



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

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

**11 LaurierSt./ 11, rue Laurier  
Place du Portage, Phase III**

**Core 0B2 / Noyau 0B2**

**Gatineau  
Québec**

**K1A 0S5**

**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> Fire Protection and Life Safety	
<b>Solicitation No. - N° de l'invitation</b> EJ196-200735/A	<b>Date</b> 2019-11-14
<b>Client Reference No. - N° de référence du client</b> 20200735	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$FK-314-78001	
<b>File No. - N° de dossier</b> fk314.EJ196-200735	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-12-30</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Dicaire, Sylvie	<b>Buyer Id - Id de l'acheteur</b> fk314
<b>Telephone No. - N° de téléphone</b> (613) 408-2778 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Infrastructure Maintenance and Solution Services Division  
(FK)

L'Esplanade Laurier,  
East Tower 4th Floor  
L'Esplanade Laurier,  
Tour est 4e étage

140 O'Connor, Street  
Ottawa

Ontario

K1A 0R5

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

Solicitation No. - N° de l'invitation  
EJ196-200735  
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EJ196-200735

Buyer ID - Id de l'acheteur  
FK314  
CCC No./N° CCC - FMS No./N° VME

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**IMPORTANT NOTICE TO BIDDERS**

**Support the use of apprentices**

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

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## TABLE OF CONTENTS

### **PART 1 – GENERAL INFORMATION**

- 1.1 INTRODUCTION
- 1.2 SUMMARY
- 1.3 DEBRIEFINGS

### **PART 2 – BIDDER INSTRUCTIONS**

- 2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS
- 2.2 SUBMISSION OF BIDS
- 2.3 FORMER PUBLIC SERVANT
- 2.4 ENQUIRIES – BID SOLICITATION
- 2.5 APPLICABLE LAWS
- 2.6 MANDATORY SITE VISIT

### **PART 3 – BID PREPARATION INSTRUCTIONS**

- 3.1 BID PREPARATION INSTRUCTIONS

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

- 4.1 EVALUATION PROCEDURES
- 4.2 COMPANY INFORMATION
- 4.3 EMPLOYEE TRAINING
- 4.4 APPRENTICES
- 4.5 REFERENCE CHECKS
- 4.6 BASIS OF SELECTION

### **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

- 5.1 CERTIFICATIONS REQUIRED WITH THE BID
- 5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION

### **PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

- 6.1 SECURITY REQUIREMENT
- 6.2 EMPLOYEE INFORMATION FOR SECURITY

### **PART 7 – RESULTING CONTRACT CLAUSES**

- 7.1 STATEMENT OF WORK
- 7.2 STANDARD CLAUSES AND CONDITIONS
- 7.3 SECURITY REQUIREMENTS
- 7.4 TERM OF CONTRACT
- 7.5 AUTHORITIES
- 7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS
- 7.7 PAYMENT
- 7.8 INVOICING INSTRUCTIONS
- 7.9 CERTIFICATIONS AND ADDITIONAL INFORMATION
- 7.10 APPLICABLE LAWS
- 7.11 PRIORITY OF DOCUMENTS
- 7.12 FOREIGN NATIONAL (CANADIAN CONTRACTOR)
- 7.13 INSURANCE REQUIREMENT
- 7.14 CELLULAR PHONES
- 7.15 GOVERNMENT AND SITE REGULATIONS
- 7.16 PRE-COMMENCEMENT MEETING
- 7.17 VOLUNTARY REPORTS FOR APPRENTICES EMPLOYED DURING THE CONTRACT

Solicitation No. - N° de l'invitation  
EJ196-200735  
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EJ196-200735

Buyer ID - Id de l'acheteur  
FK314  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX A** – STATEMENT OF WORK  
**ANNEX B** – SECURITY REQUIREMENT CHECK LIST  
**ANNEX C** – ELECTRONIC PAYMENT INSTRUMENTS  
**ANNEX D** – COST ESTIMATE FORM FOR EXTRA WORK  
**ANNEX E** - VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include the Statement of Work, the Security Requirements, the Security Requirements Check List, the Electronic Payment Instruments, the Cost Estimate Form for Extra Work, Voluntary Certification to Support the Use of Apprentices and any other annexes.

### **1.2 Summary**

To provide maintenance services on Fire Protection and Life Safety System, including all necessary tools, services, materials, travel and labour on equipment in accordance with the Statement of Work attached herein as Annex A. This requirement is for Public Services and Procurement Canada (PSPC) located at 1170 Algoma Road, Ottawa, Ontario.

The period of any resulting Contract will be for a period of five (5) years.

- 1.2.1 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- 1.2.2 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), the Canadian Free Trade Agreement (CFTA) and Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP).
- 1.2.3 There is a mandatory site visit associated with this requirement where personnel security screening is required prior to gaining access to CLASSIFIED information, assets or sites. Consult Part 2 – Bidder Instructions.”

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

### **1.3 Debriefings**

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

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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (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

### 2.2 Submission of Bids

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

Note: For bidders choosing to submit using epost Connect for bids closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

[tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca)

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

### 2.3 Former Public Servant

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

### Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian

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Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

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

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

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

#### Former Public Servant in Receipt of a Pension

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

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

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

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

#### Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;

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

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

#### **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 10 (ten) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

#### **2.5 Applicable Laws**

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

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

#### **2.6 Mandatory Site Visit**

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at 1170 Algoma Street, Ottawa, Ontario on **December 13, 2019**. The site visit will begin at 15:00 EST.

Personnel security screening is required prior to gaining authorized access to sites. Bidders must communicate with the Contracting Authority no later than **December 6, 2019** at 14:00 EST to confirm attendance and provide the name(s) of the person(s) who will attend. The Bidder's Company Security Officer (CSO) must ensure that their representatives hold a valid security clearance at the required level

Solicitation No. - N° de l'invitation  
EJ196-200735  
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EJ196-200735

Buyer ID - Id de l'acheteur  
FK314  
CCC No./N° CCC - FMS No./N° VME

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for the site visit. Failure to comply with the security requirements will result in the representative(s) being denied access to the site.

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

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

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

### **3.1 Bid Preparation Instructions**

If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

Section I: Technical Bid  
Section II: Financial Bid  
Section III: Certifications  
Section IV: Additional Information

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

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

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

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

**Section I: Technical Bid**

*See Part 4, subsection 4.1.1*

**Section II: Financial Bid**

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

The following requirement must be strictly adhered to. Failure to do so will render the bidders' proposal as non-responsive.

It is mandatory that bidders submit firm prices/rates for the five year period of the Contract for all items listed hereafter.

**Pricing Schedule 1 - Firm Price**

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

**Building 1:** Food Production Facility - 1170 Algoma Road, Ottawa, Ontario K1B 0A3

Components	Year 1	Year 2	Year 3	Year 4	Year 5
Fire Alarm Panel & Annunciator	\$	\$	\$	\$	\$
Field Devices	\$	\$	\$	\$	\$
Audible and/or Visual Devices	\$	\$	\$	\$	\$
Monitoring					
Sprinkler Alarm Valve	\$	\$	\$	\$	\$
Sprinkler System	\$	\$	\$	\$	\$
Fire Department Connection	\$	\$	\$	\$	\$
Backflow Preventer	\$	\$	\$	\$	\$
Backflow Preventer – Glycol System for loading docks 5 & 6	\$	\$	\$	\$	\$
Main Kitchen Suppression System	\$	\$	\$	\$	\$
Test Kitchen Suppression System	\$	\$	\$	\$	\$

Portable Fire Extinguishers	\$	\$	\$	\$	\$
Battery Powered Emergency - Lighting	\$	\$	\$	\$	\$
<b>Sub-total</b>	\$	\$	\$	\$	\$
<b>Total</b>					

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

**Summary of Pricing Schedule 1**

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

Period	Firm Monthly Rate	Number of Months	Annual Firm Price
Year 1	\$	x 12	\$
Year 2	\$	x 12	\$
Year 3	\$	x 12	\$
Year 4	\$	x 12	\$
Year 5	\$	x 12	\$
<b>Total of Pricing Schedule 1</b>			<b>\$</b>

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

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

Extra work as described in Annex A - Statement of Work - "Extra Work" will be conducted on an as and when requested basis where charges must be made for actual labour and repair and replacement parts.

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

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

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

**2.1 LABOUR:** Our firm hourly rate per Certified Fire Alarm Technician will be:

<b>Regular Time:</b> Monday to Friday 06:00 until 18:00						
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	
<b>Rate/Hour</b>	\$/HR	\$/HR	\$/HR	\$/HR	\$/HR	
<b>Estimated quantity of hours per year</b>	5	5	5	5	5	
<b>Extended Price:</b>	\$	\$	\$	\$	\$	
<b>SUB-TOTAL:</b>						\$

<b>Overtime:</b> (Hourly Rate) Monday to Friday 18:00 to 06:00, Friday 18:00 to Saturday 24:00						
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	
<b>Rate/Hour</b>	\$/HR	\$/HR	\$/HR	\$/HR	\$/HR	
<b>Estimated quantity of hours per year</b>	4	4	4	4	4	
<b>Extended Price:</b>	\$	\$	\$	\$	\$	
<b>SUB-TOTAL:</b>						\$

<b>Premium Overtime:</b> (Hourly Rate) Sunday and Statuary Holidays						
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	
<b>Rate/Hour</b>	\$/HR	\$/HR	\$/HR	\$/HR	\$/HR	
<b>Estimated quantity of hours per year</b>	4	4	4	4	4	
<b>Extended Price:</b>	\$	\$	\$	\$	\$	
<b>SUB-TOTAL:</b>						\$

**2.2 LABOUR:** Our fixed hourly rate per Certified Sprinkler Technician shall be:

<b>Regular Time:</b> Monday to Friday 06:00 until 18:00					
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Rate/Hour</b>	\$/HR	\$/HR	\$/HR	\$/HR	\$/HR
<b>Estimated quantity of hours per year</b>	2	2	2	2	2
<b>Extended Price:</b>	\$	\$	\$	\$	\$
<b>SUB-TOTAL:</b>					\$

<b>Overtime:</b> (Hourly Rate) Monday to Friday 18:00 to 06:00, Friday 18:00 to Saturday 24:00					
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Rate/Hour</b>	\$/HR	\$/HR	\$/HR	\$/HR	\$/HR
<b>Estimated quantity of hours per year</b>	3	3	3	3	3
<b>Extended Price:</b>	\$	\$	\$	\$	\$
<b>SUB-TOTAL:</b>					\$

<b>Premium Overtime:</b> (Hourly Rate) Sunday and Statuary Holidays					
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Rate/Hour</b>	\$/HR	\$/HR	\$/HR	\$/HR	\$/HR
<b>Estimated quantity of hours per year</b>	4	4	4	4	4
<b>Extended Price:</b>	\$	\$	\$	\$	\$
<b>SUB-TOTAL:</b>					\$

**2.3 LABOUR:** Our fixed hourly rate per Certified Electrician shall be:

<b>Regular Time:</b> Monday to Friday 06:00 until 18:00					
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Rate/Hour</b>	\$/HR	\$/HR	\$/HR	\$/HR	\$/HR
<b>Estimated quantity of hours per year</b>	4	4	4	4	4
<b>Extended Price:</b>	\$	\$	\$	\$	\$
<b>SUB-TOTAL:</b>					\$

<b>Overtime:</b> (Hourly Rate) Monday to Friday 18:00 to 06:00, Friday 18:00 to Saturday 24:00					
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Rate/Hour</b>	\$/HR	\$/HR	\$/HR	\$/HR	\$/HR
<b>Estimated quantity of hours per year</b>	4	4	4	4	4
<b>Extended Price:</b>	\$	\$	\$	\$	\$
<b>SUB-TOTAL:</b>					\$

<b>Premium Overtime:</b> (Hourly Rate) Sunday and Statuary Holidays					
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Rate/Hour</b>	\$/HR	\$/HR	\$/HR	\$/HR	\$/HR
<b>Estimated quantity of hours per year</b>	4	4	4	4	4
<b>Extended Price:</b>	\$	\$	\$	\$	\$
<b>SUB-TOTAL:</b>					\$

**2.4 LABOUR:** Our fixed hourly rate per Certified Backflow Technician shall be:

<b>Regular Time:</b> Monday to Friday 06:00 until 18:00					
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Rate/Hour</b>	\$/HR	\$/HR	\$/HR	\$/HR	\$/HR
<b>Estimated quantity of hours per year</b>	2	2	2	2	2
<b>Extended Price:</b>	\$	\$	\$	\$	\$
<b>SUB-TOTAL:</b>					\$

<b>Overtime:</b> (Hourly Rate) Monday to Friday 18:00 to 06:00, Friday 18:00 to Saturday 24:00					
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Rate/Hour</b>	\$/HR	\$/HR	\$/HR	\$/HR	\$/HR
<b>Estimated quantity of hours per year</b>	2	2	2	2	2
<b>Extended Price:</b>	\$	\$	\$	\$	\$
<b>SUB-TOTAL:</b>					\$

<b>Premium Overtime:</b> (Hourly Rate) Sunday and Statuary Holidays					
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Rate/Hour</b>	\$/HR	\$/HR	\$/HR	\$/HR	\$/HR
<b>Estimated quantity of hours per year</b>	2	2	2	2	2
<b>Extended Price:</b>	\$	\$	\$	\$	\$
<b>SUB-TOTAL:</b>					\$

<b>TOTAL:</b>	\$
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**2.5 MATERIALS: Materials will be charged at our laid-down cost plus a mark-up of:**

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Percentage Mark Up</b>	%	%	%	%	%
<b>Estimated Expenditure</b>	\$1000	\$1000	\$1000	\$1000	\$1000
<b>Extended Price:</b>	\$	\$	\$	\$	\$
<b>SUB-TOTAL:</b>	\$				

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

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

- i) MARK-UP - The difference between the Contractor's laid-down cost for product and resale price to Canada. 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 Canada. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

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

**TOTAL ASSESSED PROPOSAL PRICE**

**Sum of Basis of Pricing**

<b>Pricing Schedule 1:</b>	<b>= Subtotal \$</b>	<b>_____ +</b>
<b>Pricing Schedule 2: 2.1 (i) to (iii)</b>	<b>= Subtotal \$</b>	<b>_____ +</b>
<b>Pricing Schedule 2: 2.2 (i) to (iii)</b>	<b>= Subtotal \$</b>	<b>_____ +</b>
<b>Pricing Schedule 2: 2.3 (i) to (iii)</b>	<b>= Subtotal \$</b>	<b>_____ +</b>
<b>Pricing Schedule 2: 2.4 (i) to (iii)</b>	<b>= Subtotal \$</b>	<b>_____ +</b>
<b>Pricing Schedule 2: 2.5</b>	<b>= Subtotal \$</b>	<b>_____ +</b>

**Total assessed proposal price = \$ \_\_\_\_\_**

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

### **3.1.2 Electronic Payment of Invoices – Bid**

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

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

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

### **Section III: Certifications**

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

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

### **4.1 Evaluation Procedures**

(a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

(b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Submission of Evidence**

Submission of Evidence as described at 4.1.1.2 to 4.1.1.7 must be included with the bid at time of solicitation closing. However, if the following is not submitted with the bid by the solicitation closing date, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

**The evidence provided by the bidder may be verified.**

##### **4.1.1.2 Certified Technicians**

To carry out the work on this requirement, the Bidder must provide two (2) Certified Fire Alarm Technician, two (2) Certified Sprinkler and Fire Protection Installer, one (1) Certified Electrician, one (1) Certified Backflow Technician and one (1) Kitchen Suppression Systems Technician to perform the maintenance of Fire Alarm, Fire Protection and Life Safety Systems.

The Bidder must provide the name of each technicians:

	<b>First and Last Name</b>
Certified Fire Alarm Technician	
Certified Fire Alarm Technician	
Certified Sprinkler and Fire Protection Installer	
Certified Sprinkler and Fire Protection Installer	
Certified Electrician	
Certified Backflow	
Kitchen Suppression Systems Technician	

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

##### **4.1.1.3 Certified Fire Alarm Technician - Two (2) service personnel with:**

- A valid Canadian Fire Alarm Association (CFAA) certification OR a Certified Fire Alarm Electrician (CFAE) certification.

##### **4.1.1.4 Certified Sprinkler and Fire Protection Installer - Two (2) service personnel with:**

- A valid Certificate of Qualification (C of Q) in accordance with the provincial or territorial law in which the work is to be performed for each Sprinkler and Fire Protection Installer engaged by and

sent to site by the Bidder or subcontractor of the Bidder to carry out work as defined by the attached Statement of Work, at Annex A.

**4.1.1.5 Certified Electrician - One (1) Service Personnel with:**

- A valid Certificate of Qualification (C of Q) in accordance with the provincial or territorial law in which the work is to be performed for each electrician engaged by and sent to site by the Bidder or subcontractor of the Bidder to carry out electrical work as defined by the Electrical Act and undertaken as part of the attached Statement of Work, at Annex A.

**4.1.1.6 Certified Backflow Technician - One (1) Service Personnel with:**

- A valid Ontario Water Works Association (O.W.W.A.) Cross Connection Control Specialist certification from an accredited school or college.

**4.1.1.7 Kitchen Suppression Systems Technician - One (1) personnel:**

- Someone who is properly trained qualified with kitchen suppressions systems and holds a certified Kitchen Suppressions Certificate issued from an organization recognized by Authority Having Jurisdiction (AHJ) engaged by and sent to site by the Bidder or subcontractor of the Bidder to carry out onsite kitchen suppressions systems work as part of the attached Statement of Work;

**4.1.1.8 Mandatory Employee Experience and Past Performance**

The bidder must provide evidence to demonstrate that the service personnel proposed to perform maintenance of Fire Alarm, Fire Protection and Life Safety Systems have five (5) years of recent experience and past performance by referencing two (2) similar projects/contracts within the last 8 years whereby the service personnel have performed satisfactorily. The bidder must complete the form (RFP) for each personnel who will be performing work on the requirement in order to demonstrate that each proposed personnel has the required experience.

- Similar is defined as maintenance service on Fire Alarm, Fire Protection and Life Safety Systems comparable in size, scope and complexity to the equipment listed in Annex A, Statement of Work, Part 3 Equipment Inventory.

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

<b>1- Certified Fire Alarm Technician</b>		
<b>Provide the name of the Proposed Personnel:</b> _____		
Name of client organization or Company	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____
Name and title of client contact who can confirm the information presented in the bid	Name: _____ Title: _____	Name: _____ Title: _____

Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____(yyyy/mm/dd) To: _____(yyyy/mm/dd)	From: _____(yyyy/mm/dd) To: _____(yyyy/mm/dd)

**2- Certified Fire Alarm Technician**  
 Provide the name of the Proposed Personnel: \_\_\_\_\_

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

**3- Certified Sprinkler and Fire Protection Installer**  
 Provide the name of the Proposed Personnel: \_\_\_\_\_

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

**4- Certified Sprinkler and Fire Protection Installer**  
 Provide the name of the Proposed Personnel: \_\_\_\_\_

Name of client organization or Company	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____
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Name and title of client contact who can confirm the information presented in the bid	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____(yyyy/mm/dd) To: _____(yyyy/mm/dd)	From: _____(yyyy/mm/dd) To: _____(yyyy/mm/dd)
<b>5- Certified Electrician</b>		
<b>Provide the name of the Proposed Personnel:</b> _____		
Name of client organization or Company	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____
Name and title of client contact who can confirm the information presented in the bid	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____(yyyy/mm/dd) To: _____(yyyy/mm/dd)	From: _____(yyyy/mm/dd) To: _____(yyyy/mm/dd)
<b>6- Certified Backflow Technician</b>		
<b>Provide the name of the Proposed Personnel:</b> _____		
Name of client organization or Company	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____
Name and title of client contact who can confirm the information presented in the bid	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____(yyyy/mm/dd) To: _____(yyyy/mm/dd)	From: _____(yyyy/mm/dd) To: _____(yyyy/mm/dd)
<b>7- Kitchen Suppression Systems Technician</b>		
<b>Provide the name of the Proposed Personnel:</b> _____		
Name of client organization or Company	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____

Name and title of client contact who can confirm the information presented in the bid	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____(yyyy/mm/dd) To: _____(yyyy/mm/dd)	From: _____(yyyy/mm/dd) To: _____(yyyy/mm/dd)

#### 4.1.1.9 Mandatory Contractor's Experience and Past Performance

The bidder must provide evidence of its recent experience and past performance by referencing *three (3)* similar projects/contracts *within the last 8 years* whereby the organization has performed satisfactorily. The bidder must complete the form (RFP) in order to demonstrate that it has the required experience.

- Similar is defined as a comprehensive maintenance service on Fire Alarm, Fire Protection and Life Safety Systems comparable in size, scope and complexity to the equipment listed in Annex A, Statement of Work, Part 3 Equipment Inventory.

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

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

	PROJECT/CONTRACT REFERENCE # 1	PROJECT/CONTRACT REFERENCE # 2	PROJECT/CONTRACT REFERENCE # 3
Name of client organization or Company	Project/Contract Reference #1: _____	Project/Contract Reference #1: _____	Project/Contract Reference #1: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____

Performance period of the project or contract (indicate year, month, day)	From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)	From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)	From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)
Description of Project/Contract	_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____

## 4.2 Company Information

### OEM refers to the Original Equipment Manufacturer or the current owner of the OEM.

**4.2.1.** A letter(s) from the OEM(s) (Original Equipment Manufacturer) of the equipment detailed below (see also Annex A, Statement of Work) should be submitted with the bid by the bid solicitation closing date. However, if the following is not submitted with the bid by the bid solicitation closing date, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

If there is more than one OEM, letters are required from each OEM.

- Fire alarm Control Unit

The letter must confirm that the Bidder:

1. is the OEM; **OR**
2. is an authorized service agent of the OEM; **OR**
3. has a valid sub-contracting agreement with the OEM; **AND**
4. has access to the following in order to, service and maintain the components, sub-systems, systems and integrated systems identified above and within the attached inventory, Annex A, Statement of Work:
  - 4.1 Service and maintenance tools & materials;
  - 4.2 Compatible parts;
  - 4.3 Software;
  - 4.4 Hardware;
  - 4.5 Firmware; **AND**
5. has access to the complete operational and adjustment procedures of the OEM for all components, sub-systems, systems, integrated systems and related equipment identified within the attached inventory. This includes direct access to manufacturer's technical support service and service bulletins.

**AND/OR**

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**4.2.2. Should the Bidder not be the OEM or the authorized service agent of the OEM(s)** or not have a valid sub-contracting agreement with the OEM for the above noted equipment, a letter(s) from the authorized service agent of the OEM (s) (Original Equipment Manufacturer) of this equipment should be submitted with the bid by the bid solicitation closing date. However, if the following is not submitted with the bid by the bid solicitation closing date, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

If there is more than one OEM, letters are required from each authorized service agent of each OEM.

- Fire alarm Control Unit

The letter must confirm that the Bidder:

1. has a valid sub-contracting agreement with the authorized service agent; AND
2. has access to the following in order to, service and maintain the components, sub-systems, systems and integrated systems identified above and within the attached inventory, Annex A, Statement of Work:
  - 2.1 Service and maintenance tools & materials;
  - 2.2 Compatible parts;
  - 2.3 Software;
  - 2.4 Hardware;
  - 2.5 Firmware; **AND**
3. has access to the complete operational and adjustment procedures of the OEM for all components, sub-systems, systems, integrated systems and related equipment identified within the attached inventory. This includes direct access to manufacturer's technical support service and service bulletins.

**4.2.2.1. The Bidder must also submit a letter(s) issued to the authorized service agent(s) by the OEM(s) confirming the name of the authorized service agent(s).**

**4.2.3.** The Bidder must be an **Underwriters Laboratories of Canada (ULC) Level III & IV** Listed Company authorized to carry out maintenance on fire alarm/fire protection and life safety systems. The Bidder should submit a ULC certificate with the bid by the solicitation closing date. However, if it is not submitted with the bid by the solicitation closing date, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within the time frame period will render the bid non-responsive.

### **4.3. Employee Training (Upon Request)**

Valid copies of the following training certificates/cards should be submitted for each proposed Service personnel with the bid by the bid solicitation closing date. However, if the following is not submitted with the bid by the bid solicitation closing date, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the

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requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

All certificates are to be recognized by the Human Resources Skills Development Canada (HRSDC) – Labour Program and/or Workplace Safety & Insurance Board (WSIB) and/or Construction Safety Association of Ontario (CSAO) and/or any other recognized legislative or regulatory body in the Province or territory in which the work is to be performed.

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

#### **4.4 Apprentices**

Apprentices employed by the Contractor must be fully registered in a Tradesman Program related to the services in Annex A, Statement of Work. Apprentices must work, at any time, under the direction of a Journeyman Mechanic. Canada reserves the right to request proof of registration in a Tradesman Program at any time during the term of the contract

#### **4.5 Reference Checks**

Reference checks for the purpose of this technical evaluation may be used to verify and validate the bidder's response. In the event of contradiction between the information provided by the reference and the one provided by the bidder, the information provided by the reference will be retained for evaluation purposes. If the information provided by the Bidder cannot be verified or validated, the information will not be evaluated and the bid will receive a NOT MET for the criteria in question. Crown references will also be accepted.

#### **4.6 Basis of selection**

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

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

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

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

### 5.2 Certifications Precedent to Contract Award and Additional Information

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

#### 5.2.1 Integrity Provisions – Required Documentation

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

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

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

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

Solicitation No. - N° de l'invitation  
EJ196-200735  
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EJ196-200735

Buyer ID - Id de l'acheteur  
FK314  
CCC No./N° CCC - FMS No./N° VME

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### **5.2.3 Additional Certifications Precedent to Contract Award**

#### **5.2.3.2 Status and Availability of Resources**

**5.2.3.2.1** *SACC Manual* clause [A3005T](#) (2010-08-16) Status and Availability of Resources.

#### **5.2.3.3 Education and Experience**

**5.2.3.3.1** *SACC Manual* clause [A3010T](#) (2010-08-16) Education and Experience.

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## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 6.1 Security Requirements

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

### 6.2 Employee Information for Security

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

LEGAL NAME (First and Last)	DATE OF BIRTH dd-mm-yyyy	CURRENT CLEARANCE HELD

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## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

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

#### 7.1.1 Specific Individuals

The Contractor must provide the services of the specific individuals identified in the table below to perform the Work as stated in the Contract.

	First and Last Name
Certified Fire Alarm Technician	
Certified Fire Alarm Technician	
Certified Sprinkler and Fire Protection Installer	
Certified Sprinkler and Fire Protection Installer	
Certified Electrician	
Certified Backflow	
Kitchen Suppression Systems Technician	

### 7.2 Standard Clauses and Conditions

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

#### 7.2.1 General Conditions

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

### 7.3 Security Requirements

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

#### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE N° EJ196-200735

1. The Contractor/Offeror personnel requiring access to secure work site(s) must, at all times during the performance of the Contract/Standing Offer, EACH hold a valid **SITE ACCESS** Clearance, granted or approved by the Contract Security Program (CSP) of the Industrial Security Sector (ISS), Public Works and Government Services (PWGSC).
2. The Contractor/Offeror must comply with the provisions of the *Security Requirements Check List* and security guide (if applicable), attached at Annex B.

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## 7.4 Term of Contract

### 7.4.1 Period of Contract (TO BE COMPLETED AT CONTRACT AWARD)

The period of the Contract is from \_\_\_\_\_ to \_\_\_\_\_ inclusive.

## 7.5 Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Sylvie Dicaire  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Real Property Contracting Directorate  
140 O'Connor Street, East Tower, 4<sup>th</sup> Floor  
Ottawa, ON K1A 0S5

Telephone: 613-408-2778  
E-mail address: [sylvie.dicaire@pwgsc-tpsgc.gc.ca](mailto:sylvie.dicaire@pwgsc-tpsgc.gc.ca)

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

### 7.5.2 Technical Authority

The Technical Authority for the Contract is:

Name: \_\_\_\_\_ **"TO BE PROVIDED AT CONTRACT AWARD"**

Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_.

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

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### 7.5.3 Contractor's Representative

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

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
Cellular: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

### 7.7 Payment

#### 7.7.1 Limitation of Expenditure

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

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

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

- a) Firm rates will be paid in accordance with Pricing Schedule 1 in *four (4) equal quarterly payments*.
- b) "As and When Requested" Work:

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

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

The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) if the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the Contracting Authority

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whichever comes first.

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

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

*(At contract award - insert appropriate pricing table(s) here)*

#### **7.7.3 SACC Manual Clauses**

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

A3015C (2014-06-26) Certifications - Contract

#### **7.7.4 Electronic Payment of Invoices**

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

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

#### **7.8 Invoicing Instructions - Maintenance Services**

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

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

2. The Contractor must distribute the invoices and reports as follows:

- (a) The original and two (2) copies of the invoices and monthly maintenance reports must be forwarded to the following address for certification and payment :

Public Works and Government Services Canada  
Maintenance and Operational Assurance Services  
Minto Place 18th Floor  
180 Kent Street, Ottawa, Ontario  
Ottawa, Ontario, K1A 0S5  
Attention: (insert at contract award)

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## 7.9 Certifications and Additional Information

### 7.9.1 Compliance

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

### 7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

## 7.10 Applicable Laws

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

## 7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2018-06-21)
- (c) Annex A, Statement of Work;
- (d) Annex B, Security Requirements Check List;
- (e) Annex D, Cost estimate Form for Extra Work;
- (f) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*).

## 7.12 Foreign Nationals (Canadian Contractor)

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

## 7.13 Insurance Requirements

### 7.13.1 Insurance – Specific Requirements

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

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

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

### **7.13.2 Commercial General Liability Insurance**

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

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

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

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

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

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

#### **7.14 Cellular Phones**

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

#### **7.15 Government Site Regulations**

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

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**7.16 Pre-Commencement Meeting**

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

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

**7.17 Voluntary Reports for Apprentices Employed during the Contact**

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

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

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

<b>Number of apprentices hired</b>	<b>Trade specialty</b>

(Add lines if needed)

Solicitation No. - N° de l'invitation  
EJ196-200735  
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EJ196-200735

Buyer ID - Id de l'acheteur  
FK314  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX "A"**

**STATEMENT OF WORK**

*(See document attached)*

Solicitation No. - N° de l'invitation  
EJ196-200735  
Client Ref. No. - N° de réf. du client

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EJ196-200735

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FK314  
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**ANNEX "B"**

**SECURITY REQUIREMENTS CHECK LIST**

*(See document attached)*

Solicitation No. - N° de l'invitation  
EJ196-200735  
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EJ196-200735

Buyer ID - Id de l'acheteur  
FK314  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX "C" to PART 3 OF THE BID SOLICITATION**

**ELECTRONIC PAYMENT INSTRUMENTS**

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

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

Solicitation No. - N° de l'invitation  
EJ196-200735  
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EJ196-200735

Buyer ID - Id de l'acheteur  
FK314  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX "D"**

**COST ESTIMATE FORM FOR EXTRA WORK**  
*(See document attached)*

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## ANNEX E

### Voluntary Certification to Support the Use of Apprentices

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

*In order to help meet demand for skilled tradespeople, the Contractor agrees to use, and require its subcontractors to use, reasonable commercial efforts to hire and train registered apprentices, to strive to fully utilize allowable apprenticeship ratios<sup>1</sup> and to respect any hiring requirements prescribed by provincial or territorial statutes.*

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

Name:  
Signature:  
Company Name:  
Company Legal Name:  
Solicitation Number:

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

---

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



Contract Number / Numéro du contrat EJ196-200735
Security Classification / Classification de sécurité UNCLASSIFIED

**SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

**PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE**

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction PPB
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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  
Fire protection contract

5. a) Will the supplier require access to Controlled Goods?  
Le fournisseur aura-t-il accès à des marchandises contrôlées?  No / Non  Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?  
Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?  No / Non  Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?  
Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?  
(Specify the level of access using the chart in Question 7. c)  
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)  No / Non  Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted.  
Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.  No / Non  Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage?  
S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?  No / Non  Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
---------------------------------	--------------------------------------	---

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:

7. c) Level of information / Niveau d'information

PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



**PART A (continued) / PARTIE A (suite)**

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

If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

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

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

- |   |   |   |  |
|---|---|---|--|
| <input 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 checked="" type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS |   |   |  |

Special comments:

Commentaires spéciaux : \_\_\_\_\_

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

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

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

If Yes, will unscreened personnel be escorted?  No  Yes  
Dans l'affirmative, le personnel en question sera-t-il escorté?  Non  Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  No  Yes  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  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  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  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  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  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  
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?  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  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  Non  Oui

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



Contract Number / Numéro du contrat EJ196-200735
Security Classification / Classification de sécurité UNCLASSIFIED

**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		TRES SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			A	B	C			
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).

**Food Production Facility**  
**1170 Algoma Road**  
**Ottawa, Ontario, K1B 0A3**

Nov. 06, 2019

Page 1 of 38

**Table of Contents**

<b>PART 1 GENERAL</b> .....	<b>3</b>
1.1 DEFINITIONS .....	3
1.1.1 Actions .....	3
1.1.2 Individuals .....	3
1.2 CODES, STANDARDS, REGULATIONS AND REQUIREMENTS .....	5
1.2.1 General .....	5
1.2.2 National, Provincial, and/or Territorial Codes .....	5
1.2.3 Standards .....	6
1.2.4 Health and Safety.....	7
1.2.5 Environmental Codes, Standards, Regulations and Requirements .....	8
1.2.6 Authority Having Jurisdiction (AHJ).....	8
1.3 SUBMITTALS .....	8
1.3.1 Required Permits .....	8
1.3.2 Site/Work Specific Implementation Plan.....	9
1.3.3 Site- Specific Inspection schedule .....	10
1.3.4 Work Plan and Sequence of Operation for the Annual inspection.....	11
1.3.5 Health and Safety.....	11
1.3.6 Inspection Checklists .....	12
1.3.7 Building Life Safety Compliance Testing Manual.....	13
1.3.8 Material Removal Records.....	13
1.3.9 Reports for Tests, Checks, Maintenance and Service .....	13
1.4 GENERAL REQUIREMENTS .....	14
1.4.1 Purpose .....	14
1.4.2 Objective .....	14
1.4.3 Service Calls .....	15
1.4.4 Problem escalation .....	15
1.4.5 Notification .....	15
1.4.6 Operational Requirements .....	16
1.4.7 Extra Work.....	17
1.4.8 Building Access Hours.....	18
1.5 RESPONSIBILITIES .....	19
1.5.1 Completion of the Statement of Work.....	19
1.5.2 Negligence on the Part of Canada and Other Parties .....	19
1.5.3 Documentation.....	19
1.5.4 Health and Safety.....	20
1.5.5 Work Alone Policy .....	20
1.6 SUMMARY OF WORK.....	21
1.6.1 Inclusions of the Statement of Work.....	21
1.6.2 Schedule .....	22
1.6.3 Hazardous Waste Management Plan .....	22
1.6.4 Disposal of Waste .....	24
1.7 WORK RESTRICTIONS .....	25
1.7.1 Use of site and facilities.....	25
1.7.2 Maintenance of existing services .....	25

**Food Production Facility**  
**1170 Algoma Road**  
**Ottawa, Ontario, K1B 0A3**

Nov. 06, 2019

Page 2 of 38

---

1.7.3	Interruption of Building Services .....	26
<b>PART 2</b>	<b>EXECUTION .....</b>	<b>26</b>
2.1	GENERAL .....	26
2.1.1	Performance.....	26
2.1.2	Scheduling and Planning .....	26
2.1.3	Inspection Closeout Tasks.....	28
2.1.4	Personnel on site.....	28
2.2	FIRE ALARM SYSTEMS – WITH OR WITHOUT EMERGENCY VOICE COMMUNICATION CAPABILITIES .....	31
2.2.4	Performance.....	31
2.2.5	Additional requirements.....	31
2.3	FIRE ALARM MONITORING SYSTEM AND EQUIPMENT .....	32
2.3.1	Performance.....	32
2.4	WATER BASE FIRE PROTECTION SYSTEM .....	32
2.4.1	Performance.....	32
2.4.2	Additional Annual requirements .....	<b>Error! Bookmark not defined.</b>
2.5	KITCHEN SUPPRESSION SYSTEM .....	33
2.5.1	Performance.....	33
2.6	PORTABLE FIRE EXTINGUISHERS .....	33
2.6.1	Performance.....	33
2.6.2	Additional requirements.....	33
2.7	BATTERY POWERED EMERGENCY LIGHTING .....	34
2.7.1	Performance.....	34
2.7.2	Additional requirements.....	34
<b>PART 3</b>	<b>EQUIPMENT INVENTORY .....</b>	<b>35</b>
3.1	GENERAL .....	35
3.1.1	Inventory.....	35
3.2	FOOD PRODUCTION FACILITY .....	35
3.2.1	Building information.....	35
3.2.2	Main Fire Alarm System.....	35
3.2.3	Sprinkler system.....	36
3.2.4	Kitchen Suppression System.....	37
3.2.5	Portable Fire Extinguishers.....	38
3.2.6	Battery Powered Emergency Lighting .....	38

**Food Production Facility**  
**1170 Algoma Road**  
**Ottawa, Ontario, K1B 0A3**

Nov. 06, 2019

Page 3 of 38

---

**PART 1 GENERAL**

**1.1 Definitions**

1.1.1 Actions

- 1.1.1.1 Checking/check: visual observation to ensure the device or system is in place and is not obviously damaged or obstructed.
- 1.1.1.2 Inspect/inspection: physical examination to determine that the device or system will perform in accordance with its intended function.
- 1.1.1.3 Testing/test: full operation of a device or system to ensure that it will perform in accordance with its intended operation or function.
- 1.1.1.4 Maintenance/Maintain/Maintaining: routine recurring work; checking, inspecting, testing & service required to keep the components, sub-systems, system and integrated systems as identified in Part 3 – Equipment Inventory, in such condition that they may be continuously utilized, at their original or designed capacity and efficiency for their intended purpose.
- 1.1.1.5 Service: to make fit for use, adjust, repair, or maintain in order to keep the equipment identified in Part 3 – Equipment Inventory, in an operational condition as per their original design intent.
- 1.1.1.6 Service call: onsite diagnosis and correction made by a qualified person as outlined in 1.4.3 – Service Call.

1.1.2 Individuals

1.1.2.1 Qualified Person

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

And

**Food Production Facility**  
**1170 Algoma Road**  
**Ottawa, Ontario, K1B 0A3**

Nov. 06, 2019

Page 4 of 38

---

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

And

Someone having the appropriate minimum of five years of experience in the related field.

- 1.1.2.2 Fire Alarm Technician: someone who is in possession of a valid Canadian Fire Alarm Association (CFAA) certification **OR** a Certified Fire Alarm Electrician (CFAE) certification.
- 1.1.2.3 Sprinkler and Fire Protection Installer: someone who is certified in the trade regulated by the Trades Qualification and Apprenticeship Act. Persons undertaking the work of the sprinkler and Fire protection installer have successfully completed the apprenticeship program and are in possession of a valid Certificate of Qualification in accordance with the provincial or territorial law in which the work is to be performed.
- 1.1.2.3 Backflow Technician: an individual who has completed and passed a Cross Connection Control course in Backflow Preventer Testing at a Canadian accredited school or college and that has a certificate issued by an accrediting organization.
- 1.1.2.4 Qualified Electrician: someone who is in possession of a valid Certificate of Qualification (C of Q) at the Journeyman level in the province that the work is to be performed.
- 1.1.2.5 Master Electrician: an individual who is licensed under the Ontario Electricity Act, Regulation 570/05.
- 1.1.2.6 Kitchen Suppressions Systems Technician: someone who is properly trained qualified with kitchen suppressions systems and holds a certified Kitchen Suppressions Certificate issued from an organization recognized by Authority Having Jurisdiction. (AHJ)

**Food Production Facility**  
**1170 Algoma Road**  
**Ottawa, Ontario, K1B 0A3**

Nov. 06, 2019

Page 5 of 38

---

- 1.1.2.7 Portable Fire extinguisher Technician: someone who is properly trained, qualified with portable fire extinguishers and holds a certified Portable Fire Extinguisher certificate issued from an organization recognized by Authority Having Jurisdiction (AHJ)

**(Copies of certifications / licenses must be provided upon request. Canada reserves the right to request proof of registration during the term of the contract. )**

## **1.2 Codes, Standards, Regulations and Requirements**

### 1.2.1 General

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

### 1.2.2 National, Provincial, and/or Territorial Codes

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

**Food Production Facility**  
**1170 Algoma Road**  
**Ottawa, Ontario, K1B 0A3**

Nov. 06, 2019

Page 6 of 38

1.2.2.2 National and Provincial Fire Codes - As they pertain to the installation, verification and maintenance of Fire Alarm and Fire Protection Systems.

1.2.2.3 National and Provincial Electrical Safety Codes - As they pertain to the installation, verification and maintenance of Fire Alarm and Fire Protection Systems.

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

1.2.3 Standards

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

- 1) CAN/ULC - S524 - Standard for the Installation of Fire Alarm Systems
- 2) CAN/ULC - S536 - Inspection and Testing of Fire Alarm Systems
- 3) CAN/ULC - S537 - Verification of Fire Alarm Systems
- 4) CAN/ULC-S559 – Standard for Equipment for Fire Signal Receiving Centres and Systems
- 5) CAN/ULC-S561 – Standard for the Installation and Services for Fire Signal Receiving Centres and Systems

1.2.3.2 Canadian Standards Association (CSA) Standards

- 1) CSA B64.10-07 - Maintenance and Field Testing of Backflow Preventers.
- 2) CSA C22.1 – 18 – Canadian Electrical Code.
- 3) CSA Z460 - Control of hazardous energy - Lockout and other methods
- 4) CSA Z462 - Workplace Electrical Safety (Arc Flash Protection)

1.2.3.3 National Fire Protection Association (NFPA) Standard

**Food Production Facility**  
**1170 Algoma Road**  
**Ottawa, Ontario, K1B 0A3**

Nov. 06, 2019

Page 7 of 38

---

- 1) NFPA 10 – Standard for Portable Fire Extinguishers
- 2) NFPA 13 – Standard for the Installation of Sprinkler Systems
- 3) NFPA 14 – Standard for the Installation of Standpipe and Hose Systems
- 4) NFPA 20 – Standard for the Installation of Stationary Pumps for Fire Protection
- 5) NFPA 17A – Standard for Wet Chemical Extinguishing Systems
- 6) NFPA 24 – Standard for the Installation of Private Fire Service Mains and their Appurtenances
- 7) NFPA 25 – Standard for the Inspection, Testing, and Maintenance of Water -Based Fire Protection Systems
- 8) NFPA 72- National Fire Alarm and Signaling Code
- 9) NFPA 96- Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations
- 10) NFPA 110 – Standard for Emergency and Standby Power Systems
- 11) NFPA 1962 – Standard for the Inspection, Care, and use of Fire Hose, Couplings, and Nozzles and the Service Testing of Fire Hose

#### 1.2.4 Health and Safety

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

**Food Production Facility**  
**1170 Algoma Road**  
**Ottawa, Ontario, K1B 0A3**

Nov. 06, 2019

Page 8 of 38

- 1.2.4.2 Health Canada / Workplace Hazardous Materials Information System (WHMIS)
- 1.2.4.3 Material Safety Data Sheets (MSDS)
- 1.2.5 Environmental Codes, Standards, Regulations and Requirements
  - 1.2.5.1 Canadian Environmental Protection Act (CEPA) 1999
    - 1.2.5.2 Fisheries Act (R.S.C., 1985, c. F-14)
    - 1.2.5.3 Transportation of Dangerous Goods Regulations (TDGR)
    - 1.2.5.4 Provincial Environmental Protection Act – Ontario - R.R.O. 1990 Regulation 347 Waste Management
    - 1.2.5.5 Guidelines related to the Discharge of Fire Protection Water
      - 1) Canadian Council of Ministers of the Environment. (1999) Canadian Water Quality Guidelines for the Protection of Aquatic Life, Reactive Chlorine Species.
    - 1.2.5.6 Municipal By-Law (Disposal of Fire Protection Water as per Subsection 1.6.4 - Disposal of Waste)
      - 1) The City of Ottawa Sewer Use By-Law No. 2003-514
  - 1.2.6 Authority Having Jurisdiction (AHJ)
    - 1.2.6.1 The Departmental Fire Protection Coordinator, who is a senior official designated by the Deputy Head for the purpose of overseeing the implementation of the Fire Protection Standard.

### **1.3 Submittals**

#### 1.3.1 Required Permits

**Food Production Facility**  
**1170 Algoma Road**  
**Ottawa, Ontario, K1B 0A3**

Nov. 06, 2019

Page 9 of 38

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

1.3.1.2 Electrical Inspection Permits

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

1.3.2 Site/Work Specific Implementation Plan

1.3.2.1 The Contractor must submit a detailed, site/work specific, implementation plan to the Technical Authority twenty working days prior to the commencement of work as identified in the Contract.

- 1) The site/work specific, implementation plan must include:
  - a) A detailed site specific, inspection schedule.
  - b) A detailed work plan and sequence of operation for the annual inspection.
  - c) The site-Specific Health and Safety Plan.
  - d) Hazardous Waste Management Plan
  - e) Samples of relevant inspection checklists.
- 2) As part of the site/work specific, implementation plan the Contractor must perform:
  - a) A site-specific safety hazard assessment;
  - b) A health and safety risk/hazard analysis for site tasks and operations found within the implementation plan.
  - c) A Hazardous Waste Audit

**Food Production Facility**  
**1170 Algoma Road**  
**Ottawa, Ontario, K1B 0A3**

Nov. 06, 2019

Page 10 of 38

---

- 1.3.2.2 The Technical Authority will review the Contractor's site/work specific implementation plan and provide comments to the Contractor within ten working days after the receipt of plan.
- 1.3.2.3 The Contractor must revise the site/work specific implementation plan as appropriate and resubmit the plan to the Technical Authority within ten working days after receipt of comments.
- 1.3.2.4 The Technical Authority's review of the Contractor's detailed site/work specific implementation plan should not be construed as final and does not reduce the Contractor' overall responsibility for providing the personnel required in the implementation plan.
- 1.3.2.5 The Technical Authority reserves the right to amend the site/work specific implementation plan at any time due to operational requirements and must sign off on all amendments to the plan, in consultation with the Contractor.

1.3.3 Site- Specific Inspection schedule

- 1.3.3.1 As part of the site/work specific, implementation plan, and every subsequent year after, the Contractor must submit to the Technical Authority a detailed site specific, inspection schedule.
  - 1) The schedule must include the additional monthly, quarterly, semi-annual and annual requirements as defined in Part 2 – Execution
- 1.3.3.2 The Technical Authority's review of Contractor's annual detailed inspection schedule should not be construed as final and does not reduce the Contractors' overall responsibility for providing the required personnel on the scheduled inspection dates.
- 1.3.3.3 The Technical Authority reserves the right to amend the inspection schedule at any time due to operational requirements and must sign off on all amendments to the plan, in consultation with the Contractor.
- 1.3.3.4 In the event of a cancellation or a rescheduling that affects the completion of the work where the Contractor has not been provided with a 2 hours cancellation notification prior to the original start time, the Contractor shall be paid a maximum of a 3 hour service call for each individual sent to site at their pre-determined hourly

**Food Production Facility**  
**1170 Algoma Road**  
**Ottawa, Ontario, K1B 0A3**

Nov. 06, 2019

Page 11 of 38

rates in accordance with Pricing Schedule 2, As and When Requested Work in the Contract.

1.3.4 Work Plan and Sequence of Operation for the Annual inspection

1.3.4.1 As part of the site/work specific, implementation plan the Contractor must submit to the Technical Authority, a detailed work plan including a sequence of operation for all of the events covered under the annual inspection. This work plan must include but is not limited to;

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

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

1.3.5 Health and Safety

1.3.5.1 Site-Specific Health and Safety Plan

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

1.3.5.2 Accident Report

**Food Production Facility**  
**1170 Algoma Road**  
**Ottawa, Ontario, K1B 0A3**

Nov. 06, 2019

Page 12 of 38

---

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

1.3.5.3 Correction – Health and Safety Issues

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

1.3.5.4 Hazardous Material (WHMIS-MSDS)

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

1.3.6 Inspection Checklists

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

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

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

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

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

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

**Food Production Facility**  
**1170 Algoma Road**  
**Ottawa, Ontario, K1B 0A3**

Nov. 06, 2019

Page 13 of 38

---

1.3.7 Building Life Safety Compliance Testing Manual

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

1.3.8 Material Removal Records

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

1.3.9 Reports for Tests, Checks, Maintenance and Service

1.3.9.1 Monthly, Quarterly and Semi-Annual Reports

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

1.3.9.2 Annual Report

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

**Food Production Facility**  
**1170 Algoma Road**  
**Ottawa, Ontario, K1B 0A3**

Nov. 06, 2019

Page 14 of 38

---

## **1.4 General Requirements**

### 1.4.1 Purpose

- 1.4.1.1 The maintenance and service of building components, sub-systems, systems and integrated systems is of utmost importance to ensure the successful operation of the installed services and utilities.
- 1.4.1.2 The maintenance shall not be considered completed until it can be demonstrated to the Technical Authority that the work defined within this Statement of Work has been satisfactorily performed by the Contractor.

### 1.4.2 Objective

- 1.4.2.1 The objective of this Statement of Work is to engage a Contractor to provide maintenance services on the Fire Alarm/Fire Protection/Life Safety Systems, to ensure the integrity and uninterrupted performance of the systems as indicated in Part 3 – Equipment Inventory, including but not limited to:
  - 1) Fire Alarms
  - 2) Ancillary Device(s),
  - 3) Auxiliary Device(s),
  - 4) Fire Alarm Monitoring Equipment
  - 5) Wet Sprinkler(s),
  - 6) Portable Fire Extinguishers
  - 7) Backflow Preventer(s),
  - 8) Suppression System(s),
    - a) Kitchen wet chemical system
  - 9) Dampers,
  - 10) Fusible links.
- 1.4.2.2 The items listed above, which can be found in Part 3 – Equipment Inventory, must be worked on while maintaining the integrity and uninterrupted performance of the system.

**Food Production Facility**  
**1170 Algoma Road**  
**Ottawa, Ontario, K1B 0A3**

Nov. 06, 2019

Page 15 of 38

---

1.4.3 Service Calls

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

1.4.4 Problem escalation

- 1.4.4.1 If within the first four hours of working on the equipment, the Contractor's service technician has not been able to make significant progress of repairing the equipment, they must then contact their technical support manager, service manager or engineering manager for advice on a further course of action;
- 1.4.4.2 If the problem is not corrected within a total of eight hours, the service technician must contact their technical support manager, service manager or engineering manager, who must arrange to have someone with more expertise (i.e. an engineer) available on site within the following twenty-four hours.
- 1.4.4.3 The Contractor must submit a written report within forty-eight hours to the Technical Authority providing a clear and concise rationale of events leading up to the failure of any component, sub-system, system or integrated system and how the issue was fixed.

1.4.5 Notification

**Food Production Facility**  
**1170 Algoma Road**  
**Ottawa, Ontario, K1B 0A3**

Nov. 06, 2019

Page 16 of 38

- 1.4.5.1 An annually approved schedule is required before the start of the first test and every subsequent year thereafter.
  - 1.4.5.2 The Technical Authority must be notified a minimum of fifteen working days prior to tentative tests to allow time to make necessary arrangements.
  - 1.4.5.3 The Contractor must ensure that proper notification procedures are in place to avoid false alarms during service, repairs and testing of the equipment identified in Part 3 – Equipment Inventory.
  - 1.4.5.4 The Contractor must ensure that proper notification procedures are in place to avoid any miscommunication. The list of minimum contacts includes but is not limited to: the Technical Authority (TA), PSPC Building Systems Technician (BST), the monitoring service, the fire department and the site security. If there is an issue or delay in gaining access to the site the Contractor's employee or technician must contact the TA and the BST for assistance and at the very least, leave a voicemail message. If the TA or BST does not respond within 30 minutes the Contractor's employee or technician can leave the site. Request to re-schedule the test/inspection must be sent to the TA by the end of the next day of business (16:00).
  - 1.4.5.5 The Contractor must notify the Technical Authority in writing within twenty-four hours or the next day of business, if they miss a scheduled test/inspection for any reason other than cancellation or re-scheduling notification by PSPC. Request to re-schedule the test/inspection must be sent to the TA by the end of the next day of business (16:00).
  - 1.4.5.6 When service or repairs are required, the Technical Authority must be notified and the Fire Alarm/Fire Protection/Life Safety Systems must be temporarily bypassed to prevent possible false alarms.
  - 1.4.5.7 The Technical Authority and the local Fire Department must be notified, in writing, of any actions taken to disable the Fire Alarm/Fire Protection/Life Safety Systems.
- 1.4.6 Operational Requirements
- 1.4.6.1 The Contractor must provide required maintenance as per Contractual requirements and at the indicated frequency, inclusive of the manufacturer's recommendations to maintain the equipment at its original performance level to provide trouble-free operations.

**Food Production Facility**  
**1170 Algoma Road**  
**Ottawa, Ontario, K1B 0A3**

Nov. 06, 2019

Page 17 of 38

---

1.4.7 Extra Work

- 1.4.7.1 The Equipment Inventory identified in Part 3 – Equipment Inventory must be inspected and maintained as described herein. All additional parts and labour required to effect repairs to this equipment will be at extra cost to Canada and will be paid in accordance with Pricing Schedule 2, As and When Requested Work in the Contract.
- 1.4.7.2 For any repairs associated with the Equipment Inventory, the Contractor must submit to the Technical Authority for review, within twenty-four hours, a comprehensive part & labour cost summary and the reason for repair(s). If the request is deemed fair and reasonable by the Technical Authority, Such repairs will be paid in accordance with Pricing Schedule 2, As and When Requested Work in the Contract. The proposed repairs must not proceed without prior consent in writing from the Technical Authority.
- 1.4.7.3 While the Contractor is on site, deficiencies discovered that can be repaired with available material from the Contractor’s stock and will be paid in accordance with Pricing Schedule 2, As and When Requested Work in the Contract. The approval to proceed with this corrective work can only be authorized by the Technical Authority.
- 1.4.7.4 Components used to repair or replace existing system components must be new, compatible with the existing inventory, Canadian Underwriters Laboratories of Canada (ULC) and/or Canadian Standards Association (CSA) listed and must comply with the applicable provisions of the codes, standards, regulations and requirements identified in Section 1.2 – Required Codes, Standards, Regulations and Requirements.
- 1.4.7.5 The Contractor is to identify modifications or improvements to the equipment or system(s) that will enhance equipment serviceability, life expectancy and/or efficiency. The Contractor must submit an estimated cost of repairs in accordance with Pricing Schedule 2, As and When Requested Work in the Contract.
- 1.4.7.6 The Contractor is to follow the “As and When Requested Work” format when called upon by the Technical Authority to assist the Property Management Team with any extra work. Examples of this type of work or service call would include but are not be limited to, By-Passes, On Site Stand-By, Shut-Downs and Projects.

**Food Production Facility**  
**1170 Algoma Road**  
**Ottawa, Ontario, K1B 0A3**

Nov. 06, 2019

Page 18 of 38

1.4.8 Building Access Hours

1.4.8.1 Regular, Silent and Weekend Building Working Hours

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

1.4.8.2 Inspections, Maintenance, Testing and Service

1) **With Disruption and Interference**

- a) The inspections, maintenance, testing and service to the Fire Alarm/Fire Protection/Life Safety Systems which may cause disruption to the building occupants and/or systems and may interfere with the operation of any equipment within the building cannot be carried out during regular building working hours as defined in article 1.4.8.1- Regular, Silent and Weekend Building Working Hours.
- b) Disruptive tasks include audible signals, testing of ancillary functions, or other tests and services identified by the Technical Authority.
- c) Testing with disruption and interference tasks required by this Contract must take place during the **Weekend building working hours.**

2) **Without Disruption and Interference**

- a) The inspections, maintenance, testing and service to the Fire Alarm/Fire Protection/Life Safety Systems which does not cause disruption to the building occupants and/or systems may be carried out during **Regular building working hours** as defined in article 1.4.8.1- Regular, Silent and Weekend Building Working Hour.

**Food Production Facility**  
**1170 Algoma Road**  
**Ottawa, Ontario, K1B 0A3**

Nov. 06, 2019

Page 19 of 38

---

- b) Testing required by this Contract shall take place on the **1<sup>st</sup> Saturday of every month @ 7:00am.**

1.4.8.3 Site Specific Maintenance Schedule:

- 1) The Technical Authority to have specific schedule information accepted and confirmed by PFM and placed in this section. To be discussed during the Pre-commencement Meeting.

## **1.5 Responsibilities**

### 1.5.1 Completion of the Statement of Work

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

### 1.5.2 Negligence on the Part of Canada and Other Parties

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

### 1.5.3 Documentation

- 1.5.3.1 It is the responsibility of the Contractor to document the tasks and activities associated with maintenance, service and repairs as identified within this Statement of Work.

**Food Production Facility**  
**1170 Algoma Road**  
**Ottawa, Ontario, K1B 0A3**

Nov. 06, 2019

Page 20 of 38

1.5.3.2 The documentation as a result of the above is to be provided to the Technical Authority in accordance to the procedures identified within Section 1.3 – Submittals.

1.5.3.3 Checks, tests, maintenance and service must be documented as identified within this Statement of Work and must be demonstrated as being correct and complete to the satisfaction of the Technical Authority.

1.5.4 Health and Safety

1.5.4.1 Site Specific Health and Safety Plan: See Section 1.3 – Submittals.

1.5.4.2 It is the responsibility of the Contractor to:

- 1) Ensure the health and safety of persons on site, safety of property on site and protection of persons adjacent to site and environment to the extent that they may be affected by conduct of work;
- 2) Comply with and enforce compliance by employees with safety requirements of the Statement of Work documents, applicable Federal, Provincial, Territorial and local statutes, regulations, ordinances, and with site-specific Health and Safety Plan;
- 3) Comply with the *Canada Labour Code Part II*, and the associated Canada Occupational Health and Safety Regulations;
- 4) Comply with the Ontario Health and Safety Act and its associated regulations.
- 5) Remove from the site any person employed on the site by the Contractor that, in the opinion of the Technical Authority, is a security risk, has been conducting himself improperly or has violated the requirements of the site specific Health and Safety Plan. The Contractor must replace the removed individual with another individual with the same mandatory qualifications within twenty-four hours.

1.5.5 Work Alone Policy

1.5.5.1 Due to the high risk factor on Fire Alarm/Fire Protection/Life Safety Systems, no employee must work alone on the site. It is the responsibility of the Contractor to

**Food Production Facility**  
**1170 Algoma Road**  
**Ottawa, Ontario, K1B 0A3**

Nov. 06, 2019

Page 21 of 38

---

ensure that the appropriate measures are implemented for two or more employees to be on site at all times during any job function.

## **1.6 Summary of Work**

### 1.6.1 Inclusions of the Statement of Work

#### 1.6.1.1 Labour

- 1) The labour for all inspections, testing, cleaning, maintenance, service, and contract administration expenses must be provided by the Contractor at no extra cost to Canada.
- 2) One monthly inspection per year will be conducted synchronously with the scheduled annual fire drill at no extra cost to Canada.
- 3) The labour for Service Calls must be provided by the Contractor as per Sub-Section 1.4.3 – Service Calls, on a 7 day a week / 24 hours a day basis.

#### 1.6.1.2 Tools, equipment and services

- 1) The Contractor must furnish all necessary Personal Protective Equipment (PPE), tools, equipment, transportation and services necessary to execute the tasks and activities required for the maintenance, service and repair of the equipment identified in Part 3 – Equipment Inventory.
- 2) Service vehicles, mileage, parking, fuel surcharges, and administrative, fees will be at no extra cost to Canada.

#### 1.6.1.3 Consumable Materials

**Food Production Facility**  
**1170 Algoma Road**  
**Ottawa, Ontario, K1B 0A3**

Nov. 06, 2019

Page 22 of 38

- 1) The Contractor must provide all necessary consumable materials required for the maintenance and service of the equipment as identified in Part 2 - Execution. This includes but is not limited to: distilled water, de-chlorination process chemicals, pilot lights, fuses, cleaning materials and light bulbs.
- 2) Consumable materials used to repair or replace existing system components must be new, compatible with the existing inventory, Canadian Underwriters Laboratories of Canada (ULC) and/or Canadian Standards Association (CSA) listed and must comply with the applicable provisions of the codes, standards, regulations and requirements identified in Section 1.2 – Required Codes, Standards, Regulations and Requirements.

1.6.2 Schedule

- 1.6.2.1 The first inspection and test must be carried out fifteen working days following the work start date as identified in this Statement of Work, with each successive test following at:
- a) Monthly;
  - b) Quarterly;
  - c) Semi-Annually; and
  - d) Annually, as applicable, to be first quarterly.

1.6.3 Hazardous Waste Management Plan

1.6.3.1 General

- 1) The Contractor must comply with the Canadian Environmental Protection Act and applicable Provincial and Territorial Codes, Standards and Requirements as per Section 1.2 - Required Codes, Standards, Regulations and Requirements, including local hazardous waste management programs.
- 2) The Contractor must conduct a hazardous waste audit to determine the hazardous waste generated during maintenance, service or repair activities over the duration of the Contract, and prepare a written hazardous waste management plan as part of the Site/Work Specific

**Food Production Facility**  
**1170 Algoma Road**  
**Ottawa, Ontario, K1B 0A3**

Nov. 06, 2019

Page 23 of 38

Implementation Plan under Section 1.3 - Submittals. The hazardous waste audit must include steps regarding the discharge of de-chlorinated fire protection water as included in sub-sections 1.2.5 – Environmental Codes, Standards, Regulations and Requirements and 1.3.4 – Work-plan and Sequence of Operation for the Annual inspection.

- 3) All maintenance personnel must be fully briefed on the hazardous waste management work plan and must be required to conform to it for all aspects of the work. The Contractor shall be responsible for the enforcement of this requirement. The Technical Authority reserves the right to require the dismissal of personnel from the site who fail to comply with the requirements of the hazardous waste management plan.

1.6.3.2 Scheduling

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

1.6.3.3 Execution of Work

- 1) The Contractor must place hazardous waste generated by the performance of the maintenance items and duties required by the Contract in the hazardous waste containers provided by Canada. The containers are to be stored, on the site in an area designated by the Technical Authority. The Contractor must do work in accordance with the hazardous waste management plan.
- 2) Hazardous waste includes but is not limited to:
  - a) Batteries
  - b) Smoke detectors
  - c) Electronic components
- 3) Hazardous waste materials must be handled in accordance with the appropriate Codes, Standards, Regulations and Requirements as identified within section 1.2 – Codes, Standards, Regulations and Requirements.

**Food Production Facility**  
**1170 Algoma Road**  
**Ottawa, Ontario, K1B 0A3**

Nov. 06, 2019

Page 24 of 38

- 4) The Contractor must clean up work area as work progresses.
- 5) The Contractor must remove tools on completion of work, and leave work areas in clean and orderly condition.
- 6) Mechanical and electrical equipment, sub-systems and systems must be protected from damage and blockage.

1.6.3.4 Health and Safety

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

1.6.4 Disposal of Waste

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

**Food Production Facility**  
**1170 Algoma Road**  
**Ottawa, Ontario, K1B 0A3**

Nov. 06, 2019

Page 25 of 38

---

- 1.6.4.2 Disposal of waste, volatile materials, mineral spirits, paint thinners or petroleum products into waterways, storm or sanitary sewers is prohibited as outlined in 1.2.5 – Environmental Codes, Standards, Regulations and Requirements.
- 1.6.4.3 Water generated from the flushing of the sprinkler system must be disposed of in accordance with municipal, provincial and federal requirements, as per Sub-Sections 1.2.5. – Environmental Codes, Standards, Regulations and Requirements.
- 1.6.4.4 Disposal of the water generated from the flushing of the sprinkler system into waterways, storm or sanitary sewers is prohibited, unless specific approval to discharge into the sanitary sewer is provided by the municipality. Transportation of this liquid waste by a licensed hauler and disposal to an approved wastewater treatment facility may be required.

## **1.7 Work Restrictions**

### 1.7.1 Use of site and facilities

- 1.7.1.1 Work must be done with the least possible interference or disturbance to normal use of premises. Arrangements with Technical Authority must be made to facilitate work.
- 1.7.1.2 The Contractor must maintain security measures established by the existing facility and as approved by the Technical Authority.

### 1.7.2 Maintenance of existing services

- 1.7.2.1 The Contractor must provide the following in order to maintain existing building services:
  - 1) Personnel, pedestrian and vehicular traffic access.
  - 2) A flag person when work impedes on regular traffic flow.
  - 3) Safety barricades, signage and all precautionary measures required to assure the continued use to building access and services.

**Food Production Facility**  
**1170 Algoma Road**  
**Ottawa, Ontario, K1B 0A3**

Nov. 06, 2019

Page 26 of 38

- 4) Where building security is reduced by the work, temporary means of maintaining security must be provided i.e. posting a person or persons to monitor entry to the building.

1.7.3 Interruption of Building Services

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

**PART 2 EXECUTION**

**2.1 General**

2.1.1 Performance

- 2.1.1.1 All work must be performed in accordance with the applicable Federal, Provincial or Territorial building, fire and electrical codes as identified in Section 1.2 – Codes, Standards, Regulations and Requirements.
- 2.1.1.2 The Contractor must execute such work in a careful and workmanlike manner.
- 2.1.1.3 Each component, sub-system, system and integrated system associated with the Fire Alarm/Fire Protection/Life Safety Systems as identified within Part 3 – Equipment Inventory, must be checked, inspected and tested as per the Section 1.2 applicable Codes, Standards, Regulations and Requirements.

2.1.2 Scheduling and Planning

- 2.1.2.1 Maintenance Implementation Strategy

**Food Production Facility**  
**1170 Algoma Road**  
**Ottawa, Ontario, K1B 0A3**

Nov. 06, 2019

Page 27 of 38

---

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

2.1.2.2 Inspections, checks and tests

Items 9 to 14 listed below are not included in the Contract and will be paid in accordance with Pricing Schedule 2 - As and When Requested Work in the Contract.

- 1) The daily and weekly inspections, checks and tests to be performed by others unless they coincide with a scheduled monthly, quarterly, semi-annual or annual inspection, check or test.
- 2) The monthly inspections, checks and tests shall include the daily and weekly inspection, check or test.
- 3) The quarterly inspections, checks and tests shall include the daily, weekly and monthly inspection, check or test.
- 4) The semi-annual inspections, checks and tests shall include the daily, weekly, monthly and quarterly inspection, check or test.
- 5) The annual inspections, checks and tests shall include the daily, weekly, monthly, quarterly and semi-annual inspection, check or test.
- 6) The two year inspection, test and maintenance shall be performed in conjunction with the yearly test.
- 7) The three year inspection, test and maintenance shall be performed in conjunction with the yearly test.
- 8) The five year inspection, test and maintenance shall be performed in conjunction with the yearly test.
- 9) The six year inspection, test and maintenance shall be performed in conjunction with the yearly test.

**Food Production Facility**  
**1170 Algoma Road**  
**Ottawa, Ontario, K1B 0A3**

Nov. 06, 2019

Page 28 of 38

---

- 10) The ten year inspection, test and maintenance shall be performed in conjunction with the yearly test.

### 2.1.3 Inspection Closeout Tasks

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

#### 2.1.3.2 Normal situations

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

#### 2.1.3.3 Abnormal situations

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

### 2.1.4 Personnel on site

#### 2.1.4.1 Electrical Work

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

**Food Production Facility**  
**1170 Algoma Road**  
**Ottawa, Ontario, K1B 0A3**

Nov. 06, 2019

Page 29 of 38

---

2.1.4.2 Monthly required personnel

- 1) The following is the minimum number of qualified personnel as identified in Section 1.1 - Definitions, required on site during inspections, checks, and testing:
  - a) One Canadian Fire Alarm Association (CFAA) Technician or one Certified Fire Alarm Electrician (CFAE) must be present for Fire Alarm related work.
  - b) One certified Sprinkler and Fire Protection Installer must be present for sprinklers and standpipe related work.
  - c) Other qualified persons or services relevant to the monthly testing and work identified within this Statement of Work as outlined in Section 1.1. - Definitions.

2.1.4.3 Quarterly inspection required personnel

- 1) Personnel required under the monthly inspections are required at the quarterly inspection.
- 2) A minimum of two qualified personnel must be present for quarterly inspections

2.1.4.4 Semi-Annual inspection required personnel

- 1) Personnel required under the monthly inspections are required at the semi-annual inspection.
- 2) One qualified Kitchen Suppression Systems Technician must be present for kitchen suppression systems inspections, checks and tests and other related work.
- 3) A minimum of two qualified personnel must be present for semi-annual inspections

**Food Production Facility**  
**1170 Algoma Road**  
**Ottawa, Ontario, K1B 0A3**

Nov. 06, 2019

Page 30 of 38

- 4) Other qualified persons or services relevant to the semi-annual testing and work identified within this Statement of Work as outlined in Section 1.1. - Definitions.

2.1.4.5 Annual inspection required personnel

- 1) Personnel required under the monthly inspections are required at the annual inspection.
- 2) In addition to the personnel required under the monthly inspections, the following required personnel must be present:
  - a) One additional qualified fire alarm technician must be present for fire alarm related work
  - b) One certified Sprinkler and Fire Protection Installer must be present for sprinklers and standpipe related work.
  - c) One additional qualified sprinkler technician must be present for fire pump tests and other related work.
  - d) One qualified backflow technician must be present for backflow inspections, checks and tests and other related work.
  - e) One qualified electrician must be present for fire pump tests and other related work.
  - f) One qualified Kitchen Suppression Systems Technician must be present for kitchen suppression systems inspection, checks and tests and other related work.
  - g) One qualified Portable Fire Extinguisher Technician must be present for portable fire extinguisher inspection, checks and tests and other related work.
  - h) Other technicians or services relevant to the annual testing and work identified within this Statement of Work as outlined in Section 1.1 – Definitions.

**Food Production Facility**  
**1170 Algoma Road**  
**Ottawa, Ontario, K1B 0A3**

Nov. 06, 2019

Page 31 of 38

2.1.4.1 Two, Three, Five, Six and Ten year inspection personal.

- 1) Personnel required under the annual inspections are required at the Two, Three, Five, Six and Ten year inspections.

2.1.4.2 Additional requirements

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

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

2.2.4 Performance

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

2.2.5 Additional requirements

2.2.5.1 Monthly requirements

- 1) Battery and battery charging system
  - a) The operating parameters of the battery test of the system must include:
    - i) Rated voltage of battery must be measured before start of the test and also at the conclusion of the test. Indicated readings must indicate full nameplate voltage prior to the test, and the indicated voltage at conclusion of the test must not fall below 85% of rated battery voltage, record the results on the report;

**Food Production Facility**  
**1170 Algoma Road**  
**Ottawa, Ontario, K1B 0A3**

Nov. 06, 2019

Page 32 of 38

- ii) At no time during this test must the system be left unattended, if the system is not monitored.

2.2.5.2 Annual requirements

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

**2.3 Fire Alarm Monitoring System and Equipment**

2.3.1 Performance

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

**2.4 Water Base Fire Protection System**

2.4.1 Performance

- 2.4.1.1 Each component, sub-system, system and integrated system associated with the Fire Alarm, Fire Protection and Life Safety Systems as identified within Part 2 –

**Food Production Facility**  
**1170 Algoma Road**  
**Ottawa, Ontario, K1B 0A3**

Nov. 06, 2019

Page 33 of 38

---

Execution, must be checked, inspected and tested as per the applicable Codes, Standards, Regulations and Requirements in Section 1.2.

## **2.5 Kitchen Suppression System**

### 2.5.1 Performance

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

## **2.6 Portable Fire Extinguishers**

### 2.6.1 Performance

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

### 2.6.2 Additional requirements

#### 2.6.2.1 Annual requirement

- 1) The Five, Six, and Twelve year inspection, test and maintenance will be at extra cost to Canada and will be paid in accordance with Pricing Schedule 2, As and When Requested Work in the Contract.

**Food Production Facility**  
**1170 Algoma Road**  
**Ottawa, Ontario, K1B 0A3**

Nov. 06, 2019

Page 34 of 38

---

**2.7 Battery Powered Emergency Lighting**

2.7.1 Performance

2.7.1.1 Each component, sub-system, system and integrated system associated with the Fire Alarm, Fire Protection and Life Safety Systems as identified within Part 2 – Execution, must be checked, inspected and tested as per the applicable Codes, Standards, Regulations and Requirements in Section 1.

2.7.2 Additional requirements

2.7.2.1 Annual requirement

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

**Food Production Facility**  
**1170 Algoma Road**  
**Ottawa, Ontario, K1B 0A3**

Nov. 06, 2019

Page 35 of 38

**PART 3 EQUIPMENT INVENTORY**

**3.1 General**

3.1.1 Inventory

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

**3.2 Food Production Facility**

3.2.1 Building information

Building name	Food Production Facility
Civic Address	1170 Algoma Road
City	Ottawa, Ontario
Postal Code	K1B 0A3

3.2.2 Main Fire Alarm System

3.2.2.1 Control Unit

Location	Front Lobby
Power to panel from	Circuit 67, Panel RPA-1
Manufacture	<b><u>Notifier</u></b>
Model No	<b><u>M2020/AFP1010 W/CBC</u></b>
Sealed batteries	2x 12v26Ah

3.2.2.2 Annunciator

Location	Part of the FA Panel
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3.2.2.3 Ancillary Devices

Elevator recall	yes
Fan/HVAC Shutdown	yes
Gas shutoff for kitchens	yes

**Food Production Facility**  
**1170 Algoma Road**  
**Ottawa, Ontario, K1B 0A3**

Nov. 06, 2019

Page 36 of 38

Fire/Smoke Door Holders	yes
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3.2.2.4 Active and Supportive Field Devices

Pull Stations	10
Restorable heat detectors	2
Smoke detectors	4
Duct Smoke detectors	1
Isolating Modules	7
Control relays	16
Supporting Field Devices	8
Monitoring field devices	16

3.2.2.5 Audible and/or Visual Devices

Horns	50
Strobes	17

3.2.2.6 Monitoring Panel

Panel c/w display panel	1
Batteries	2

3.2.3 Sprinkler system

Location	Basement
Alarm valve	1
P/N	1113
S/N	K08.04/400029
Location	
Flow Switches	3
Tamper Switches	3
Sprinkler Piping and assemblies – with sprinkler heads for complete building	Main Sprinkler Room

3.2.3.1 Backflow Preventer

Mfg.	Watts 4 inch
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**Food Production Facility**  
**1170 Algoma Road**  
**Ottawa, Ontario, K1B 0A3**

Nov. 06, 2019

Page 37 of 38

Serial No.	11-1721
Model	757 DC
Location	Basement Sprinkler Room

3.2.3.2 Backflow Preventer – Glycol System for loading docks 5 & 6

Backflow Preventer	Watts
Serial No.	A57774
Model	2009 QTRP
Location	Room 118

3.2.3.3 Excess Pressure Pump

Motor	Emerson
HP	1/3
Volts	115VAC
Fed From	PNL RPA1 Cct 11

3.2.3.4 Excess Pressure Pump – Pressure Switch

Mfg	Allan Bradley
Model	Bul 836T

3.2.3.5 Fire Department Connection

Fire department connection sprinkler system	2
Location	Algoma Rd
Check valves and assemblies	1

3.2.4 Kitchen Suppression System

Kitchen Fire Suppression Wet Chemical (Main Kitchen) Control Head Nech 3	Pyro Chem 2 x 6 Gal + 1 x 4.6 Gal Kitchen Knight Wet Chemical
Kitchen Fire Suppression Wet Chemical (Test Kitchen 2 <sup>nd</sup> Floor)	Pyrochem 2.5

**Food Production Facility**  
**1170 Algoma Road**  
**Ottawa, Ontario, K1B 0A3**

Nov. 06, 2019

Page 38 of 38

3.2.5 Portable Fire Extinguishers

Size	Type	Units
5lb	ABC	13
10lb	ABC	1
10lb	K	6
Total		20

3.2.6 Battery Powered Emergency Lighting

Battery Powered Emergency Light (Quantity)	3
Heads (including remote)	2 per unit
Voltage (input)	120VAC

## Cost Estimate Form For Extra Work

Contractor: \_\_\_\_\_

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

**Description of Work:**

(Please attach a separate sheet if required)

Hourly Rate as per Contract						
I Direct Costs	No. of Hours	Fire Alarm Technician	Sprinkler Technician	Electrician	Backflow Technician	Total
<b>i Direct Labour</b>						
Service Calls, Regular Labour						
Service Calls, Over Time Labour						
Other Labour (Specify: _____)						
Total Direct Labour						\$ _____ (i)
<b>ii Direct Material Costs *</b>						
Replacement Parts						
Repair Parts						
Other Material (Specify: _____)						
Total Direct Material Costs						\$ _____ (ii)
<b>iii Other Direct Costs</b>						
Other (Specify: _____)						
Total Other Direct Costs						\$ _____ (iii)
<b>II Total Price</b>						
<b>Total Direct Costs (i + ii + iii) (Applicable Taxes extra)</b>						<b>\$ _____</b>

\*Materials will be charged at our laid-down cost plus a mark-up in accordance with Pricing Schedule 2.

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

Signature: \_\_\_\_\_

(Please print)