\* Inspect doors in fire separations. Operate door to fully open position, release to return to closed and fully latched position.
- \*\* Fire separation doors held open with magnetic device (device releases by activation of the fire alarm system) are closed & latched
- \*\* Keep fusible links and heat activated devices, guides, bearings and stay rolls clean, undamaged and free of paint & dirt
- \*\* Closures in fire separation are not be obstructed, blocked, wedged or altered to prevent door from intended operation of the closure.

Portable Fire Extinguishers - NFC 2.1.5, NFC 6.2

- \*\* Inspect portable fire extinguishers to ensure extinguisher is fully charged, undamaged, nozzle is unobstructed and tamper seal is intact
- \*\* Check fire extinguishers are mounted in designated location and that access to and visibility of the extinguisher is maintained
- \*\* Check that WHMIS label is affixed
- \*\* Ensure the inspection tag is attached, date and initial to indicate monthly inspection

First Aid Eyewash Station - ANSI Z358.1

- \*\* For non-plumbed (self-contained) units, replace fluid according to expiration date
- \*\* Ensure sterile solution is used (if filled)
- \*\* Activate plumbed units only to check water flow and replace caps as required
- \*\* Check that eyewash water temperature is warm or lukewarm
- \*\* Flush water line so that stagnant water is removed

Means of Egress & Exit Signs - 2010 NFC 2.7.1 – NFC 2.7.3

- \*\* Doors in a means of egress are to be checked for good working order, ]kept clear of snow or ice so they can open fully
- \*\* Corridors and stairways providing access to exits are to be kept clear of any obstructions
- \*\* Check lighting for exits and ensure that all >EXIT’ signs are illuminated



V Division Monthly Occupational Health and Safety (OH&S) Inspection List				
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District:	QIKIQTANI			
City:	IQALUIT			
Inspected By & Date:				
Bldg. Type	Equipment	Type	Inspection Required	Inspection Conducted (circle one)
IQALUIT AIR SERVICES HANGER	Doors	Emergency exit door	<b>Monthly Inspection:</b> - Ensure that all doors forming part of a means of egress are operable at intervals not greater than 1 month. - Sliding doors required to swing on their vertical axis in direction of egress shall be tested at intervals not greater than 12 months. - When doors are equipped with electromagnetic locks, the locks shall be tested at intervals not greater than 12 months.	Yes  No  N/A
		Fire door	<b>Monthly Inspection:</b> - Defects that interfere with the operation of FIRE DOORS in fire separations shall be corrected, and maintained to ensure they are operable at all times. Fire doors that are not operable, contact Asset Management. - Doors in fire separations shall be operated at intervals not greater than 1 month to ensure that they are properly maintained.	Yes  No  N/A
	Fire Alarm System	General	<i>Before conducting tests, building occupants, central monitoring stations (e.g. City of Iqaluit Fire Department) shall be notified. Keys and access to fire alarm panel are to be readily available to authorized personnel. -</i>	
			<b>Daily Inspection.</b> Check that the main & remote AC "Power on" lights are illuminated. - Check the main & remote trouble lights for any trouble indication. Resolve as required.	Yes  No  N/A
			<b>Monthly inspection. -</b>	<b>N/A - Monthly inspection by others</b>
	Fire Extinguishers Portable	General	<b>Monthly Inspection:</b> - Ensure extinguisher is in designated place, is correctly mounted and appropriate type. - Ensure extinguisher not obstructed and visible. - Operating instructions on nameplate legible and facing outward. - Seal and tamper indicators not broken or missing. - Examine for obvious physical damage, corrosion, leakage, or clogged nozzle. - Pressure gauge reading or indicator in the operable range or position. - If deficiency noted, take immediate action or replace. - Record date of inspection and initial tag. Complete LOG BOOK/Sheet	Yes  No  N/A
	Halocarbon Unit	All units (non-regulated and regulated >5.4 tons)	<b>Monthly Inspection:</b> ALL UNITS. Ensure Log Book is in a readily accessible location. If over 5.4 tons - ensure most recent servicing records are recorded in Halocarbon Log Book. UNITS over 5.4 tons: Inspect A/C unit to ensure most recent leak test Tag is on unit. IF leak test tag is missing, make a copy of tag from log book and place on unit	Yes  No  N/A
	Lighting	Exit signs/lights	<b>Monthly Inspection:</b> - Check that exit signs are illuminated, clean and legible.	Yes  No  N/A
		Emergency Lights - Battery wall-packs	<b>Monthly Inspection:</b> - Operate each unit by pressing "TEST" button. - Ensure emergency lights turn on and are bright	Yes  No  N/A

Bldg. Type	Equipment	Type	Inspection Required	Inspection Conducted (circle one)
	First-Aid Eye Wash Stations	Plumbed-in Units	<b>Monthly Inspection:</b> - Operate each unit by holding down paddle/on button/handle. - Run water for minimum of 2 mins. - Clean bowl and eye-wash cups with mild bleach solution, Run water to clear bleach from cups. - For cups that are blocked, remove and replace. - Replace cups annually (RCMP to supply)	Yes  No  N/A
		Bottled Units	<b>Monthly Inspection:</b> - Check unit to ensure it is full - If used, replace (RCMP to supply) - If replaced, write expiratory date on bottle. (Fluids expire 2 years.) - If bottle is expired, replace (RCMP to supply) - Damp dust/wipe and keep unit clean (sanitize), report any problems to unit commander.	Yes  No  N/A
	Fuel Tank Storage (EC 2500 L+)	AST - interior & exterior units	<b>Monthly Inspection:</b> - Verify tank area is free of spills and/or signs of leakage. - Verify gauge reading for double-wall vacuum system is within specifications, capable of detecting product loss between walls. - Verify fill pipe and/or spill containment area is secured with a padlock. - Inspect tank to determine if there is water accumulation. - Inspect the tank and associated piping to ensure free of cracks, corrosion or areas of water. - verify if equipped with spill containment, it is free of debris and not used as storage area. - Check spill containment pan or dike for cracks and sealant condition. Ensure service records, fuel deliveries and preventative maintenance records are up to date. For AST, Authority having jurisdiction shall be notified immediately in event of loss of product. Contact NWT -NU Spill Line, complete spill report,	Yes  No  N/A
Note: For deficiencies or failures (e.g. emergency battery packs do not light) please contact as per SOW for building services.				

Code References, Details

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- \*\* Check lighting for exits and ensure that all >EXIT’ signs are illuminated

## RCMP Penal Fixture Plumbing Preventative Maintenance

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### Monthly PM

<input type="checkbox"/>	Inquire with RCMP Member if any issues with Penal fixtures
<input type="checkbox"/>	Inspect Fixture for signs of damage and missing Secure caulking
<input type="checkbox"/>	Inspect Push Buttons on face of fixture for tightness
<input type="checkbox"/>	Flush Toilet and monitor operation
<input type="checkbox"/>	Operate Hot and Cold water and monitor operation and length of time water runs
<input type="checkbox"/>	Visually inspect base of fixture and bush buttons for signs of leaks
<input type="checkbox"/>	Open plumbing chase behind fixture for visual inspection
<input type="checkbox"/>	Look for signs of leaks at all plumbing connections and under penal fixture
<input type="checkbox"/>	Close up plumbing chase
<input type="checkbox"/>	Advise RCMP Member if any deficiencies or major findings

### Required Repairs:

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### Annual PM

<input type="checkbox"/>	Perform Penal Fixture PM after water Pressure System PM
<input type="checkbox"/>	Ensure <b>all</b> Domestic water pressure tanks air charge is set correctly
<input type="checkbox"/>	Isolate pressure tank and drain off water
<input type="checkbox"/>	Check and set air charge to 2 PSI below the water pump Cut in pressure
<input type="checkbox"/>	Recharge water system and pressure tanks.
<input type="checkbox"/>	Inquire with RCMP Member if any issues with Penal fixtures
<input type="checkbox"/>	Inspect Fixture for signs of damage and missing Secure caulking
<input type="checkbox"/>	Flush Toilet and monitor operation
<input type="checkbox"/>	Operate Hot and Cold water and monitor operation and length of time water runs
	Hot Water Timing: _____ Cold Water Timing: _____
	Does the Fixture have Domestic Hot Water Hooked up? <span style="float: right;">Yes      No</span>
	If YES run hot water to ensure max. hot water temperature is achieved at fixture.
	Domestic Hot Water Temperature at Bubbler: _____
	*****Must be <b>NO</b> higher than 35°C/95°F *****
<input type="checkbox"/>	Open plumbing chase behind fixture
<input type="checkbox"/>	Isolate domestic water to Flush Valve and Sink
<input type="checkbox"/>	Open up Flush Valve and inspect diaphragm and clean. (Replace if worn)
<input type="checkbox"/>	Remove Vacuum breaker and clean. (Replace if Worn)
<input type="checkbox"/>	Open up Hot and Cold Water Timing assemblies and clean diaphragms.
<input type="checkbox"/>	Open up Hot and Cold Stop/Check Strainers and clean strainers
<input type="checkbox"/>	Turn all the water back on
<input type="checkbox"/>	If fixture drain into sump inspect sump pump for proper operation

## Penal Fixture Plumbing Preventative Maintenance

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### Annual PM Calibration

- ☐ Operate Hot and Cold water and monitor operation and length of time water runs  
Hot Water Timing: \_\_\_\_\_ Cold Water Timing: \_\_\_\_\_  
Adjust timing to approximately one minute.
- ☐ Domestic Hot Water Temperature at Bubbler: \_\_\_\_\_  
\*\*\*\*\*Must be **NO** higher than 35°C/95°F \*\*\*\*\*
- ☐ Flush Toilet and monitor operation
- ☐ Trip anti Flood Device and ensure toilet will not Flush
- ☐ Pull slightly on all plastic tubing to ensure tight connection
- ☐ Clean and dry up plumbing Chase
- ☐ Close and secure plumbing chase access
- ☐ Advise RCMP Member if any deficiencies or major findings

### Adjustment and Repairs Performed:

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### Recommendation (Upgrades, repairs):

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