



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

PWGSC/TPSGC Acquisitions Bid Receiving
Box/Boîte de Réception des Soumissions
Bid Receiving Box/Boîte de Récepti
1st Floor/1ière étage, Suite 1212
100-1045 Main Street
Moncton
New Brunswick
E1C 1H1
Bid Fax: (506) 851-6759

INVITATION TO TENDER

APPEL D'OFFRES

**Tender 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.

**Soumission 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 et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Acquisitions NB/PEI (Moncton Office) – Bureau
d'acquisitions N.-B./Î.-P.-É. (Moncton)
1045 Main Street / 1045, rue Main
Moncton
New Bruns
E1C 1H1

Title - Sujet Gas Detectors, Maintenance-Gagetown Détecteurs à gaz, Entretien-Gagetown	
Solicitation No. - N° de l'invitation W6898-210537/A	Date 2021-03-03
Client Reference No. - N° de référence du client W6898-210537	GETS Ref. No. - N° de réf. de SEAG PW-\$MCT-043-5961
File No. - N° de dossier MCT-0-43173 (043)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Atlantic Daylight Saving Time ADT on - le 2021-03-18 Heure Avancée de l'Atlantique HAA	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Beausoleil (MCT), Timothee	Buyer Id - Id de l'acheteur mct043
Telephone No. - N° de téléphone (902) 388-8377 ()	FAX No. - N° de FAX (506) 851-6759
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 5 CDSB GAGETOWN B18, 238 CHAMPLAIN AVENUE OROMOCTO New Brunswick E2V4J5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There are no security requirements.

1.2 Statement of Requirement

The requirement is detailed under **Article 6.2** of the resulting contract clauses.

1.3 Debriefings

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

1.4 epost Connect service

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

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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](#) (2020/05/28) 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: 120 days

2.1.1 SACC Manual Clauses

SACC Manual Clause C9000T (2010-08-16) Pricing

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.

PWGSC Acquisitions, Bid Receiving
1st Floor/1ère étage, Suite 1212, 100-1045 Main Street,
Moncton, NB
E1C 1H1

Epost Connect address:

TPSGC.RAReceptionSoumisNBPE-ARBidReceivingNBPE.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.

Facsimile number: (506) 851-6759

2.2.1 Improvement of Requirement during Solicitation Period SACC Clause A9076T (2007-05-25)

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 7 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.2.2 Optional Site Visit

Not applicable.

2.2.3 Insurance Requirements SACC Clause G1007T (2016-01-28)

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

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

2.2.4 Workers Compensation Certification – Letter of Good Standing SACC Clause A0285T (2012-07-16)

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

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

2.3 Former Public Servant

Former Public Servant - Competitive Bid

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2019-01 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the 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 New Brunswick.

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 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

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: Financial Bid - Annex "A" Basis of Payment

Section II: Certifications - Bidders must submit the certifications and additional information required under Part 5

Section III – 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: Financial Bid 1 hard copy

Section II: Certifications 1 hard copy

Section III: Additional Information 1 hard 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 should appear in the financial bid only. No prices should 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: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment.

3.1.1 Electronic Payment of Invoices – Bid

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

If Annex “D” 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.

3.1.2 Exchange Rate Fluctuation

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

Section II: Certifications

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

Section III: Additional Information

Bidders must submit all additional information as detailed in Annex “B” - EVALUATION CRITERIA AND BASIS OF SELECTION

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Financial Evaluation

SACC Manual Clause [A0220T](#) (2014/06/26), Evaluation of Price-Bid

4.2 Basis of Selection

SACC Manual Clause A0069T (2007-05-25), Basis of Selection

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2.3 Additional Certifications Precedent to Contract Award

See Annex "B".

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Requirement

The Contractor must provide the items detailed in Annex "E", Statement of Work

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

[2010C](#) (2020/05/28), General Conditions - Services (Medium Complexity), apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from **April 1st, 2021 to March 31st 2022** with Options to renew for two, one-year periods.

6.4.2 Option to Extend the Contract

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

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

(Derived from - Provenant de: A9009C, 2008/12/12)

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6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Timothée Beausoleil
Title: Acting Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Acquisitions NB/PEI
Address: 161 St. Peters Road, 2nd Floor Suite 204, Charlottetown, PE, C1A 5P7
Telephone: (902) 388-8377
Facsimile: (506) 851-6759
E-mail address: Timothee.beausoleil2@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.

6.5.2 Project Authority

The Project Authority for the Contract is:

Details will be provided in any resulting contract

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

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

6.5.3 Contractor's Representative

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2019-01 of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment

Basis of payment is in accordance with Annex "A" and section 12, Payment Period, of the 2010C (2014-09-25), General Conditions - Services (Medium Complexity).

6.7.2 Limitation of Price

SACC Manual clause C6000C (2017-08-17) Limitation of Price

6.7.3 Monthly Payment

SACC Manual clause H1008C (2008-05-12) Monthly Payment

6.7.4 Electronic Payment of Invoices – Contract

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

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

6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page one(1) of the Contract for certification and payment.

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (c) 2010C (2020/05/28), General Conditions - Services (Medium Complexity);
- (d) Annex "E", Statement of Work (Specifications);
- (e) Annex "A", Basis of Payment;
- (f) the Contractor's bid dated _____ (*insert date of bid*)

6.12 SACC Manual Clauses

SACC Manual Clause A0285C (2007-05-25) Workers Compensation
SACC Manual Clause A9062C (2011-05-16) Canadian Forces Site Regulations

6.13 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "Dispute Resolution".

6.14 Insurance – Specific Requirements

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

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

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

(Derived from – Provenant de: G1001C, 2013-11-06)

6.15 Commercial General Liability Insurance

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

- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents
- o. 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.

(Derived from - Provenant de: G2001C, 2018-06-21)

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File No. - N° du dossier
MCT-0-43173

Buyer ID - Id de l'acheteur
MCT043
CCC No./N° CCC - FMS No./N° VME

ANNEX "A"

BASIS OF PAYMENT

The following requirement must be strictly adhered to: **Failure to do so shall render the bidder's proposal as non-responsive.**

It is mandatory that the bidders submit firm rates for the Period of the Service Contract for all items listed hereafter. Unit Price Tables, will be considered as the bidder's Financial Proposal.

Each item specified in the Unit Price Tables, includes wages, traveling time and costs, allowances, supervision, liabilities as employer, insurance, and the use of all tools, tackle, etc., overhead, profit, and all other liabilities whatsoever.

The prices inserted in the Unit Price Tables, includes all applicable federal, provincial and municipal taxes. However, they do not include any amount for the Goods and Services Tax (GST)/Harmonized Sales Tax (HST). The appropriate GST/HST amounts will be paid by Her Majesty to the Offeror in addition to the amount paid against the amount of the contract.

(See Unit Price Table below)

W6898-210537 – UNIT PRICE TABLE

The Estimated Quantity entered in column four(4) for each item is an estimate only for service as and when required and does not infer all the quantities for that item will be utilized or that the quantities may not be exceeded.
NOTE: TENDERS WILL BE EVALUATED ON THE TOTAL BID FOR THE FIRST TERM OF THE CONTRACT PLUS THE OPTION YEARS. HOWEVER, ANY CONTRACT AWARD WILL BE FOR THE TERM OF DATE OF APRIL 1, 2021 TO MARCH 31, 2022.

Item	Class of Service	Unit of Measure	Estimated Quantity	A		B		C	
				Term Date of April 1, 2021 to March 31, 2022	Option Year April 1, 2022 to March 31, 2023	Option Year April 1, 2023 to March 31, 2024	Price per Unit (\$)	Total (\$)	Price per Unit (\$)
1.	Unit price for monthly inspection and calibration of chlorine detector in building A13 Water Treatment Plant.	Inspection	12						
2.	Unit price for monthly inspection and calibration of chlorine, methane, sulphur dioxide and hydrogen sulphide detectors at N5, N112, N113 and N117 Sewage Treatment Plant.	Inspection	12						
3.	Unit price for monthly inspection and calibration of chlorine detector in building A42 Outdoor Pool from June to October	Inspection	5						
4.	Unit Price for monthly inspection and calibration of ammonia detector in building A15 Soldiers Arena.	Inspection	12						

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5.	Unit Price for monthly inspection and calibration of Carbon Dioxide detector in building N112 Sewage Treatment Plant.	Inspection	12						
6	Unit Price for monthly inspection and calibration of Carbon Monoxide detector in N112 Sewage Treatment Plant.	Inspection	12						
7	Unit price for bi-annual inspection and calibration of carbon monoxide detector in A-45 MFRC.	Inspection	10						
8	Unit price for bi-annual inspection and calibration of methane detector in A-45 MFRC.	Inspection	10						
9	Unit price for quarterly inspection and calibration of refrigerate R-410A sensor in M-2 Base Gym.	Inspection	12						
10	Unit Price for monthly inspection and calibration of any additional detectors added during the contract.	Inspection	24						
11	Technicians rate per hour for service calls.	Hour	100						

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12	All materials will be invoiced at the Contractor's cost plus a percentage of mark-up. The Contractor is to submit percent of mark-up for tendering purposes. Copies of Contractor's cost invoices for material used must accompany the invoice for work performed.	Allowance	\$50,000.00	Markup _____%	Allowance + Markup= _____	Markup _____%	Allowance + Markup= _____	Markup _____%	Allowance + Markup= _____
TOTAL FOR FIRST TERM & OPTIONS YEARS		A = \$		B = \$		C = \$			
GRAND TOTAL FOR FIRST TERM AND OPTION YEARS (A+B+C)								\$	

Note: The above estimated quantities in items 10, 11, and 12 may increase or decrease and will be used as a guide only. The estimated quantities are not guaranteed and the Contractor will have no claim for loss of anticipated profits as a result of these estimated quantities.

ANNEX "B"

EVALUATION CRITERIA AND BASIS OF SELECTION

Bids received will be assessed in accordance with the entire requirement of the bid solicitation.

1. Mandatory Criteria

- 1.1 Submission of firm prices/rates for one (1) year including two (2) option years in accordance with Invitation to Tender.
- 1.2 A duly completed and signed Invitation to Tender including all Addenda.
- 1.3 Within seven (7) days and prior to award of Service Contract, provide proof that Bidder has an account in good standing with the Provincial Workers Compensation Board/Commission.
- 1.4 Within seven (7) days and prior to award of Service Contract, the bidder shall be required to provide proof of Liability Insurance in the amount of \$2,000,000.00.
- 1.5 Proof will be required within seven (7) days of request from Contracting Authority and prior to award of the Service Contract of the following:
 - a) All work will be performed by certified instrumentation technicians qualified in the calibration, installation and repair of Vulcain and QEL detectors. Proof of such certification (licenses) must be provided prior to award of this Service Contract, for each individual who will perform work under this Contract
 - b) All permits and licenses must remain current throughout the life of this Service Contract.

2. A0069T (2007/05/25) Basis of Selection - Mandatory Requirements Only

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

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ANNEX "D" to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts 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)

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ANNEX "E"

STATEMENT OF WORK

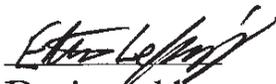
(See attached Specification document)



**DEPARTMENT OF NATIONAL DEFENCE
REAL PROPERTY OPERATIONS
DETACHMENT (GAGETOWN)
5 CDSB GAGETOWN**

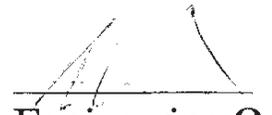
SPECIFICATION

**SERVICE CONTRACT
INSPECTION, CALIBRATION & REPAIR OF CHLORINE,
AMMONIA, METHANE, SULPHUR DIOXIDE,
HYDROGEN SULFIDE, CARBON MONOXIDE AND
CARBON DIOXIDE DETECTORS
01 APRIL 2021 TO 31 MARCH 2022
WITH OPTIONS TO RENEW FOR TWO, ONE-YEAR PERIODS**


Designed by


Fire Inspector


Project O


Engineering O

PF No:

Job No: L-G2-9900/1853

Date: 2020-09-08

<u>Section</u>	<u>Title</u>	<u>Pages</u>
<u>Division 00 - Procurement and Contracting Requirements</u>		
00 21 13	Instructions to Bidders	7
<u>Division 01 - General Requirements</u>		
01 35 30	Health and Safety Requirements	2
01 35 35	DND Fire Safety Requirements	3
01 35 43	Environmental Procedures	1
<u>Annexes</u>		
Annex A	Inspection Sheets	7

END OF SECTION

1 GENERAL

1.01 DESCRIPTION OF WORK

- .1 Work under this Service Contract comprises the furnishing of all labour, material, tools and equipment required to complete the inspection, calibration and repair of Methane, Chlorine, Sulphur Dioxide, Hydrogen Sulfide, Ammonia, Carbon Monoxide and Carbon Dioxide detectors at 5 CDSB Gagetown, Oromocto, New Brunswick.

1.02 DURATION OF CONTRACT

- .1 This Service Contract will extend from date 01 April 2021 to 31 March 2022 with an option to renew two one year periods.

1.03 QUALIFICATIONS

- .1 All work will be performed by certified instrumentation technicians qualified in the calibration, installation and repair of Vulcain and QEL detectors.

1.04 ENGINEER

- .1 The Engineer, as defined and stated in this specification will be the Officer Commanding Real Property Operations Detachment (Gagetown) or a designated representative. The address of the Engineer is:
 - Contracts Office
 - Real Property Operations
 - Detachment (Gagetown)
 - 238 Champlain Avenue
 - PO Box 17000, Station Forces
 - Oromocto, NB E2V 4J5
 - Tel:(506) 422-2000 ext. 2677
 - Fax:(506) 422-1248

1.05 DOCUMENTS REQUIRED

- .1 Maintain at job site, one copy each of the following:
 - .1 specification; and
 - .2 addenda's

1.06 CONTRACTOR'S USE OF SITE

- .1 Work site access will be as directed by the Engineer.
- .2 Movement around the site is subject to restrictions laid down by the Engineer.
- .3 Do not unreasonably encumber the site with materials or equipment.
- .4 Contractor is to ensure adherence by personnel to DND Regulations pertaining to traffic control, parking and speed limits. When vehicles are to be parked, they will be backed into a parking space or risk being towed, at the owner's

expense.

1.07 POWER AND WATER SUPPLY

- .1 DND can provide, free of charge, temporary electric power and water for the purpose of this agreement.
- .2 Engineer will determine delivery points and quantitative limits. Engineer's written permission is required before any connection is made. Connect to existing power supply in accordance with Canadian Electrical Code, (latest edition).
- .3 Contractor to provide, at no cost to DND, all equipment and temporary lines to bring these services to the work site.
- .4 Supply of temporary services is subject to DND requirements and may be discontinued by Engineer at any time without notice or acceptance of any liability for damage or delay caused by such withdrawal of temporary services.

1.08 ACCEPTABILITY OF MATERIAL

- .1 Material and parts used will be those specified by the manufacturer of the equipment and any other material will require the approval of the Engineer.
- .2 Provide material and equipment of specified design and quality, performing to published ratings and for which replacement parts are readily available.
- .3 The Contractor will not make any change in the design and installation of equipment and materials without the prior written approval of the Engineer.
- .4 If, in an emergency, the Contractor installs parts other than those specified, they will be replaced with specified parts before claiming payment. No claim for other than specified parts will be made.
- .5 All replaced parts and materials not under warranty, whether serviceable or unserviceable will be left on site for inspection on completion of the work.
- .6 All manufactured articles, materials and equipment will be applied, installed, connected and used as specified by the manufacturer.
- .7 Requests for acceptance of material other than those specified will be submitted in writing to the Engineer. The request must be supported with sufficient product information to enable the Engineer to make an assessment.

1.09 GUARANTEE

- .1 The Contractor will guarantee all materials and workmanship for a period of one year or the manufacturer's guarantee, whichever is longer, after acceptance by the Engineer. Any defects which may develop during this period will be rectified and made good to the satisfaction of the Engineer, by the Contractor at their own expense.

1.10 CODES AND STANDARDS

- .1 Perform work and enforce safety measures in accordance with the Canada Labour Code Part 2, National Institute for Occupational Safety and Health (NIOSH), applicable ULC Standards (latest edition) and the National Building Code of Canada (latest edition) unless otherwise specified.
- .2 Contractor must be registered with WorkSafeNB.
- .3 Comply with the requirements of Workplace Hazardous materials Information System (WHMIS) regarding use, handling, storage and disposal of hazardous materials; and labelling and provision of Material Safety Data Sheets acceptable to Human Resources and Skills Development Canada and Health Canada.
- .4 Work to meet or exceed requirements of specified standards, codes and referenced documents. In the event of conflict between any provisions of above authorities, the most stringent provision will apply.

1.11 OVERLOADING

- .1 Ensure no part of work is subject to a load which will endanger its safety or will cause permanent deformation.

1.12 TEMPORARY STRUCTURES

- .1 The Contractor will furnish and maintain all equipment such as temporary ladders, ramps, scaffolds, hoists, chutes, etc, as may be required for the proper execution of the work.
- .2 Temporary structures erected by the Contractor will remain their property and will be removed by them from the site on completion of the work.

1.13 CLEAN UP

- .1 On completion of all work, the Contractor will remove all surplus material, tools, equipment and debris. The building and site must be left in a clean and tidy condition which meets the satisfaction of the Engineer. The Contractor will not remove any salvageable material or equipment from the job site without permission from the Engineer.

1.14 CUTTING, FITTING AND PATCHING

- .1 Execute cutting, fitting and patching required to make work fit properly together.
- .2 Where new work connects with existing and where existing work is altered, cut, patch and make good to match existing work.

1.15 LOCATION OF SYSTEMS

- .1 Methane detectors are located in the following buildings:

<u>Bldg. No.</u>	<u>No. of Systems</u>	<u>Type</u>
N112 WWTP	2	QEL
N113 WWTP	2	Honeywell
N117 WWTP	3	QEL

N112 WWTP Boiler Rm 1 Honeywell

.2 Chlorine detectors are located in the following buildings:

<u>Bldg. No.</u>	<u>No. of Systems</u>	<u>Type</u>
A13 WTP	1	QEL
A42 Outdoor Pool	1	VULCAIN
N5 WWTP	1	Honeywell

.3 One (1) Honeywell Sulphur Dioxide detector is located in building N5 WWTP.

.4 Two (2) Honeywell Hydrogen Sulfide detectors are located in building N117 WWTP.

.5 Two (2) Honeywell Ammonia detectors are located in building A15 Soldiers Arena.

.6 One (1) Honeywell Carbon Dioxide detector is located in building N112 WWTP.

.7 One (1) Honeywell Carbon Monoxide(CO) is located in boiler room of N112.

.8 Five (5) Honeywell Carbon Monoxide (CO) located throughout A-45.

.9 Five (5) Honeywell Methane Sensor located in Bldg A-45.

.10 Three (3) Honeywell Refrigerate R-410A Sensor located in Indoor Pool Area and Mechanical Room in Bldg M-2.

1.16 SCHEDULING

.1 Frequency and Scheduling of work involved:

- .1 Inspect and calibrate monthly using the inspection sheets in Annex A for the chlorine detectors in buildings A13 Water Treatment Plant, and N5 Sewage Treatment Plant, the Methane detectors in buildings N112, N113 and N117 at Sewage Treatment Plant, the Ammonia detector in building A15 Soldiers Arena; the Sulphur Dioxide detector in building N5, the Hydrogen Sulfide detector in building N117; the Carbon Dioxide detector in building N112, and the Carbon Monoxide detector in building N117;
- .2 Inspect and calibrate monthly from June to October the Chlorine detector in building A42 Outdoor Pool;
- .3 Inspect and calibrate bi-annually detectors in building A-45 MFRC;
- .4 Inspect and calibrate quarterly detectors in building M-2 Fitness Center; and
- .5 Work will be completed during the second (2nd) week of each month scheduled.

.2 Alarm set points for detectors:

- .1 Chlorine alarms at A13 Water Treatment Plant, N5 Sewage Treatment Plant and A42 Outdoor Pool, low alarm 0.5 ppm and high alarm 1.0 ppm as per NIOSH;
- .2 Methane alarms at N112, N113 and N117 Sewage Treatment Plant, low alarm 25% lel and high alarm 40% lel as per NIOSH;
- .3 Sulphur Dioxide alarm at N5 Sewage Treatment Plant, low alarm 2.0 ppm and high alarm 5.0 ppm as per NIOSH;
- .4 Hydrogen Sulfide alarm at N117, and N112 Sewage Treatment Plant, low alarm 10.0 ppm and high alarm 15.0 ppm as per NIOSH;
- .5 Ammonia alarm at A15 Soldiers Arena, low alarm 25.0 ppm and high alarm

- 35.0 ppm as per NIOSH;
- .6 Carbon Monoxide alarm at N112 Sewage Treatment Plant, low alarm 20 ppm and high alarm 100 ppm as per NIOSH; and
 - .7 Carbon Dioxide alarm at N112 Sewage Treatment Plant, low alarm 0.7% vol and high alarm 2.0% vol as per NIOSH.

1.17 QUANTITIES AND BASIS OF PAYMENT

- .1 The contractor will submit prices for the following in accordance with the specification. Prices shall include transportation, supervision, expenses and profit. Rates submitted will be for time on the job site. Travel time to and from the job site will not be charged, but will be inclusive of the rates for time onsite submitted. The rates submitted will be for a certified instrumentation technician qualified on, Honeywell, Vulcain and QEL detectors;
 - .1 Unit price for monthly inspection and calibration of chlorine detector in building A13 Water Treatment Plant;
 - .2 Unit price for monthly inspection and calibration of chlorine, methane, sulphur dioxide and hydrogen sulphide detectors at N5, N112, N113 and N117 Sewage Treatment Plant;
 - .3 Unit price for monthly inspection and calibration of chlorine detector in building A42 Outdoor Pool from June to October;
 - .4 Unit price for monthly inspection and calibration of ammonia detector in building A15 Soldiers Arena;
 - .5 Unit price for monthly inspection and calibration of carbon dioxide detector in building N112 Sewage Treatment Plant;
 - .6 Unit price for monthly inspection and calibration of carbon monoxide detector in N112 Sewage Treatment Plant;
 - .7 Unit price for bi-annual inspection and calibration of carbon monoxide detectors in A-45 MFRC;
 - .8 Unit price for bi-annual inspection and calibration of methane detector in A-45 MFRC;
 - .9 Unit price for quarterly inspection and calibration of refrigerate R-410A sensor in M-2 Base Gym;
 - .10 Unit price for monthly inspection and calibration of any additional detectors added during the contract;
 - .11 Technicians rate per hour for service calls; and
 - .12 All materials will be invoiced at the Contractor's cost plus a percentage for mark-up. The Contractor is to submit percent of mark-up for tendering purposes. Copies of Contractor's cost invoices for material used must accompany the invoice for work performed.
- .2 Time charged, materials used and supporting documentation submitted may be verified by Government Audit before or after payment.
- .3 The Contractor will provide service during regular working hours on an eight (8) hour per day, five (5) days per week basis 0730hrs to 1600hrs Monday to Friday inclusive and emergency service during or after normal working hours.
- .4 The Contractor will advise the Engineer of the telephone number or location at which they or their representative may be contacted at all times.
- .5 The Contractor, upon receipt of the Service Contract, will be advised by the Engineer in writing of the names of persons authorized to request service. Work undertaken at the request of others, such as building

occupants, will be entirely at the Contractor's risk with regard to payment.

- .6 The Contractor will not refuse any call for service by the Engineer and will respond within 24 hours on normal service calls and within 4 hours on emergency service calls.
- .7 When service is required, the Engineer will notify the Contractor and detail the job. When requested by the Engineer, a written estimate shall be provided by the Contractor indicating estimated labour and material costs in accordance with the Service Contract.
- .8 The Contractor will report to the Engineer prior to starting work and upon completion of work on a daily basis to sign in and out at Contracts Office at Building B18. If work started or completed outside normal working hours and the Engineer's office is closed, Contractor can sign in and out at the Base Firehall Building G3.
- .9 After reporting, the Contractor will proceed to the job and carry out the work. A complete work report, and inspection sheet from Annex A showing all verifications including alarm set points for each detector inspected and calibrated on a monthly basis shall be submitted to the Engineer. Work report is to indicate any repairs or changes the Contractor considers necessary or any safety hazards with urgency of repairs or changes indicated. For service calls the Contractor will provide daily work reports to the Engineer detailing work performed, contractor's employees assigned to work, location or building number of work site, hours worked for each employee, trade of each employee and materials used in the completion of the work and any recommendations for further work that may be required. Contractor is to have the Engineer sign the work report either at the end of the work day or at the beginning of the next work day while signing in. The Standard Operating Procedure (SOP) for work reports will be provided to the successful bidder after award of Contract. Please note that this SOP is for contract work done on an hourly rate basis only and does not apply to monthly inspections.
- .10 Itemized invoices are to be submitted for inspection and calibration unit price items 1.17.1.1 to 1.17.1.10 inclusive and for service requests.
- .11 Invoices for monthly inspections and calibrations are to be submitted to Engineer with contract number, purchase order number, building location and detector type indicated. Copies of daily work reports are to be attached to invoices.
- .12 Invoices for service requests will be submitted to the Engineer with a copy of the faxed Service Request. The invoice must indicate Contract, Work Order and Requisition numbers issued on the Service Request. The invoice must indicate location and description of work performed, technicians' names, dates and hours worked and materials used complete with copies of the contractor's cost invoices with correct mark-up on materials indicated. Copies of all daily work reports are to be attached to invoices.

1.18 COORDINATION OF WORK

- .1 Inspections will be coordinated in a manner to disrupt the occupants as little as possible.

1.19 CONTRACTOR PASSES

- .1 All Contractor employees will have in their possession an authorized Contractor Pass while employed on DND property. Such passes will be produced when requested by the Military Police, Commissionaires, Security Guards and persons in authority.
- .2 The Contractor will complete an application form for contractor passes for each individual. The Contractor will accompany the employee to the Military Police Identification Section for the issuance of pass.
- .3 A photocopy of passes is to be provided to the Engineer.
- .4 The Contractor will ensure Contractor passes are recovered from employees who cease to be employed on DND property. Such passes shall be returned to the Military Police Identification Section.

1.20 SECURITY CLEARANCE

- .1 The Contractor shall maintain an up-to-date roster of all employees involved in this contract including managers, supervisors, tradespersons, drivers and labourers. This roster must be made available to the Engineer upon request.

END OF SECTION

1 GENERAL

1.01 REFERENCES

- .1 Canada Labour Code, Part 2, Canada Occupational Safety and Health Regulations.
- .2 Province of New Brunswick Occupational Health and Safety Act, S.N.B. (latest version).
- .3 National Building Code of Canada, (latest version).

1.02 REGULATORY REQUIREMENTS

- .1 Do work in accordance with the safety measures of the National Building Code of Canada (latest version), the Canada Labour Code Part 2, the New Brunswick Occupational Health and Safety Act and WorkSafeNB provided that in any case of conflict or discrepancy the more stringent requirements shall apply.

1.03 RESPONSIBILITY

- .1 Contractor is responsible for the health and safety of all persons on site. Contractor is also responsible for the protection of property, persons and the environment on or adjacent to the site in so far as the work may affect these.
- .2 Contractor and all contractor's employees are to comply with all safety requirements specified in the Contract Documents as well as all applicable federal, provincial and local statutes, regulations, ordinances and with Contractor's site-specific Health and Safety Plan.
- .3 As outlined in the Canada Labour Code Part 2, the Contractor is responsible to provide a site-specific Health and Safety Plan that includes a Confined Space Entry Procedure in the event that work is deemed by the Engineer to be in a confined space. Work is not to begin until this Health and Safety Plan is submitted and approved by the Engineer.
- .4 Real Property Operations Detachment (Gagetown) employs a Lock Out/Tag Out program to prevent work related injuries due to electrical or mechanical systems being energized while personnel are working in or around these systems. The Contractor must respect these locks and tags when encountered. Do not forcibly remove these locks and/or tags at any time. If the Contractor requires that these be removed to perform work, a request is to be made to the Engineer for such removal.
- .5 As per the Canada Labour Code Part 2, it is the Contractor's responsibility to employ their own Lock Out/Tag Out program to ensure that equipment is not energized by other personnel while they are working in or around equipment.
- .6 It is the Contractor's responsibility to ensure that all their employees are provided all Personal Protective Equipment (PPE) necessary to perform all work. Hard hats and safety glasses are to worn at all times.

1.04 UNFORESEEN HAZARDS

- .1 Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during performance of work, the Contractor must have procedures in place to facilitate the Employee's Right to Refuse Work in accordance with Acts and Regulations of New Brunswick. The Contractor is to advise the Engineer verbally and in writing of any employee who exercises this right.

1.05 CORRECTION OF NON-COMPLIANCE

- .1 Immediately address health and safety non-compliance issues identified by authority having jurisdiction or by Engineer.
- .2 Provide Engineer with written report of action taken to correct non-compliance of health and safety issues identified.
- .3 Engineer may stop work if non-compliance of health and safety regulations is not corrected.

1.06 WORK STOPPAGE

- .1 Give precedence to safety and health of public and site personnel and protection of environment over cost and schedule considerations for work.

END OF SECTION

1 GENERAL

1.01 REPORTING FIRES

- .1 Know location of nearest fire alarm box and telephone, including emergency phone number.
- .2 Report immediately all fire incidents to Fire Department as follows:
 - .1 telephone 911.
- .3 When reporting fire by telephone, give location of fire, name or number of building and be prepared to verify the location.

1.02 INTERIOR AND EXTERIOR FIRE PROTECTION AND ALARM SYSTEMS

- .1 Fire protection and alarm system will not be:
 - .1 obstructed;
 - .2 shut-off; and
 - .3 left inactive at end of working day or shift without authorization from Fire Chief.
- .2 Fire hydrants, standpipes and hose systems will not be used for other than fire-fighting purposes unless authorized by Fire Chief.

1.03 FIRE EXTINGUISHERS

- .1 Supply fire extinguishers, as scaled by Fire Chief, necessary to protect work in progress and contractor's physical plant on site.

1.04 BLOCKAGE OF ROADWAYS

- .1 Advise Fire Chief of any work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by Fire Chief, erecting of barricades and digging of trenches.

1.05 SMOKING PRECAUTIONS

- .1 Observe smoking regulations at all times.

1.06 RUBBISH AND WASTE MATERIALS

- .1 Rubbish and waste materials are to be kept to minimum.
- .2 Burning of rubbish is prohibited.
- .3 Removal:
 - .1 Remove all rubbish from work site at end of work day or shift or as directed.
- .4 Storage:
 - .1 Store oily waste in approved receptacles to ensure maximum cleanliness and safety.
 - .2 Deposit greasy or oily rags and materials subject to spontaneous

combustion in approved receptacles and remove.

1.07 FLAMMABLE AND COMBUSTIBLE LIQUIDS

- .1 Handling, storage and use of flammable and combustible liquids are to be governed by the current National Fire Code of Canada.
- .2 Flammable and combustible liquids such as gasoline, kerosene and naphtha will be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing Underwriters' Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable and combustible liquids exceeding 45 litres for work purposes requires permission of Fire Chief.
- .3 Transfer of flammable and combustible liquids is prohibited within buildings or jetties.
- .4 Transfer of flammable and combustible liquids will not be carried out in vicinity of open flames or any type of heat-producing devices.
- .5 Flammable liquids having a flash point below 38° C such as naphtha or gasoline will not be used as solvents or cleaning agents.
- .6 Flammable and combustible waste liquids, for disposal, will be stored in approved containers located in a safe ventilated area. Quantities are to be kept to a minimum and Fire Department is to be notified when disposal is required.

1.08 HAZARDOUS SUBSTANCES

- .1 Work entailing use of toxic or hazardous materials, chemicals and/or explosives, or otherwise creating hazard to life, safety or health, will be in accordance with National Fire Code of Canada.
- .2 Obtain from Fire Chief a "Hot Work" permit for work involving welding, burning or use of blow torches and salamanders, in buildings or facilities.
- .3 When Work is carried out in dangerous or hazardous areas involving use of heat, provide fire watchers equipped with sufficient fire extinguishers. Determination of dangerous or hazardous areas along with level of protection necessary for Fire Watch is at discretion of the Fire Chief. Contractors are responsible for providing fire watch service for work on a scale established and in conjunction with Fire Chief at pre-work conference.
- .4 Where flammable liquids, such as lacquers or urethanes are to be used, proper ventilation will be assured and all sources of ignition are to be eliminated. Fire Chief is to be informed prior to and at cessation of such work.

1.09 QUESTIONS AND/OR CLARIFICATION

- .1 Direct any questions or clarification on Fire Safety in addition to above requirements to Fire Chief through the Engineer.

1.10 FIRE INSPECTION

- .1 Site inspections by Fire Chief will be coordinated through Engineer.

- .2 Allow Fire Chief unrestricted access to work site.
- .3 Co-operate with Fire Chief during routine fire safety inspection of work site.
- .4 Immediately remedy all unsafe fire situations observed by Fire Chief.

END OF SECTION

1 GENERAL

1.01 GENERAL

- .1 Contractor will take all reasonable steps to ensure that they and their employees have complied with all pertinent legislation and have protected the environment.

1.02 FIRES

- .1 Fires and burning of rubbish on site not permitted.

1.03 DISPOSAL OF WASTES

- .1 Do not bury rubbish and waste materials on site unless approved by Engineer.
- .2 Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.

1.04 SPILL PROTECTION

- .1 The Contractor must have adequate clean up materials for any potential hazardous materials used in the completion of the work (ie. Foams, fuels, oils, lubricants, etc).

END OF SECTION

Annex A
Job No. L-G2-9900/1853
2020-09-08

Chlorine Detector (CL2) Inspection Sheet

Date _____
Building _____
Room/Location _____
Type _____
Serial Number _____
Make _____

Sensor Calibrates to Zero Yes / No
Sensor Spans Yes / No
Span Gas Used _____

Outputs Tested: Chlorine (Low 0.5ppm High 1.0ppm)		
	1	Exterior Horn
	2	Exterior Strobe Light
	3	Fire Dept. Dial-Out
	4	Chlorine Room Strobe Light
	5	Hallway Horn
	6	Chlorine Sensor Controller Horn
	7	
	8	

Comments:

Technician _____ Signature _____

Annex A
Job No. L-G2-9900/1853
2020-09-08

Sulphur Dioxide (SO2) Detector Inspection Sheet

Date _____
Building _____
Room/Location _____
Type _____
Serial Number _____
Make _____

Sensor Calibrates to Zero Yes/No
Sensor Spans Yes/No
Span Gas Used _____

Sulphur Dioxide (Low 2.0ppm High 5.0ppm)		
	1	Fresh Air Dampers
	2	Supply/Exhaust Fan High Speed
	3	Interior General Alarm Horn/Strobe
	4	Exterior General Alarm Horn/Strobe
	5	Alarm Output To Scada 4-20mA Signal
	6	Hallway Horn
	7	Interior Strobe Light
	8	
Comments:		

Technician _____ Signature _____

Annex A
Job No. L-G2-9900/1853
2020-09-08

Carbon Dioxide (CO2) Detector Inspection Sheet

Date _____
Building _____
Room/Location _____
Type _____
Serial Number _____
Make _____

Sensor Calibrates to Zero Yes/No
Sensor Spans Yes/No
Span Gas Used _____

Carbon Dioxide (Low High)		
	1	Supply/ Exhaust fan high speed
	2	Stairwell horn
	3	exterior warning lamps
	4	301C Controller on-board horn
	5	
	6	
	7	
	8	
Comments:		

Technician _____ Signature _____