



**RETURN BIDS TO :**  
**RETOURNER LES SOUMISSIONS À :**  
 Bid Receiving - Réception des soumissions:

Correctional Service of Canada  
 Regional Procurement & Contracting  
 PO Box 4500 Unit #100  
 33991 Gladys Avenue  
 Abbotsford BC V2S 2E8

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

**Proposal to: Correctional Service 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 thereof.

**Proposition à: Service Correctionnel du Canada**

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

**Comments — Commentaires :**

"THIS DOCUMENT DOES NOT CONTAIN A SECURITY REQUIREMENT" «LE PRÉSENT DOCUMENT NE COMPORTE AUCUNE EXIGENCE RELATIVE À LA SÉCURITÉ.»

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

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Telephone # — N° de Téléphone :

\_\_\_\_\_

Fax # — No de télécopieur :

\_\_\_\_\_

Email / Courriel :

\_\_\_\_\_

GST # or SIN or Business # — N° de TPS ou NAS ou N° d'entreprise :

<b>Title — Sujet:</b> <b>Fire Alarm and Life Safety Systems</b>	
<b>Solicitation No. — N° de l'invitation</b>	<b>Date: 2021-05-04</b>
<b>Client Reference No. — N° de Référence du Client</b> <b>21801-20-0179</b>	
<b>GETS Reference No. — N° de Référence de SEAG</b>	
<b>Solicitation Closes — L'invitation prend fin</b> <b>at / à : 2 :00 PM Pacific Daylight Time</b> <b>on / le : 16-June-2021</b>	
<b>F.O.B. — F.A.B.</b> Plant – Usine:                      Destination:                      Other-Autre:	
<b>Address Enquiries to — Soumettre toutes questions à:</b> <b>Hersh Minhas</b> <a href="mailto:Hersh.Minhas@csc-scc.gc.ca">Hersh.Minhas@csc-scc.gc.ca</a>	
<b>Telephone No. — N° de téléphone:</b> <b>236-380-0993</b>	<b>Fax No. — N° de télécopieur:</b> <b>604-870-2444</b>
<b>Destination of Goods, Services and Construction:</b> <b>Destination des biens, services et construction:</b> <b>Pacific Region, at Various Institutions in the Fraser Valley</b>	
<b>Instructions: See Herein</b> <b>Instructions : Voir aux présentes</b>	
<b>Delivery Required — Livraison exigée : See herein</b>	<b>Delivery Offered – Livraison proposée : Voir aux présentes</b>
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>Nom et titre du signataire autorisé du fournisseur/de l'entrepreneur</b>	
_____ Name / Nom	_____ Title / Titre
_____ Signature	_____ Date
(Sign and return cover page with bid proposal / Signer et retourner la page de couverture avec la proposition)	



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## **PART 1 - GENERAL INFORMATION**

### **1. Security Requirement**

There is no security requirement applicable to this Contract.

### **2. Statement of Work**

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

### **3. Revision of Departmental Name**

As this bid solicitation is issued by Correctional Service Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document, or any resulting contract, must be interpreted as a reference to CSC or its Minister.

### **4. Debriefings**

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

### **5. Procurement Ombudsman**

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the award of certain federal contracts under \$26,400 for goods and \$105,700 for services. If you have concerns regarding the award of a federal contract below these dollar amounts, you may contact OPO by e-mail at [the Office of the Procurement Ombudsman email address](#), by telephone at 1-866-734-5169, or by web at [the Office of the Procurement Ombudsman website](#). For more information on OPO's services or to determine if your concerns are within the Ombudsman's mandate, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).



## **PART 2 - BIDDER INSTRUCTIONS**

### **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](#) 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: sixty (60) days

Insert: one hundred and twenty (120) days

### **2. Submission of Bids**

Bids must be submitted only to Correctional Service of Canada (CSC) by the date, time and place indicated on page 1 of the bid solicitation.

### **3. Former Public Servants**

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:

an individual;

an individual who has incorporated;

a partnership made of former public servants; or



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:

name of former public servant;

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:

name of former public servant;

conditions of the lump sum payment incentive;

date of termination of employment;

amount of lump sum payment;

rate of pay on which lump sum payment is based;

period of lump sum payment including start date, end date and number of weeks;



number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

#### **4. Enquiries – Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than (3) business 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.

#### **5. Applicable Laws**

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

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



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

### **1. Bid Preparation Instructions**

CSC requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid: **three (3) hard copies**

Section II: Financial Bid: **one (1) hard copy**

Section III: Certifications: **one (1) hard copy**

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

**Bidders are requested to submit their Financial Bid in an envelope separate from their technical proposal.**

CSC requests that bidders follow the format instructions described below in the preparation of their bid:

- i. use 8.5 x 11 inch (216 x 279 mm) paper;
- ii. 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, the [Policy on Green Procurement](#). To assist Canada in reaching its objectives, bidders should:

- i. use 8.5 x 11 inch (216 x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- ii. 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, duo tangs or binders.

### **2. Section I: Technical Bid**

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

### **3. Section II: Financial Bid**

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

See Annex B – Proposed Basis of Payment for the Pricing Schedule format.

#### **3.1 Exchange Rate Fluctuation**

SACC Manual clause C3011T 2013-11-06 Exchange Rate Fluctuation

### **4. Section III: Certifications**

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





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

### **1. Evaluation Procedures**

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

An evaluation team composed of representatives of CSC will evaluate the bids.

#### **1.1 Technical Evaluation**

##### **1.1.1 Mandatory Technical Criteria**

Proposals will be evaluated to determine if they meet all mandatory requirements outlined in **Annex C – Evaluation Criteria**. Proposals not meeting all mandatory criteria will be declared non-responsive and will be given no further consideration.

#### **1.2 Financial Evaluation**

SACC Manual Clause A0220T 2014-06-26, Evaluation of Price - Bid

Proposals containing a financial bid other than the one requested at **Article 3. Section II: Financial Bid** of **PART 3 – BID PREPARATION INSTRUCTIONS** will be declared non-compliant.

### **2. Basis of Selection**

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

**Number of Resulting Contract(s): Three**

**The responsive bids with the lowest evaluated price will be recommended for award of a contract.**

### **3. Insurance Requirements**

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 article 12 of PART 6 – RESULTING CONTRACT CLAUSES.

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.



## **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 Bidders' certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

### **1. Certifications Precedent to Contract Award and Additional Information**

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

#### **1.1 Integrity Provisions – Declaration of Convicted Offenses**

- A) Subject to subsection B, by submitting a bid in response to this bid solicitation, the Bidder certifies that:
- i. it has read and understands the Ineligibility and Suspension Policy;
  - ii. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
  - iii. it is aware that Canada may request additional information, certifications, and validations from the Bidder or a third party for purposes of making a determination of ineligibility or suspension;
  - iv. it has provided with its bid a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offenses in the Policy;
  - v. none of the domestic criminal offenses, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and proposed first tier subcontractors; and
  - vi. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
- B) Where a Bidder is unable to provide any of the certifications required by subsection A, it must submit with its bid the completed [Integrity Declaration Form](#). Bidders must submit this form to Correctional Service of Canada with their bid.



### 1.2 Integrity Provisions – Required documentation

**List of names:** all Bidders, regardless of their status under the Ineligibility and Suspension Policy, must submit the following information:

- i. Bidders that are corporate entities, including those bidding as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- ii. Bidders bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners; or
- iii. Bidders that are a partnership do not need to provide a list of names.

List of Names:

_____	_____
_____	_____
_____	_____
_____	_____

**OR**

- The Bidder is a partnership

During the evaluation of bids, the Bidder must, within 10 working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted with the bid.

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

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

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.

### 1.4 Language Requirements - English

By submitting a bid, the Bidder certifies that, should it be awarded a contract as result of the bid solicitation, every individual proposed in its bid will be fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

### 1.5 Certification:

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.



## **PART 6 - RESULTING CONTRACT CLAUSES**

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

### **1. Security Requirement**

There is no security requirement applicable to this Contract.

### **2. Statement of Work**

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

### **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](#) issued by Public Works and Government Services Canada.

As this Contract is issued by Correctional Service Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document must be interpreted as a reference to CSC or its Minister.

#### **3.1 General Conditions**

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

### **4. Term of Contract**

#### **4.1 Period of the Contract**

The Work is to be performed during the period **of 19-June-2021 to 18-June-2026**



## 5. Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Hersh Minhas  
Title: Regional Procurement and Contracting Specialist  
Correctional Service Canada  
Branch/Directorate: Regional Headquarters – Pacific Region  
Telephone: 236-380-0993  
E-mail address: [Hersh.Minhas@csc-scc.gc.ca](mailto:Hersh.Minhas@csc-scc.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.

[Fill in at contract award only.]

### 5.2 Project Authority

The Project Authority for the Contract is:

Name: (XXX)  
Title: (XXX)  
Correctional Service Canada  
Branch/Directorate: (XXX)  
Telephone: (XXX)  
Facsimile: (XXX)  
E-mail address: (XXX)

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.

[Fill in at contract award only.]

### 5.3 Contractor's Representative

The Authorized Contractor's Representative is:

Name:  
Title:  
Company:  
Address:  
Telephone:  
Facsimile:  
E-mail address:



## **6. Payment**

### **6.1 Basis of Payment**

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in annex B, to a limitation of expenditure of \$\_\_\_\_\_ Customs duties are included and Applicable Taxes are extra

### **6.2 Limitation of Expenditure**

Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.

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

when it is 75% committed, or

four months before the contract expiry date, or

as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

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.

### **6.3 Multiple Payments**

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

an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

all such documents have been verified by Canada;

the Work performed has been accepted by Canada



## 6.4 SACC Manual Clauses

SACC Manual clause A9117C 2007-11-30, T1204 - Direct Request by Customer Department  
SACC Manual clause C0710C 2007-11-30, Time and Contract Price Verification  
SACC Manual clause C0705C 2010-01-11, Discretionary Audit

## 6.5 Travel and Living Expenses

There are no travel and living expenses associated with the Contract.

## 7. Invoicing Instructions

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

Invoices must be distributed as follows.

The original/one copy must be forwarded to the Site Authority of each site where the work is completed: **[To be completed at contract award only.]**

AND

One email copy must be forwarded to the Contracting Officer at the following:  
Hersh.Minhas@csc-scc.gc.ca

## 8. Certifications and Additional Information

### 8.1 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.

## 9. Applicable Laws

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

## 10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the General Conditions 2010C (2020-05-28), General Conditions - Services (Medium Complexity), apply to and form part of the Contract.
- (c) Annex A, Statement of Work
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_ (to be inserted at contract award)



## 11. Termination on Thirty Days Notice

11.1 Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.

11.2 In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

## 12. Insurance

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

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection. The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

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.

The Commercial General Liability policy must include the following:

**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.

**Bodily Injury and Property Damage to third parties** arising out of the operations of the Contractor.

**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.

**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.

**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.

**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.





Employees and, if applicable, Volunteers must be included as Additional Insured.

Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

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.

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.

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.

Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

### **13. Ownership Control**

Where the Contractor will have access to any and all personal and confidential information belonging to Canada, CSC staff or inmates for the performance of the work, the following will apply:

- (a) The Contractor warrants that it is not under ownership control of any non-resident entity (i.e. Individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other).
- (b) The Contractor shall advise the Minister of any change in ownership control for the duration of the contract.
- (c) The Contractor acknowledges that the Minister has relied on this warranty in entering into this Contract and that, in the event of breach of such warranty, or in the event that the Contractor's ownership control becomes under a non-resident entity, the Minister shall have the right to treat this Contract as being in default and terminate the contract accordingly.
- (d) For the purposes of this clause, a non-resident entity is any individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other residing outside of Canada.

### **14. Closure of Government Facilities**

14.1 Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.

14.2 Contractors working at CSC sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may

have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.



## **15. Tuberculosis Testing**

- 15.1 It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfill the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.
- 15.2 Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.
- 15.3 All costs related to such testing will be at the sole expense of the Contractor.

## **16. Compliance with CSC Policies**

- 16.1 The Contractor agrees that its officers, servants, agents and subcontractors will comply with all regulations and policies in force at the site where the work covered by this contract is to be performed.
- 16.2 Unless otherwise provided in the contract, the Contractor shall obtain all permits and hold all certificates and licenses required for the performance of the Work.
- 16.3 Details on existing CSC policies can be found on the [CSC website](#) or any other CSC web page designated for such purpose.

## **17. Health and Labour Conditions**

- 17.1 In this section, "Public Entity" means the municipal, provincial or federal government body authorized to enforce any laws concerning health and labour applicable to the performance of the Work or any part thereof.
- 17.2 The Contractor shall comply with all laws concerning health and labour conditions applicable to the performance of the Work or part thereof and shall also require compliance of same by all its subcontractors when applicable.
- 17.3 The Contractor upon any request for information or inspection dealing with the Work by an authorized representative of a Public Entity shall forthwith notify the Project Authority or Her Majesty.
- 17.4 Evidence of compliance with laws applicable to the performance of the Work or part thereof by either the Contractor or its subcontractor shall be furnished by the Contractor to the Project Authority or Her Majesty at such time as the Project Authority or Her Majesty may reasonably request."

## **18. Identification Protocol Responsibilities**

The Contractor must ensure that the Contractor and each of its agents, representatives or subcontractors (referred to as Contractor Representatives for the purposes of this clause) comply with the following self-identification requirements:

- 18.1 During the performance of any Work at a Government of Canada site, the Contractor and each Contractor Representative must be clearly identified as such at all times;
- 18.2 During attendance at any meeting, the Contractor or Contractor Representatives must identify themselves as such to all meeting participants;



18.3 If the Contractor or a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify themselves as the Contractor or an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under the e-mail account Properties. This identification protocol must also be used in all other correspondence, communication, and documentation; and

18.4 If Canada determines that the Contractor is not complying with any of the obligations stated in this article, Canada will advise the Contractor and request that the Contractor implement, without delay, appropriate corrective measures to eliminate recurrence of the problem.

## 19. Dispute Resolution Services

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 25 working days after the dispute was initially raised to the other party in writing, either Party may contact the Office of the Procurement Ombudsman (OPO) to request dispute resolution/mediation services. OPO may be contacted by e-mail at [the Office of the Procurement Ombudsman email address](#), by telephone at 1-866-734-5169, or by web at [the Office of the Procurement Ombudsman website](#). For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit [the Office of the Procurement Ombudsman website](#).

## 20. Contract Administration

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the administration of certain federal contracts, regardless of dollar value. If you have concerns regarding the administration of a federal contract, you may contact OPO by e-mail at [the Office of the Procurement Ombudsman email address](#), by telephone at 1-866-734-5169, or by web [the Office of the Procurement Ombudsman website](#). For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit [the Office of the Procurement Ombudsman website](#).

## 21. Privacy

21.1 The Contractor acknowledges that Canada is bound by the Privacy Act, R.S.C. 1985, c. P-21, with respect to the protection of personal information as defined in that Act. The Contractor shall keep private and confidential any such personal information collected, created or handled by the Contractor under the Contract, and shall not use, copy, disclose, dispose of or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract.

21.2 All such personal information is the property of Canada, and the Contractor shall have no right in or to that information. The Contractor shall deliver to Canada all such personal information in whatever form, including all copies, drafts, working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to this Contract, upon the completion or termination of the Contract, or at such earlier time as the Minister may request. Upon delivery of the personal information to Canada, the Contractor shall have no right to retain that information in any form and shall ensure that no record of the personal information remains in the Contractor's possession.



## **22. 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

## **23. Information Guide for Contractors**

Prior to the commencement of any work, the Contractor certifies that its employees, or employees of its subcontractors, working under contract for CSC will complete the applicable Module(s) and retain the signed checklist(s) from the CSC “Information Guide for Contractors” website: [www.bit.do/CSC-EN](http://www.bit.do/CSC-EN).



## ANNEX A – Statement of Work

Correctional Service Canada has an annual requirement for testing, inspection and certification of fire alarm and fire protection systems at eight institutions, one regional supply depot and one community correctional centre.

### 1.1 Background

Correctional Service Canada is committed to maintaining compliance with all federal and provincial building and safety codes. The National Fire Code of Canada requires annual testing and certification of fire alarm and life safety protection systems within all CSC institutions and community correctional facilities by trained and qualified personnel.

### 1.2 Objectives:

Testing and certification of all eleven aspects of the fire protection systems in accordance with NFCC 2015, NBCC 2015, NFPA 10, 17, 17A, 25, 96, 1962, CAN/ULC S536, CAN/ULC S552 and CSA B64.10.1-11.

**1.3 Tasks:** Contractor must provide all labour, parts and materials, tools, equipment, transportation and supervision necessary to provide semi annual and annual testing and inspection for the following aspects of the Fire Protection Systems.

- 1.3.1. Annual testing of the main fire alarm system and all components/devices
- 1.3.2. Annual testing of the wet, dry, and pre action fire sprinkler systems
- 1.3.3. Annual testing of emergency lighting and exit signs in all buildings
- 1.3.4. Annual external examination of all portable fire extinguishers
- 1.3.5. Annual inspection, testing and maintenance of fire hydrants
- 1.3.6. Annual inspection and testing of back flow prevention assemblies
- 1.3.7. Annual inspection, testing and maintenance of standpipe, hose and cabinet systems.
- 1.3.8. Semi- annual testing and inspection of kitchen vent hood chemical sprinkler suppression systems and exhaust systems fire damper assemblies.
- 1.3.9. Annual testing of the Vesda smoke alarm system (applicable only to Kent Institution).
- 1.3.10. Three year tests on dry pipe sprinkler systems and valves
- 1.3.11. Five year tests/inspections on sprinkler/standpipe systems and related devices valves etc.

**1.3.1** Testing of fire alarm systems in accordance with CAN/ULC S536-13 and CAN/ULC S552-14 including but not limited to:

- a. Control units, power supplies, annunciators, printers, field devices etc.

**Note:**

-Testing of all smoke detectors, combination smoke detectors and smoke alarms must be conducted utilizing the methods and equipment recommended by the manufacturer instructions for each detector.

-Testing of all fixed temperature heat detectors, rate of rise heat detectors and combination heat detectors must be conducted utilizing the methods and equipment recommended by the manufacturer instructions for each detector.

\* Utilization of hand held uncontrolled quantity smoke canisters and open flame and/or uncontrolled temperature heat sources (i.e. heat gun) will not be deemed as



acceptable choices of equipment and methods to be implemented in the testing of any fire detector under this contract. At a minimum all heat and smoke testing sources and products must be listed and labelled products acceptable to the manufacturer or in accordance with their published instructions.

- The Correctional Service Canada as the authority having jurisdiction will accept the use of the Solo brand detector testing equipment approved by UL/ULC (e.g. model 330 aerosol dispenser with Solo A10, C3 aerosols and model 460/461 heat detector tester) as acceptable testing methods and equipment for all fire detectors. If these devices fail to accurately initiate a detector alarm as so described by the manufacturer's detector documentation, then the only other acceptable testing procedures shall be each manufacturer's recommended methods and equipment for each specific fire detector.

**Note:** Sensitivity of all smoke detectors shall be tested to confirm that each detector is within their rated operating range as per CAN/ULC S536-13 section 6.7.4.1.3 thru 6.7.4.1.6. The results of each test must be documented in the annual report as per Deliverables 1.4, 1. of this Annex A Statement of Work.

\* If it is determined that a particular smoke detector's sensitivity cannot be measured, it shall noted as such in the devices' deficiency report so that the client is made aware and can address the issue.

- ***The Client will make provision for the silencing of all device testing alarms at the Central Control alarm panel only***

**1.3.2** Testing of the fire sprinkler systems in accordance with NFPA 25-2014 as follows but not limited to:

- a. Flow test of wet sprinkler systems and testing of the following devices:
  - i. Flow switches
  - ii. Tamper/Supervisory Switches
  - iii. Pressure Switches
  - iv. Valves and valve components
- b. Test of the pre action sprinkler system(s)
- c. Test of dry sprinkler system(s)

- ***Client will make provision for the silencing of all device testing alarms at the Central Control alarm panel only***

**1.3.3** Test emergency lighting and exit signs in all buildings:

- a. Test the emergency lighting in accordance with NFCC 2015 Division B Part 6 Section 6.5. and NBCC 2015 Division B Part 3 Section 3.2.7.4 (Min 1 hour for detention-30 minutes for all others).
- b. Test exit signs on battery backup in accordance with NFCC 2015 Division B Part 6 Section 6.5.



#### 1.3.4 Annual external examination of all Fire Extinguishers:

- a. Annual external examination of all portable fire extinguishers will be in accordance with NFPA 10-2013 section 7.3.2.

#### 1.3.5 Inspection, Testing and Maintenance of Fire Hydrants in accordance with NFPA 25-2014. Dechlorination of fire hydrant water discharge in accordance with all applicable legislation including the Fisheries Act and the Greater Vancouver Regional District (GVRD) Municipal Water Use Guidelines:

- a. When conducting annual inspections and maintenance servicing of fire hydrants, all consumables that may require replacing during these procedures shall be included as part of the work. Such consumables include but not limited to: Cap gaskets, "O"rings (multiple), lubricant. The Contractor is to individually list these items and charge to CSC on a cost plus 15% markup
- b. During the fire hydrant flow test (minimum of one minute) and /or hydrant flushing, the Contractor shall dechlorinate all water discharge from ALL fire hydrants at each site as per the GVRD Municipal Water Use Guidelines and all applicable legislation including the Fisheries Act.

\*All equipment, consumables and labour associated with fire hydrant water discharge dechlorination processes shall be included in the contract.

#### 1.3.6 Inspect and Test backflow prevention assemblies in accordance with the manufacturers' instructions and with guidance from CSA B64.10.1-11 (R2016) and NFPA 25.

**Note:**

At the time the contractor is conducting the annual inspection and testing of backflow prevention assemblies, in the event of a failure on initial test; if it is suspected that the initial failure is due to debris and/or dirt, the Contractor is required to disassemble, clean, and reassemble and then retest the backflow assemblies a second time.

The Contractor will be paid for the actual hours worked, (the time above and beyond the time taken to conduct the initial backflow test), at the hourly rate indicated in the contract award. The Contractor will be paid an initial half hour minimum charge calculated from the time the Contractor's technician commences the disassembly. All additional chargeable time over and above the first half hour will be rounded to the nearest quarter hour.

**Note:** Contractor must provide to the Correctional Service Canada designate a confined space entry safety plan/program prior to the start of any confined space contract work, for the purposes of conducting testing procedures on backflow prevention assemblies located in work spaces identified as confined spaces. Correctional Service Canada will provide documentation of identified confined spaces to the contractor.

#### 1.3.7 Inspection, testing and maintenance of standpipe, hose and cabinet systems in accordance with NFPA 25-2014.

- a. Annual inspection, testing and maintenance as per table 6.1.2 of NFPA 25-2014.



**1.3.8** Testing and inspection of Kitchen Vent Hood(s) chemical sprinkler suppression systems and exhaust systems fire damper assemblies to be completed in six month intervals and shall be done according to NFPA 17-2013, NFPA17A-2013 and NFPA 96-2014.

- a. All fusible links for the suppression system and fire damper assemblies shall be replaced upon each semi annual maintenance service as per 7.3.4, 7.3.4.1, A.7.3.4 of NFPA 17A, 11.3.2, 11.3.2.1, 11.3.2.2 of NFPA 17 and 11.3.2.1 of NFPA 96. All parts and labour associated with the replacement of fusible links shall be included in the contract.
- b. Inspection and testing of fire dampers contained within kitchen vent hood exhaust systems shall be conducted every 6 months or as recommended by the manufacturer as per 11.3.1 and 11.5 of NFPA 96-2014.
- c. The contractor must provide a maintenance report including any recommendations and deficiencies found after each maintenance (inspection and test) service visit of each separate kitchen hood suppression system and related fire damper assemblies.
- d. The contractor shall affix a tag or label to the system to indicate the date the service was conducted and the person who performed the service.

**1.3.9** Annual testing of the Vesda smoke alarm system (applicable only to Kent Institution) in accordance with CAN/ULCS536-13 and the manufacturers annual testing recommendations.

- a. All air filter cartridges must be replaced upon each annual testing of the Vesda smoke alarm systems. The Client shall be responsible to supply all air filter cartridges.

**1.3.10 THREE YEAR tests** on dry pipe sprinkler systems and valves in accordance with NFPA 25-2014 as follows:

**3 Year Tests/Inspections**

- a. Testing -Every 3 years and whenever the system is altered, the dry pipe valve shall be tripped tested with the control valve fully open and the quick-opening device, if provided, in service as per 13.4.4.2.2.2
- b. Testing -Dry pipe systems shall be tested once every 3 years for gas leakage as per 13.4.4.2.9

**1.3.11 FIVE YEAR tests and inspections** on sprinkler and standpipe systems, valves, devices etc. in accordance with NFPA 25-2014 as follows:

**5 Year Tests/Inspections**

- a. Assessment of Internal Condition of Piping - an assessment of the internal condition of piping must be conducted at a minimum of every 5 years as per 14.2.1.1. A full written report detailing the findings of each system assessment and any recommendations for





- any further investigations or assessments shall be completed and form part of the overall final testing and inspection report for all system aspects.
- b. Pre-action Valves and Deluges Valves- strainers, filters, restricted orifices and diaphragm chambers shall be inspected internally every 5 years as per 13.4.3.1.8
  - c. Dry Pipe Valves/Quick-Opening Devices – strainers, filters and restricted orifices shall be inspected internally every 5 years as per 13.4.4.1.6
  - d. Pressure Reducing Valves and Relief Valves - a full flow test shall be conducted on each valve at 5 year intervals and shall be compared to previous results as per 13.5.1.2
  - e. Hose Connection Pressure–Regulating Devices – a full flow test shall be conducted on each device at 5 year intervals and shall be compared to previous results as per 13.5.2.2
  - f. Hose Rack Assembly Pressure–Regulating Devices - a full flow test shall be conducted on each device at 5 year intervals and compared to previous test results as per 13.5.3.2
  - g. Inspection of Alarm Valves- alarm valves and their associated strainers, filters and restriction orifices shall be inspected internally every 5 years as per 13.4.1.2
  - h. Check Valves- valves shall be inspected internally every 5 years to verify that all components operate correctly, move freely and are in good condition as per 13.4.2.1
  - i. Gauges -Replace all gauges every 5 years as per 13.2.7.2- no testing, replacement only.
  - j. Flow Tests -a flow test shall be conducted every 5 years on all class I and class III standpipe systems to verify that the required flow and pressure are available at the hydraulically most remote hose valve outlet(s) while flowing the standpipe system demand as per 6.3.1.1
  - k. Hydrostatic Tests- Hydrostatic tests of not less than 200 psi pressure for 2 hrs or at 50 psi in excess of the maximum pressure where maximum pressure is in excess of 150 psi shall be conducted every 5 years on manual standpipe systems and semiautomatic dry standpipe systems, **including piping in the fire department connection as per 6.3.2.1.** *(the intent is to ascertain whether the system retains its integrity under fire conditions. Minimum leakage existing only under test pressure is not cause for repair)*
- l. Standpipe Occupant-Use Fire Hose Replacement- in order to satisfy the requirement of **NFPA 1962-2018** section 4.2.2., the Contractor shall supply and install brand new occupant use fire hoses of the same length, diameter and material as currently in place on each standpipe at each site in the first year of the 5 year contract. The year of the date of manufacture of each new hose supplied and installed must be no older than the current year with which each hose is supplied and installed by the contractor under this contract. No service testing of hoses will be required as of a result of this action.



**Note:** *Pacific Institution* replaced all of their occupant use standpipe fire hoses in 2019 so they will not require any replacements until year 4 of this contract.

#### 1.4 Deliverables:

1. The Contractor will provide a complete report detailing all testing and inspection data and results from all system aspects. One electronic copy and one typed hard copy printed in English and presented in a three ring binder must be delivered to the complex Chief of Facilities Maintenance within 30 calendar days of the completion of the last system aspect test/inspection.  
All buildings will be referred to in the report using their CSC real property line drawings building index identifiers as supplied in the tender documents package.
2. The report will also contain:
  - 1/ A deficiency section for each system aspect tested and inspected during the execution of the contract work.
  - 2/ An overall summary page of all deficiencies for all system aspects.

**Note:** Quoted pricing to repair/correct deficiencies is not to form part of this deficiency report and shall not delay the completion and delivery of the overall final report to each site.

3. Each report page for each separate fire protection systems aspect to be tested in each building shall bear the full name and ASTTBC certification number and if applicable the BCWWA backflow assembly tester certificate numbers of the technician(s) who completed the test/inspection.
4. All necessary inspection tags to be affixed to units tested to reflect current year of testing.



**APPENDIX A – Site Contacts, Address and Location**

	<b>Site Name and Address (Also for Invoices)</b>	<b>Site Contact/ Site Authority</b>
<b>Departmental Authority</b>		Information will be provided at Contract Award
<b>EASTERN COMPLEX</b>		
1	<b>Mountain Institution</b> PO Box 1600, 4732 Cemetery Rd. Agassiz BC V0M 1A0	
2	<b>Kent Institution</b> PO Box 1500, 4732 Cemetery Rd. Agassiz BC V0M 1A0	
	<b>Chilliwack Community Corrections</b> 45914 Rowat Avenue, Chilliwack, BC V2P 1J3	
<b>NORTHERN COMPLEX</b>		
3	<b>Mission Minimum</b> 33737 Dewdney Trunk Rd. Mission BC V2V 4L8	
4	<b>Mission Medium</b> PO Box 60, 8751 Stave Lake St. Mission BC V2V 4L8	
	<b>Kwikwexwelhp Healing Village</b> PO Box 110, Harrison Mills BC V0M 1L0	
<b>WESTERN COMPLEX</b>		
5	<b>Matsqui Institution</b> PO Box 2500, 33344 King Rd, Abbotsford BC V2S 4P3	
6	<b>Regional Supply Depot and CHP out Buildings</b> PO Box 3333, 33344 King Road Abbotsford BC, V2S 5X7	
7	<b>Fraser Valley Institution</b> 33344 King Rd. Abbotsford BC V2S 6J5	
8	<b>Pacific Institution</b> 33344 King Rd. Abbotsford BC V2S 6J5	



## **APPENDIX B – General Contractor Site Safety**

### **Canada Labour Code and Worksafe B.C. Regulations**

The institutional and federal staff are regulated under the Canada Labour Code and Canada Occupational Health and Safety Regulations. Contractors are regulated under the provincial authority of Worksafe B.C. Regulations.

Contractors have a duty to ensure that the work performed at an institution is completed while respecting the federal and provincial authorities safety provisions for persons on the work site and adjacent to the work site.

Within the Canada Labour Code Part II OHS section 125(1) (y) it states “ensure that the activities of every person granted access to the work place do not endanger the health and safety of employees” Should a contractor’s work effect the health and safety of the institutional CSC staff and/or the daily operations of the institution, CSC retains the right to stop the work and have the contractor removed from the institution.

Also within the Canada Labour Code Part II OHS section 125(1) (z.14) CSC is responsible to “take all reasonable care to ensure that all of the persons granted access to the work place, other than the employers’ employees, are informed of every known or foreseeable health or safety hazard to which they are likely to be exposed in the work place”.

### **COVID 19 Risk Management**

CSC has implemented a risk management protocol that contains 5 risk levels for transmission of Covid-19 within an institution. Contractors work may be impacted and altered or halted all together based on the level of risk change within an institution at any moment in time. Contractors shall be prepared to don PPE and modify or stop their work upon notice by the site authority.

### **Site Safety Plans**

Each Institution has a number of worker safety plans in place that must be reviewed and followed by the contractor while working on site. These plans will be located in the Maintenance Office at each institution.

\*Prior to any work commencing under the Regional HVACR maintenance contract, a start up meeting shall be conducted to discuss site orientation, security and health and safety hazards and requirements of contractors working in federally regulated facilities.



A list of site safety plans and a brief summary of each are as follows:

### Fall Protection

- Contractors and other provincially regulated persons shall be required to use their own fall arrest personal protective equipment and to ensure users are properly trained.
- Contractors and other provincially regulated persons shall not be permitted to secure themselves to a CSC provided anchoring system unless both CSC and the contractor are satisfied the CSC anchoring system meets WorkSafe BC requirements.

### Confined space

*COSH Part XI (11.1)*

*IN ACCORDANCE WITH PART XI OF THE OCCUPATIONAL SAFETY AND HEALTH REGULATIONS, A CONFINED SPACE IS "AN ENCLOSED OR PARTIALLY ENCLOSED SPACE THAT IS NOT DESIGNED OR INTENDED FOR HUMAN OCCUPANCY EXCEPT FOR THE PURPOSE OF PERFORMING WORK, HAS RESTRICTED MEANS OF ACCESS AND EGRESS, AND MAY BECOME A HAZARD TO AN EMPLOYEE ENTERING IT DUE TO ITS DESIGN, CONSTRUCTION, LOCATION OR ATMOSPHERE; THE MATERIALS OR SUBSTANCES IN IT; OR ANY OTHER CONDITIONS RELATING TO IT".*

The **WorkSafeBC** definition of a confined space is an area, other than an underground working (e.g. underground mine entrance, tunnel, underground excavation, chamber, caisson, raise, shaft, or natural entry), that possess the following characteristics:

- *is enclosed or partially enclosed,*
- *is not designed or intended for continuous human occupancy,*
- *has limited or restricted means for entry or exit that may complicate the provision of first aid, evacuation, rescue or other emergency response service, and*
- *is large enough and so configured that a worker could enter to perform assigned work.*

Each institution has compiled an inventory of identified confined spaces (available on site) and has conducted a hazard assessment of each space. From that study, a written confined space entry procedure has been developed that must be followed prior to the start of any work in a confined space.

Contractors must provide their own atmospheric testing equipment and will be required to provide proof that all their employees are adequately trained to work within a confined space environment. Training must have been conducted to ensure that all workers are familiar with all confined space entry procedures. All contractors must supply all equipment that is required with confined space entry. Confined space entry procedures, including the provision of a safety watch



person, is to be provided by the contractor as prescribed. Failure to do so may result in the termination of their agreement with the institution.

CONTRACTORS ARE RESPONSIBLE FOR ALL CONFINED SPACE RESCUE OF THEIR PERSONNEL. THIS INCLUDES ALL MODERATE AND HIGH HAZARD CONFINED SPACES. CORRECTIONAL SERVICE CANADA (CSC) ARE NOT LIABLE FOR ANY ASPECT OF CONFINED SPACES RESCUE.

### Lock Out/Tag Out Procedures

Each Institution has in place a lock out/tag out procedure that applies to all government trade workers working on machines and equipment within each Institution.

Contractors shall follow applicable Provincial regulations in regards to electrical or mechanical lock out/tag out safety procedures to isolate machines or equipment from any energy sources when working within each federal Institution or on federal property.

Any lockout of systems will affect the operation of an institution; the Contractor cannot lockout equipment without some interaction with institutional staff.

- The Contractor shall communicate with the site contract authority regarding any equipment or system proposed to be locked out, the duration of the lockout, identification of the Person In Charge and their contact information.
- The site contract authority shall provide to the Contractor up to date electrical Single Line Diagrams if requested; they may not be required for isolation of Minor Low Voltage Circuits such as a single motor.
- Locks and tags shall clearly indicate the identity of the contractor.
- For high voltage and major low voltage circuits, the Contractor shall meet with qualified institutional staff to inspect the existing infrastructure. The Contractor shall submit an information copy of their isolation and re-energization plan to the site contract authority.

### Spill Containment

Each Institution has spill containment supplies to manage emergency spills both inside the institution and in out buildings around each complex. The locations where emergency spill supplies are kept in the maintenance office.

### Hazardous Building Materials

Within the Maintenance office at each institution, is a Hazardous Building Materials Management Plan (HBMMP) that complies with the Canada Labour Code and the BC regulations



governing the safe work environment for employees, public and contractors visiting or working in buildings containing hazardous building materials associated with each specific institution.

Hazardous building materials considered in this HBMMP include Asbestos Containing Materials (ACM's), lead containing materials, PCB's, mercury containing items, ozone depleting substances, silica and mould or moisture affected building materials.

### **WHMIS**

Any products to be used during the execution of the contract work must be approved by the site contract authority prior to entry into the institution.

A current and Canadian version of MSDS Sheets is required for all WHMIS regulated products entering the institution. Do not bring in any more product than is required.

### **PPE**

It is the contractor's responsibility to ensure that all their employees are provided all Personal Protective Equipment (PPE) necessary to perform all work while on site.

***\*Should an institutional security or emergency situation arise, the escort and/or CSC security staff will instruct the contractor and their workers on the direction to take at that moment.***



## **APPENDIX C – Appendix C – Site Constraints (Eastern, Northern and Western Complexes)**

### **EASTERN COMPLEX:**

#### **Kent Site Constraints**

Access to Kent Institution is Monday to Friday 07:00 – 15:30hrs

#### **Movement:**

Institution is on count routine from 11:00 -13:00

During this time there will be no cell access.

#### **Tools and Vehicle Access:**

Kent Institution is Maximum Security Classification and has its own security regulations. The Contractor must become familiar with these regulations, where tool control and vehicle access is concerned.

#### **Tools:**

Tool list must be supplied prior to entering/departing the Institution(s)  
Contractor required to provide a complete inventory of tools and equipment to be used during the work. This inventory list must be maintained during the work. This inventory must be available for inspection upon request.

Keep all tools and equipment under constant supervision.  
Lock all tool boxes when not in use. Keys are to remain in the possession of the employees of the Contractor.

Store all tools and equipment in approved secure location. A secure area within the institution for overnight storage of tools is available via contractor request to the departmental representative. All missing or lost tools or equipment shall be reported immediately to the Departmental Representative.

Contractor required to provide equipment for highpoints max height 30 feet.

Submittal of proposed schedule of work to be approved by Maintenance Department Representative Current MSDS documentation is the responsibility of the Contractor

**Note:** The Vesda fire protection systems (2) will require the contractor to supply 3 contract employees to successfully test and inspect these two unique fire protection systems.

#### **Vehicle:**

Escorted commercial vehicles will be allowed to enter or leave the institution through the vehicle access gate during the following hours: 07:30-11:00 and 12:00 to 15:30  
Commercial vehicles will only be allowed access to Institutional property when their contents are certified by the contractor or his representative as being necessary to the execution of the work.





### Client Support

#### Escorts:

The Correctional Service Canada will provide a maximum of two escorts at any one time to assist the contractor to move about the site.

Client will make provision for the silencing of all device testing alarms at the Central Control alarm panel only Facility Management Department Representative will be authorizing the final completion of the work for quality of workmanship and professionalism standards.

### Mountain Constraints

Access to Mountain Institution is Monday to Friday 07:30hrs – 16:00hrs

#### Movement:

Institution is on count routine from 10:45 -1:15.  
During this time there will be no cell access.

#### Tools and Vehicle Access:

Mountain Institution is a Medium Security Classification Institution and it has its own security regulations. The Contractor must become familiar with these regulations, where tool control and vehicle access is concerned.

#### Tools:

Contractor required to provide a complete inventory of tools and equipment to be used during the Work, **contractor must use site supplied tool inventory list for all tool records**. This inventory list must be maintained during the work. This inventory must be available for inspection upon request.

Keep all tools and equipment under constant supervision.

Lock all tool boxes when not in use. Keys are to remain in the possession of the employees of the Contractor. All missing or lost tools or equipment shall be reported immediately to the Departmental Representative. If that individual is not available then immediately report the missing tool(s) to the desk correctional manager on duty in building D.

Store all tools and equipment in approved secure location.

Contractor required to provide equipment for highpoints, max height 32 ft. The gym has the highest ceiling and a 32 foot scissor lift will reach the Q decking, gym entrance is through a set of double doors so there is no issue getting the lift into the gym. Living unit ceilings can be reached using a 28 foot scissor lift, the living units single front door only allows a maximum width of 32 inches to enter.

Submittal of proposed schedule of work to be approved by Maintenance Department Representative Current MSDS documentation is the responsibility of the Contractor



Vehicle:

Escorted commercial vehicles will be allowed to enter or leave the institution through the vehicle access gate. There is no vehicle traffic through the well during counts only. There is a lunch count that commences at 11:00 and then a dinner count that commences at 16:00. Counts usually take approximately 20 minutes to clear.

Commercial vehicles will only be allowed access to Institutional property when their contents are certified by the contractor or his representative as being necessary to the execution of the work.

**Client Support**

Escorts:

The Correctional Service Canada will provide a maximum of two escorts at any one time to assist the contractor to move about the site.

Facility Management Department Representative will be authorizing the final completion of the work for quality of workmanship and professionalism standards.

**Chilliwack CCC Constraints**

Access to the Chilliwack Community Correctional Centre is Monday to Friday 07:30hrs – 16:00hrs

Movement:

There are no restrictions.

Tools and vehicle access:

Tools:

Tool list shall be provided to Commissionaire upon arrival to the site. No tools shall be loaned to any person within these premises. Tools shall remain secure or in contractor control at all times.

Vehicle:

Vehicle shall be locked and secured in parking lot at all times.

Submittal of proposed schedule of work to be approved by Maintenance Department Representative Current MSDS documentation is the responsibility of the Contractor

**Client Support**

Escorts:

The Correctional Service Canada will provide one escort to assist the contractor to move about the site.



## **NORTHERN COMPLEX:**

### **Mission Medium Institution Site Constraints**

Access to Institution is Monday to Friday 07:30 – 16:00 hrs

#### Movement:

Institution is on count routine from: 10:30 -11:15 and 15:30-16:15

During this time there will be no cell access.

#### Tools and Vehicle Access:

##### Tools:

Keep all tools and equipment under constant supervision.

Lock all tools boxes when not in use. Keys are to remain in the possession of the employees of the Contractor. All missing or lost tools or equipment shall be reported immediately to the Departmental Representative.

Contractor is required to provide a complete inventory of tools and equipment to be used during the work. This inventory list must be maintained during the work. This inventory must be available for inspection upon request.

Overnight storage of tools and equipment is available at: the facilities office

Contractor required to provide equipment for highpoints to a maximum of 12 feet. Can be reached with a conventional ladder.

##### Vehicle:

Escorted commercial vehicles will be allowed to enter or leave the institution through the vehicle access gate. Commercial vehicles will only be allowed access to Institutional property when their contents are certified by the contractor or his representative as being necessary to the execution of the work and at certain times as indicated by the Departmental Representative.

Vehicles must have a locking gas cap. If not equipped vehicle may not be granted access within Security.

Submittal of proposed schedule of work to be approved by Maintenance Department Representative

Current MSDS documentation is the responsibility of the Contractor

### **Client Support**

Contractor Safety Briefing will commence prior to work starting

#### Escorts:

The Correctional Service Canada will provide a maximum of 2 escorts at any one time to assist the contractor to move about the site.

Client will make provision for the silencing of all device testing alarms at the Central Control alarm panel only



Facility Management Department Representative will be authorizing the final completion of the work for quality of workmanship and professionalism standards

**Mission Minimum Institution Site Constraints**

Access to Institution is Monday to Friday 07:30 – 16:00 hrs

**Movement:**

Institution Count is conducted at the duty office not at the housing units.

**Tools and Vehicle Access:**

**Tools:**

Keep all tools and equipment under constant supervision.

Lock all tools boxes when not in use. Keys are to remain in the possession of the employees of the Contractor.

All missing or lost tools or equipment shall be reported immediately to the Departmental Representative.

Contractor is required to provide a complete inventory of tools and equipment to be used during the work. This inventory list must be maintained during the work. This inventory must be available for inspection upon request.

Overnight storage of tools and equipment is available at: the facilities compound.

Contractor required to provide equipment for highpoints to a maximum of 20 feet. Can be reached with a conventional ladder.

**Vehicles:**

Vehicles brought onto the institutional property must remain locked at all times.

Submittal of proposed schedule of work to be approved by Maintenance Department Representative

Current MSDS documentation is the responsibility of the Contractor

**Client Support**

Contractor Safety Briefing will commence prior to work starting

**Escorts:**

The Correctional Service Canada will provide a maximum of 2 escorts at any one time to assist the contractor to move about the site.

Facility Management Department Representative will be authorizing the final completion of the work for quality of workmanship and professionalism standards



**Kwikwexwelhp Healing Lodge Site Constraints**

Access to Institution is Monday to Friday 07:30 – 17:00 hrs

**Movement:**

Institution Count is conducted at the duty office not at the housing units.

**Tools and Vehicle Access:**

**Tools:**

Keep all tools and equipment under constant supervision.

Lock all tools boxes when not in use. Keys are to remain in the possession of the employees of the Contractor.

All missing or lost tools or equipment shall be reported immediately to the Departmental Representative.

Contractor is required to provide a complete inventory of tools and equipment to be used during the work. This inventory list must be maintained during the work. This inventory must be available for inspection upon request.

Overnight storage of tools and equipment is available at: the facilities management building

Contractor required to provide equipment for highpoints to a maximum of 20 feet. Can be reached with a conventional ladder.

Vehicles brought onto the institutional property must remain locked at all times.

Submittal of proposed schedule of work to be approved by Maintenance Department Representative

Current MSDS documentation is the responsibility of the Contractor

**Client Support**

Contractor Safety Briefing will commence prior to work starting

**Escorts:**

The Correctional Service Canada will provide a maximum of 2 escorts at any one time to assist the contractor to move about the site.

Facility Management Department Representative will be authorizing the final completion of the work for quality of workmanship and professionalism standards



## **WESTERN COMPLEX:**

### **Matsqui Institution Site Constraints**

Access to Institution is Monday to Friday 07:30hrs – 15:30hrs

#### **Movement:**

Institution is on count routine from: 11:00 – 12:00 hrs

During this time there will be no cell access.

#### **Tools and Vehicle Access:**

##### **Tools:**

Keep all tools and equipment under constant supervision.

Lock all tools boxes when not in use. Keys are to remain in the possession of the employees of the Contractor.

All missing or lost tools or equipment shall be reported immediately to the Departmental Representative.

Contractor is required to provide a complete inventory of tools and equipment to be used during the work. This inventory list must be maintained during the work. This inventory must be available for inspection upon request.

Current MSDS documentation is the responsibility of the Contractor

Overnight storage of tools and equipment is available: Matsqui Institution – East Compound

Contractor required to provide equipment for highpoints to a maximum of 12 feet

##### **Vehicle:**

Escorted commercial vehicles will be allowed to enter or leave the institution through the vehicle access gate. Commercial vehicles will only be allowed access to Institutional property when their contents are certified by the contractor or his representative as being necessary to the execution of the work and at certain times as indicated by the Departmental Representative.

Vehicles must have a locking gas cap. If not equipped vehicle may not be granted access within Security.

Submittal of proposed schedule of work to be approved by Maintenance Department Representative Current MSDS documentation is the responsibility of the Contractor

### **Client Support**

Contractor Safety Briefing will commence prior to work starting

#### **Escorts:**

The Correctional Service Canada will provide a maximum of three escorts at any one time to assist the contractor to move about the site.

Client will make provision for the silencing of all device testing alarms at the Central Control alarm panel only

Facility Management Department Representative will be authorizing the final completion of the work for quality of workmanship and professionalism standards.



### **Pacific Institution Site Constraints**

Access to Institution is Monday to Friday 07:30hrs – 15:30hrs

#### Movement:

Institution is on count routine from: 1030 -1230 hrs  
During this time there will be no cell access.

#### Tools and Vehicle Access:

##### Tools:

Keep all tools and equipment under constant supervision.  
Lock all tools boxes when not in use. Keys are to remain in the possession of the employees of the Contractor.

All missing or lost tools or equipment shall be reported immediately to the Departmental Representative.

Contractor is required to provide a complete inventory of tools and equipment to be used during the work. This inventory list must be maintained during the work. This inventory must be available for inspection upon request.

Current MSDS documentation is the responsibility of the Contractor  
Overnight storage of tools and equipment is available: Pacific Institution - Facilities area of Building F

Contractor required to provide equipment for highpoints to a maximum of 40 feet

##### Vehicle:

Escorted commercial vehicles will be allowed to enter or leave the institution through the vehicle access gate. Commercial vehicles will only be allowed access to Institutional property when their contents are certified by the contractor or his representative as being necessary to the execution of the work and at certain times as indicated by the Departmental Representative.  
Vehicles must have a locking gas cap. If not equipped vehicle may not be granted access within Security.

Submittal of proposed schedule of work to be approved by Maintenance Department Representative Current MSDS documentation is the responsibility of the Contractor

### **Client Support**

Contractor Safety Briefing will commence prior to work starting

#### Escorts:

The Correctional Service Canada will provide up to a maximum of three escorts at any one time to assist the contractor to move about the site.

Facility Management Department Representative will be authorizing the final completion of the work for quality of workmanship and professionalism standards.



### **Fraser Valley Institution Site Constraints**

Access to Institution is Monday to Friday 08:00 – 15:30hrs

#### **Movement:**

Institution is on count routine from: 12:00 – 12:30hrs  
During this time there will be no cell/house access.

#### **Tools and Vehicle Access:**

##### **Tools:**

Keep all tools and equipment under constant supervision.  
Lock all tools boxes when not in use. Keys are to remain in the possession of the employees of the Contractor.

All missing or lost tools or equipment shall be reported immediately to the Departmental Representative.

Contractor is required to provide a complete inventory of tools and equipment to be used during the work. This inventory list must be maintained during the work. This inventory must be available for inspection upon request.

Current MSDS documentation is the responsibility of the Contractor  
Overnight storage of tools and equipment is available: Fraser Valley Institution – 12:00 -12:30

Contractor required to provide equipment for highpoints to a maximum of 25 feet

##### **Vehicle:**

Escorted commercial vehicles will be allowed to enter or leave the institution through the vehicle access gate. Commercial vehicles will only be allowed access to Institutional property when their contents are certified by the contractor or his representative as being necessary to the execution of the work and at certain times as indicated by the Departmental Representative.  
Vehicles must have a locking gas cap. If not equipped vehicle may not be granted access within Security.

Submittal of proposed schedule of work to be approved by Maintenance Department Representative Current MSDS documentation is the responsibility of the Contractor

### **Client Support**

Contractor Safety Briefing will commence prior to work starting

#### **Escorts:**

The Correctional Service Canada will provide a maximum of two escorts at any one time to assist the contractor to move about the site.

Facility Management Department Representative will be authorizing the final completion of the work for quality of workmanship and professionalism standards.





## APPENDIX D – Site Plans

Please email the Contracting Authority: [Hersh.Minhas@csc-scc.gc.ca](mailto:Hersh.Minhas@csc-scc.gc.ca) to obtain full copies of the Site Plans.



## APPENDIX E – FPS Systems Inventory

Please email the Contracting Authority: [Hersh.Minhas@csc-scc.gc.ca](mailto:Hersh.Minhas@csc-scc.gc.ca) to obtain full copies of the FPS Systems Inventory



## **ANNEX B –Proposed Basis of Payment**

### **1.0 Contract Period**

- i. The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to this Contract.
- ii. For the provision of services as described in Annex A - Statement of Work, the Contractor will be paid the all inclusive firm per rate(s) below in the performance of this Contract, GST extra.
- iii. If, during the performance of the Work, the Contractor encounters number(s) of devices that are substantially different from the numbers of devices listed in Appendix C supplied to the Contractor, the Contractor shall give notice to Canada immediately upon becoming



**EASTERN COMPLEX**

**MOUNTAIN:**

Site Name and Tasks Group	Unit of Issue	YEAR 1 All Inclusive Firm Fixed Price	YEAR 2 All Inclusive Firm Fixed Price	YEAR 3 All Inclusive Firm Fixed Price	YEAR 4 All Inclusive Firm Fixed Price	YEAR 5 All Inclusive Firm Fixed Price
<b>Mountain Institution</b> Fire Alarm System -Task 1.3.1 Sprinkler System – Task 1.3.2 Emergency Lighting- Task 1.3.3 Fire Extinguishers – Task 1.3.4 Fire Hydrants – Task 1.3.5 Back Flow Preventers – Task 1.3.6 Standpipe/Hose Cabinet systems –Task 1.3.7	LOT	\$	\$	\$	\$	\$
<b>TOTAL 5 Year (GST EXTRA)</b>						<b>\$</b>

Site Name and Tasks Group	Unit of Issue	YEAR 1 All Inclusive Firm Fixed Price	YEAR 2 All Inclusive Firm Fixed Price	YEAR 3 All Inclusive Firm Fixed Price	YEAR 4 All Inclusive Firm Fixed Price	YEAR 5 All Inclusive Firm Fixed Price
<b>Mountain Institution</b> First Semi Annual Kitchen Hood Inspection/Test – Task 1.3.8	LOT	\$	\$	\$	\$	\$
<b>Mountain Institution</b> Second Semi Annual Kitchen Hood Inspection/Test – Task 1.3.8	LOT					
<b>TOTAL 5 Year (GST EXTRA)</b>						<b>\$</b>



Site Name and Tasks Group	Unit of Issue	All Inclusive Firm Fixed Price
<b>Mountain Institution</b> 3 YEAR TESTS (As per SOW)	LOT	\$
<b>Mountain Institution</b> 5 YEAR TESTS AND INSPECTIONS (As per SOW)	LOT	\$

**KENT:**

Site Name and Tasks Group	Unit of Issue	YEAR 1 All Inclusive Firm Fixed Price	YEAR 2 All Inclusive Firm Fixed Price	YEAR 3 All Inclusive Firm Fixed Price	YEAR 4 All Inclusive Firm Fixed Price	YEAR 5 All Inclusive Firm Fixed Price
<b>Kent Institution</b> Fire Alarm System -Task 1.3.1 Sprinkler System – Task 1.3.2 Emergency Lighting- Task 1.3.3 Fire Extinguishers – Task 1.3.4 Fire Hydrants – Task 1.3.5 Back Flow Preventers – Task 1.3.6 Standpipe/Hose Cabinet systems –Task 1.3.7 Vesda – Task 1.3.9	LOT	\$	\$	\$	\$	\$
<b>TOTAL 5 Year (GST EXTRA)</b>						\$

Site Name and Tasks Group	Unit of Issue	YEAR 1 All Inclusive Firm Fixed Price	YEAR 2 All Inclusive Firm Fixed Price	YEAR 3 All Inclusive Firm Fixed Price	YEAR 4 All Inclusive Firm Fixed Price	YEAR 5 All Inclusive Firm Fixed Price
<b>Kent Institution</b> First Semi Annual Kitchen Hood Inspection/Test – Task 1.3.8	LOT	\$	\$	\$	\$	\$
<b>Kent Institution</b> Second Semi Annual Kitchen Hood Inspection/Test – Task 1.3.8	LOT					
<b>TOTAL 5 Year (GST EXTRA)</b>						\$



Site Name and Tasks Group	Unit of Issue	All Inclusive Firm Fixed Price
<b>Kent Institution</b> 3 YEAR TESTS (As per SOW)	LOT	\$
<b>Kent Institution</b> 5 YEAR TESTS AND INSPECTIONS (As per SOW)	LOT	\$

**CHILLIWACK COMMUNITY CORRECTIONS CENTRE**

Site Name and Tasks Group	Unit of Issue	YEAR 1 All Inclusive Firm Fixed Price	YEAR 2 All Inclusive Firm Fixed Price	YEAR 3 All Inclusive Firm Fixed Price	YEAR 4 All Inclusive Firm Fixed Price	YEAR 5 All Inclusive Firm Fixed Price
<b>Chilliwack Community Corrections Centre</b> Fire Alarm System -Task 1.3.1 Sprinkler System – Task 1.3.2 Emergency Lighting- Task 1.3.3 Fire Extinguishers – Task 1.3.4 Fire Hydrants – Task 1.3.5 Back Flow Preventers – Task 1.3.6	LOT	\$	\$	\$	\$	\$
<b>TOTAL 5 Year (GST EXTRA)</b>						<b>\$</b>

Site Name and Tasks Group	Unit of Issue	YEAR 1 All Inclusive Firm Fixed Price	YEAR 2 All Inclusive Firm Fixed Price	YEAR 3 All Inclusive Firm Fixed Price	YEAR 4 All Inclusive Firm Fixed Price	YEAR 5 All Inclusive Firm Fixed Price
<b>Chilliwack Community Corrections Centre</b> First Semi Annual Kitchen Hood Inspection/Test – Task 1.3.8	EACH	\$	\$	\$	\$	\$
<b>Chilliwack Community Corrections Centre</b> Second Semi Annual Kitchen Hood Inspection/Test – Task 1.3.8	EACH					
<b>TOTAL 5 Year (GST EXTRA)</b>						<b>\$</b>



Site Name and Tasks Group	Unit of Issue	All Inclusive Firm Fixed Price
<b>Chilliwack Community Corrections Centre</b> 3 YEAR TESTS (As per SOW)	LOT	\$
<b>Chilliwack Community Corrections Centre</b> 5 YEAR TESTS AND INSPECTIONS (As per SOW)	LOT	\$

**NOTHERN COMPLEX**

**MISSION MINIMUM**

Site Name and Tasks Group	Unit of Issue	YEAR 1 All Inclusive Firm Fixed Price	YEAR 2 All Inclusive Firm Fixed Price	YEAR 3 All Inclusive Firm Fixed Price	YEAR 4 All Inclusive Firm Fixed Price	YEAR 5 All Inclusive Firm Fixed Price
<b>Mission Minimum Institution</b> Fire Alarm System -Task 1.3.1 Sprinkler System – Task 1.3.2 Emergency Lighting- Task 1.3.3 Fire Extinguishers – Task 1.3.4 Fire Hydrants – Task 1.3.5 Back Flow Preventers – Task 1.3.6	LOT	\$	\$	\$	\$	\$
<b>TOTAL 5 Year (GST EXTRA)</b>						<b>\$</b>

Site Name and Tasks Group	Unit of Issue	All Inclusive Firm Fixed Price
<b>Mission Minimum Institution</b> 3 YEAR TESTS (As per SOW)	LOT	\$
<b>Mission Minimum Institution</b> 5 YEAR TESTS AND INSPECTIONS (As per SOW)	LOT	\$



**MISSION MEDIUM**

Site Name and Tasks Group	Unit of Issue	YEAR 1 All Inclusive Firm Fixed Price	YEAR 2 All Inclusive Firm Fixed Price	YEAR 3 All Inclusive Firm Fixed Price	YEAR 4 All Inclusive Firm Fixed Price	YEAR 5 All Inclusive Firm Fixed Price
<b>Mission Medium Institution</b> Fire Alarm System -Task 1.3.1 Sprinkler System – Task 1.3.2 Emergency Lighting- Task 1.3.3 Fire Extinguishers – Task 1.3.4 Fire Hydrants – Task 1.3.5 Back Flow Preventers – Task 1.3.6 Standpipe/Hose Cabinet systems –Task 1.3.7	LOT	\$	\$	\$	\$	\$
<b>TOTAL 5 Year (GST EXTRA)</b>						<b>\$</b>

Site Name and Tasks Group	Unit of Issue	YEAR 1 All Inclusive Firm Fixed Price	YEAR 2 All Inclusive Firm Fixed Price	YEAR 3 All Inclusive Firm Fixed Price	YEAR 4 All Inclusive Firm Fixed Price	YEAR 5 All Inclusive Firm Fixed Price
<b>Mission Medium Institution</b> First Semi Annual Kitchen Hood Inspection/Test – Task 1.3.8	LOT	\$	\$	\$	\$	\$
<b>Mission Medium Institution</b> Second Semi Annual Kitchen Hood Inspection/Test – Task 1.3.8	LOT					
<b>TOTAL 5 Year (GST EXTRA)</b>						<b>\$</b>

Site Name and Tasks Group	Unit of Issue	All Inclusive Firm Fixed Price
<b>Mission Medium Institution</b> 3 YEAR TESTS (As per SOW)	LOT	\$
<b>Mission Medium Institution</b> 5 YEAR TESTS AND INSPECTIONS (As per SOW)	LOT	\$





**KWIKWEXWELHP HEALING VILLAGE**

Site Name and Tasks Group	Unit of Issue	YEAR 1 All Inclusive Firm Fixed Price	YEAR 2 All Inclusive Firm Fixed Price	YEAR 3 All Inclusive Firm Fixed Price	YEAR 4 All Inclusive Firm Fixed Price	YEAR 5 All Inclusive Firm Fixed Price
<b>Kwikwèxwelhp Healing Village</b> Fire Alarm System -Task 1.3.1 Sprinkler System – Task 1.3.2 Emergency Lighting- Task 1.3.3 Fire Extinguishers – Task 1.3.4 Fire Hydrants – Task 1.3.5 Back Flow Preventers – Task 1.3.6 Standpipe/Hose Cabinet systems –Task 1.3.7	LOT	\$	\$	\$	\$	\$
<b>TOTAL 5 Year (GST EXTRA)</b>						<b>\$</b>

Site Name and Tasks Group	Unit of Issue	YEAR 1 All Inclusive Firm Fixed Price	YEAR 2 All Inclusive Firm Fixed Price	YEAR 3 All Inclusive Firm Fixed Price	YEAR 4 All Inclusive Firm Fixed Price	YEAR 5 All Inclusive Firm Fixed Price
<b>Kwikwèxwelhp Healing Village</b> First Semi Annual Kitchen Hood Inspection/Test – Task 1.3.8	EACH	\$	\$	\$	\$	\$
<b>Kwikwèxwelhp Healing Village</b> Second Semi Annual Kitchen Hood Inspection/Test – Task 1.3.8	EACH					
<b>TOTAL 5 Year (GST EXTRA)</b>						<b>\$</b>

Site Name and Tasks Group	Unit of Issue	All Inclusive Firm Fixed Price
<b>Kwikwèxwelhp Healing Village</b> 3 YEAR TESTS (As per SOW)	LOT	\$
<b>Kwikwèxwelhp Healing Village</b> 5 YEAR TESTS AND INSPECTIONS (As per SOW)	LOT	\$



**WESTERN COMPLEX**

**MATSQUI INSTITUTION**

Site Name and Tasks Group	Unit of Issue	YEAR 1 All Inclusive Firm Fixed Price	YEAR 2 All Inclusive Firm Fixed Price	YEAR 3 All Inclusive Firm Fixed Price	YEAR 4 All Inclusive Firm Fixed Price	YEAR 5 All Inclusive Firm Fixed Price
<b>Matsqui Institution</b> Fire Alarm System -Task 1.3.1 Sprinkler System – Task 1.3.2 Emergency Lighting- Task 1.3.3 Fire Extinguishers – Task 1.3.4 Fire Hydrants – Task 1.3.5 Back Flow Preventers – Task 1.3.6 Standpipe/Hose Cabinet systems –Task 1.3.7	LOT	\$	\$	\$	\$	\$
<b>TOTAL 5 Year (GST EXTRA)</b>						\$

Site Name and Tasks Group	Unit of Issue	YEAR 1 All Inclusive Firm Fixed Price	YEAR 2 All Inclusive Firm Fixed Price	YEAR 3 All Inclusive Firm Fixed Price	YEAR 4 All Inclusive Firm Fixed Price	YEAR 5 All Inclusive Firm Fixed Price
<b>Matsqui Institution</b> First Semi Annual Kitchen Hood Inspection/Test – Task 1.3.8	LOT	\$	\$	\$	\$	\$
<b>Matsqui Institution</b> Second Semi Annual Kitchen Hood Inspection/Test – Task 1.3.8	LOT					
<b>TOTAL 5 Year (GST EXTRA)</b>						\$

Site Name and Tasks Group	Unit of Issue	All Inclusive Firm Fixed Price
<b>Matsqui Institution</b> 3 YEAR TESTS (As per SOW)	LOT	\$
<b>Matsqui Institution</b> 5 YEAR TESTS AND INSPECTIONS (As per SOW)	LOT	\$



**REGIONAL SUPPLY DEPOT and CHP out BUILDINGS**

Site Name and Tasks Group	Unit of Issue	YEAR 1 All Inclusive Firm Fixed Price	YEAR 2 All Inclusive Firm Fixed Price	YEAR 3 All Inclusive Firm Fixed Price	YEAR 4 All Inclusive Firm Fixed Price	YEAR 5 All Inclusive Firm Fixed Price
<b>Regional Supply Depot/CHP Buildings</b> Fire Alarm System -Task 1.3.1 Sprinkler System – Task 1.3.2 Emergency Lighting- Task 1.3.3 Fire Extinguishers – Task 1.3.4 Fire Hydrants – Task 1.3.5 Back Flow Preventers – Task 1.3.6 Standpipe/Hose Cabinet systems –Task 1.3.7	LOT	\$	\$	\$	\$	\$
<b>TOTAL 5 Year (GST EXTRA)</b>						<b>\$</b>

Site Name and Tasks Group	Unit of Issue	All Inclusive Firm Fixed Price
<b>Regional Supply Depot/CHP Buildings</b> 3 YEAR TESTS (As per SOW)	LOT	\$
<b>Regional Supply Depot/CHP Buildings</b> 5 YEAR TESTS AND INSPECTIONS (As per SOW)	LOT	\$



**FRASER VALLEY INSTITUTION**

Site Name and Tasks Group	Unit of Issue	YEAR 1 All Inclusive Firm Fixed Price	YEAR 2 All Inclusive Firm Fixed Price	YEAR 3 All Inclusive Firm Fixed Price	YEAR 4 All Inclusive Firm Fixed Price	YEAR 5 All Inclusive Firm Fixed Price
<b>Fraser Valley Institution</b> Fire Alarm System -Task 1.3.1 Sprinkler System – Task 1.3.2 Emergency Lighting- Task 1.3.3 Fire Extinguishers – Task 1.3.4 Fire Hydrants – Task 1.3.5 Back Flow Preventers – Task 1.3.6 Standpipe/Hose Cabinet systems –Task 1.3.7	LOT	\$	\$	\$	\$	\$
<b>TOTAL 5 Year (GST EXTRA)</b>						<b>\$</b>

Site Name and Tasks Group	Unit of Issue	YEAR 1 All Inclusive Firm Fixed Price	YEAR 2 All Inclusive Firm Fixed Price	YEAR 3 All Inclusive Firm Fixed Price	YEAR 4 All Inclusive Firm Fixed Price	YEAR 5 All Inclusive Firm Fixed Price
<b>Fraser Valley Institution</b> First Semi Annual Kitchen Hood Inspection/Test – Task 1.3.8	EACH	\$	\$	\$	\$	\$
<b>Fraser Valley Institution</b> Second Semi Annual Kitchen Hood Inspection/Test – Task 1.3.8	EACH					
<b>TOTAL 5 Year (GST EXTRA)</b>						<b>\$</b>

Site Name and Tasks Group	Unit of Issue	All Inclusive Firm Fixed Price
<b>Fraser Valley Institution</b> 3 YEAR TESTS (As per SOW)	LOT	\$
<b>Fraser Valley Institution</b> 5 YEAR TESTS AND INSPECTIONS (As per SOW)	LOT	\$



### PACIFIC INSTITUTION

Site Name and Tasks Group	Unit of Issue	YEAR 1 All Inclusive Firm Fixed Price	YEAR 2 All Inclusive Firm Fixed Price	YEAR 3 All Inclusive Firm Fixed Price	YEAR 4 All Inclusive Firm Fixed Price	YEAR 5 All Inclusive Firm Fixed Price
<b>Pacific Institution</b> Fire Alarm System -Task 1.3.1 Sprinkler System – Task 1.3.2 Emergency Lighting- Task 1.3.3 Fire Extinguishers – Task 1.3.4 Fire Hydrants – Task 1.3.5 Back Flow Preventers – Task 1.3.6 Standpipe/Hose Cabinet systems –Task 1.3.7	LOT	\$	\$	\$	\$	\$
<b>TOTAL 5 Year (GST EXTRA)</b>						\$

Site Name and Tasks Group	Unit of Issue	YEAR 1 All Inclusive Firm Fixed Price	YEAR 2 All Inclusive Firm Fixed Price	YEAR 3 All Inclusive Firm Fixed Price	YEAR 4 All Inclusive Firm Fixed Price	YEAR 5 All Inclusive Firm Fixed Price
<b>Pacific Institution</b> First Semi Annual Kitchen Hood Inspection/Test – Task 1.3.8	EACH	\$	\$	\$	\$	\$
<b>Pacific Institution</b> Second Semi Annual Kitchen Hood Inspection/Test – Task 1.3.8	EACH					
<b>TOTAL 5 Year (GST EXTRA)</b>						\$

Site Name and Tasks Group	Unit of Issue	All Inclusive Firm Fixed Price
<b>Pacific Institution</b> 3 YEAR TESTS (As per SOW)	LOT	\$
<b>Pacific Institution</b> 5 YEAR TESTS AND INSPECTIONS (As per SOW)	LOT	\$



**Materials and Hourly Rates**

For the work described in Task 1.3.5 Materials, and for the work described in Task 1.3.6 Labour, of the Statement of Work.

**For Task 1.3.5**

The Contractor is to individually list consumable items as detailed in Task 1.3.5 and charge to CSC on a cost plus 15% markup.

**For Task 1.3.6**

The Contractor will be paid for the actual hours worked second test, as per task 1.3.6 at the firm hourly rates detailed below. The Contractor will be paid an initial half hour minimum charge calculated from the time the Contractor's technician commences the disassembly. All additional chargeable time will be paid the hourly rates provided below.

Please Provide an Hourly Rate Below For Years 1 through 5

YEAR 1 HOURLY RATE	YEAR 2 HOURLY RATE	YEAR 3 HOURLY RATE	YEAR 4 HOURLY RATE	YEAR 5 HOURLY RATE
\$	\$	\$	\$	\$

**Total Estimated Cost** – Limitation of Expenditure **\$5,000.00 per annum** GST extra.

**3.0**

**Applicable Taxes**

- (a) All prices and amounts of money in the contract are exclusive of Applicable Taxes, unless otherwise indicated. Applicable Taxes are extra to the price herein and will be paid by Canada.
- (b) The estimated Applicable Taxes of \$ *To Be Inserted at Contract Award* are included in the total estimated cost shown on page 1 of this Contract. The estimated Applicable Taxes will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which taxes do not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of Applicable Taxes paid or due.



## Annex C Evaluation Criteria

### 1.0 Technical Evaluation:

#### 1.1 The following elements of the proposal will be evaluated and scored in accordance with the following evaluation criteria.

- Mandatory Technical Criteria

It is **imperative** that the proposal **address each of these criteria** to demonstrate that the requirements are met.

1.2 LISTING EXPERIENCE WITHOUT PROVIDING ANY SUBSTANTIATING DATA TO SUPPORT WHERE, WHEN AND HOW SUCH EXPERIENCE WAS OBTAINED WILL RESULT IN THE STATED EXPERIENCE NOT BEING CONSIDERED FOR EVALUATION PURPOSES.

1.3 All experience must be strictly work-related. Time spent during education and/or training will not be considered, unless otherwise indicated.

1.4 Experience must be demonstrated through a history of past projects, either completed or on-going.

1.5 References must be provided for each project/employment experience.

- I. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a Public Servant**, the reference must be a Public Servant who had a supervisory role over the proposed resource during the stated employment.
- II. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a consultant**, the reference must be the Public Servant who was identified as the Project Authority of the project on which the proposed resource acquired the experience.

III. References must be presented in this format:

- a. Name;
- b. Organization;
- c. Current Phone Number; and
- d. Email address if available

### 1.6 Response Format

- I. In order to facilitate evaluation of proposals, it is recommended that bidders' proposals address the mandatory criteria in the order in which they appear in the Evaluation Criteria and using the numbering outlined.
- II. Bidders are also advised that the month(s) of experience listed for a project or experience whose timeframe overlaps that of another referenced project or experience will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.



- III. For any requirements that specify a particular time period (e.g., 2 years) of work experience, CSC will disregard any information about experience if the technical bid does not include the required month and year for the start date and end date of the experience claimed.
- IV. CSC will also only evaluate the duration that the resource actually worked on a project or projects (from the start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

**MANDATORY TECHNICAL CRITERIA - Fire Alarm and Life Safety Systems**

#	Mandatory Technical Criteria	Bidder Response Description (include location in bid)	Met/Not Met
M1	<p>Bidder must provide proof of certification (photocopy included with the bid) for each technician who will be engaged in the execution of the contract requirements as per the Statement of Work. Certification must be a current and valid Registered Fire Protection Technician (RFPT) with the Applied Science Technologists and Technicians of BC (ASTTBC) with the necessary endorsements: AL, EX, EM, WA, SP.</p> <p>Bidder must provide each technician's name and current RFPT - FP number. A minimum of at least one of each of the RFPT endorsements required by this contract ( AL, EX, EM, WA, SP) must be represented within the bidder's supplied list of technician's qualifications.</p>		
M2	<p>Bidder must provide proof of certification for each technician who will be engaged in the execution of the contract requirements as per the Statement of Work. Certification must be a current and valid British Columbia Water and Waste Association (BCWWA) Backflow Assembly Tester Certificate.</p>		





#	Mandatory Technical Criteria	Bidder Response Description (include location in bid)	Met/Not Met
	Bidder must provide a photocopy included in the bid of each technician's current BCWWA backflow assembly tester certificate of qualification.		
M3	<p><b>(Required only for bidding on Eastern Complex)</b></p> <p>Bidder must provide proof of certification for each technician who will be engaged in the execution of the contract requirements as per the SOR. Certification must be a current and valid VESDA Certification - Certificate of Accreditation for the Certified VESDA Accreditation training course.</p> <p>Bidder must provide a photocopy of each technician's current and valid VESDA Certification - Certificate of Accreditation for the Certified VESDA Accreditation training course.</p>		