



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Travaux publics et Services gouvernementaux  
Canada

Voir dans le document/  
See herein

NA

Québec

NA

**INVITATION TO TENDER**

**APPEL D'OFFRES**

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

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

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Travaux publics et Services gouvernementaux Canada  
Place Bonaventure, portail Sud-Oue  
800, rue de La Gauchetière Ouest  
7e étage, suite 7300  
Montréal  
Québec  
H5A 1L6

<b>Title - Sujet</b> Entretien Gicleurs 715 Peel	
<b>Solicitation No. - N° de l'invitation</b> EFA66-212827/A	<b>Date</b> 2021-08-11
<b>Client Reference No. - N° de référence du client</b> EFA66-21-2827	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$MTC-410-16255
<b>File No. - N° de dossier</b> MTC-1-44059 (410)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Daylight Saving Time EDT <b>on - le 2021-09-02</b> Heure Avancée de l'Est HAE	
<b>F.O.B. - F.A.B.</b>	
<b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Spina, Angelina	<b>Buyer Id - Id de l'acheteur</b> mtc410
<b>Telephone No. - N° de téléphone</b> (514) 703-4764 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTERE DES TRAVAUX PUBLICS ET SERVICES GOUVERNEMENTAUX CANADA 800 de la Gauchetière Ouest, 7300 MONTREAL Québec H5A 1L6 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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Client Ref. No. - N° de réf. du client

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Buyer ID - Id de l'acheteur  
MTC410  
CCC No./N° CCC - FMS No./N° VME

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Note to Bidders: Due to the current COVID-19 pandemic, the Public Services and Procurement Canada office at Place Bonaventure is only open on Tuesdays and Thursdays of each week.

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

1. At the date of bid closing, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, Bidders should refer to the [Contract Security Program of Public Works and Government Services Canada](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### **1.2 Statement of Work**

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

### **1.3 Debriefings**

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

### **1.4 epost Connect service**

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

## **PART 2 - BIDDER INSTRUCTIONS**

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

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

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

The [2003\\_2020-05-28](#) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### **2.2 Submission of Bids**

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

#### **PWGSC Quebec Region Bid Receiving Unit**

**Only bids submitted using epost Connect service will be accepted.** The Bidder must send an email requesting to open an epost Connect conversation to the following address:

[TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca)

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

It is the Bidder's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the solicitation closing date.

For more information, visit the following web page: Steps to follow for the Bid Submission to Bid Receiving Unit (BRU) using epost Connect

<https://buyandsell.gc.ca/steps-to-follow-for-the-bid-submission-to-bid-receiving-unit-bru-using-epostconnect>

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

### **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 3 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must

be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## 2.4 Applicable Laws

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

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

## 2.5 Bid Challenge and Recourse Mechanisms

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

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

### **3.1 Bid Preparation Instructions**

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

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

Section I: Financial Bid  
Section II: Certifications

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

Section I: Financial Bid (1 hard copies)

Section II: Certifications (1 hard copies)

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

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

Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.

And,

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

Section I: Financial Bid (1 hard copies)

Section II: Certifications (1 hard copies)

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

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy](#)

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on Green Procurement (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

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

**Section I: Technical Bid**

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

**Section II: Financial Bid**

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

**3.1.3 SACC Manual Clauses**

**Section III: Certifications**

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

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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Financial Evaluation**

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

### **4.2 Basis of Selection**

#### **4.2.1 Basis of Selection**

*SACC Manual* Clause [A0069T](#) 2007-05-25, Méthode de sélection

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

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

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

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

### **5.1 Certifications Required with the Bid**

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

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

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

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

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

#### **5.2.1 Integrity Provisions – Required Documentation**

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

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

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

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

## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

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

**6.1.1.2** The Company Security Officer must ensure through the Contract Security Program that the Contractor and individuals hold a valid security clearance at the required level of document safeguarding capability.

### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

#### PWGSC FILE No. EFA66-212827

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - a) Security Requirements Check List and security guide (if applicable), attached at Annex B;
  - b) *Contract Security Manual* (Latest Edition).

### 6.2 Statement of Work

The Contractor must perform the Work in accordance with the Technical Specification at Annex "A"

### 6.3 Standard Clauses and Conditions

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

#### 6.3.1 General Conditions

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

## 6.4 Term of Contract

### 6.4.1 Period of the Contract

The period of the Contract is from date of Contract to October 31<sup>st</sup> 2023 inclusive.

### 6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 3 additional 1 year period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 6.5.2 Project Authority

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the

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

### 6.5.3 Contractor's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 6.6 Payment

### 6.6.1 Basis of Payment

L'entrepreneur sera payé pour les travaux exécutés, conformément à la base de paiement à l'annexe C. Les droits de douane sont inclus, et les taxes applicables sont en sus.

## 6.7 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the *quarterly* maintenance report described in the *Statement of Work* of the Contract.  
Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Project Authority.
2. The Contractor must distribute the invoices and reports as follows:  
The original and two (2) copies of the invoices and *quarterly* maintenance reports must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## 6.9 Certifications and Additional Information

### 6.9.1 Compliance

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

### 6.9 Applicable Laws

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

## 6.10 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;

- 
- (c) the general conditions 2010C 2020-05-28, General Conditions - Services (Medium Complexity) apply to and form part of the Contract;
  - (d) Annex A, Statement of Work;
  - (e) Annex B, Security Requirements Check List;
  - (f) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on \_\_\_\_\_” or “, as amended on \_\_\_\_\_” and insert date(s) of clarification(s) or amendment(s)*)

#### **6.114 Dispute Resolution**

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

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**ANNEX "A"**

**STATEMENT OF WORK**

Solicitation No. - N° de l'invitation  
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## **ANNEX "B"**

### **SECURITY REQUIREMENTS CHECK LIST**

Solicitation No. - N° de l'invitation  
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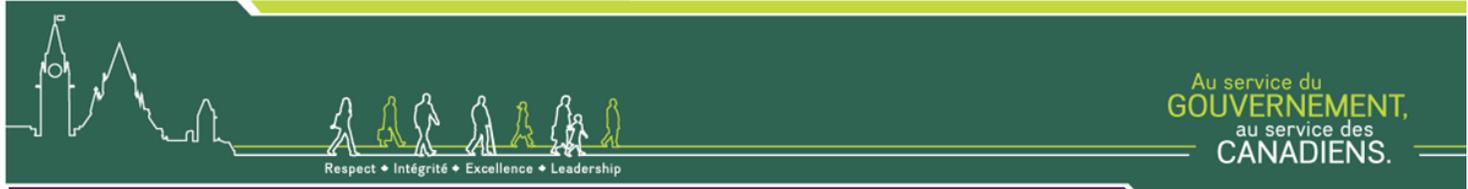
Amd. No. - N° de la modif.  
File No. - N° du dossier

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MTC410  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX "C"**

**PRICE TABLE**



Technical Services and Maintenance

# Specifications

## FEDERAL BUILDING

715 PEEL STREET  
MONTREAL, QC H3C 4L7

## Inspection and Maintenance of Fire Protection Systems (sprinklers)

April 2021



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## **FEDERAL BUILDING**

**715 PEEL STREET  
MONTREAL, (QUÉBEC) H3C 4L7**

## **SPECIFICATIONS**

**Inspection and Maintenance of Fire Protection Systems (sprinklers)**

**Prepared by:**

**Bruco DaCosta  
Operations and Electrical Maintenance Specialist  
Technical and Maintenance Services  
Professional and Technical Services Centre of Expertise  
PSPC | Quebec Region**

**List of Sections**

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	– Sprinkler System (SS) Module	3
	– Pre-Action and/or Deluge Systems (FF) Module	5
	– FM-200 Fire Suppression Systems (FM) Module	5

**END OF SECTION**

## **SECTION 1 PI - GENERAL REQUIREMENTS**

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2. Conditions
3. Hourly-rate work
4. Defects and anomalies
5. Parts and tools
6. Labour
7. Work period
8. Powering off
9. Security
10. Department requirements
11. Start of work
12. Knowledge of premises and systems
13. Protection of persons and property
14. Fire protection
15. Tidiness premises
16. Instructions
17. Communication
18. Reports, certificates and worksheet
19. Manufacturer's instructions
20. Additions/changes
21. General safety

## **SECTION 2 PI**

### **SCOPE OF WORK**

1. General
2. Reports

**WET SPRINKLER SYSTEM (SS) MODULE**

1. General
2. Planning
3. Inspection log
4. Weekly inspections
5. Monthly inspections
6. Bi-monthly inspections
7. Semi-annual inspections
8. Annual Inspections
9. Equipment list

**PRE-ACTION AND/OR DELUGE SYSTEMS (FF) MODULE**

1. General
2. Planning
3. Inspection log
4. Daily checks
5. Weekly inspections
6. Monthly inspections
7. Semi-annual inspections
8. Annual inspections
9. Equipment list

**FM-200 EXTINGUISHING SYSTEM MODULE**

1. General
2. Planning
3. Inspection log
4. Daily checks
5. Monthly inspections
6. Semi-annual inspections
7. Two-year inspections
8. Five-year inspections
9. Twelve-year inspections

END OF SECTION

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## **SECTION 1 PI - GENERAL REQUIREMENTS**

### **1 DRAWINGS**

1. No drawings are appended to these Specifications.

### **2 CONDITIONS**

2. All of the clauses and general conditions apply to and govern the performance of the work described herein.
3. Section 2 PI of these Specifications will be performed for the lump sum rate set out in Part "A" of the price schedule to be completed.
4. Any repairs required and authorized by the Department will be done at the hourly rate set out in Part "B" of the price table to be completed.
5. The Contractor must provide round-the-clock emergency service to cover possible system breakdowns. The Contractor must ensure that the necessary staff will be on site within 3 hours. Only the building technical authority or the representative thereof is permitted to authorize service calls and work orders.
6. The Contractor must supply all necessary parts needed to perform the maintenance or repair work for which the Contractor is responsible.
7. This offer covers a period of 5 years for the preventive maintenance of the equipment or system(s) listed in section 2 PI and in the various modules of these Specifications, at the frequencies indicated.

### **3 HOURLY-RATE WORK (REPAIRS AND SERVICE CALLS)**

1. Repairs paid for at an hourly rate and service calls must, in all cases, be authorized in advance by the building technical authority and confirmed by a duly completed "Call-Up Against a Standing Offer" form.
2. The applicable hourly rates must be the rates set out in Part B for work done at straight time and must include benefits, travel, overhead and profit.
3. For emergency calls only, a total of 1 hour will be allowed for travel to and from the work site, i.e., half an hour each way.

### **4 DEFECTS AND ANOMALIES**

1. Defects or anomalies in systems, devices or equipment discovered during an inspection must be promptly reported to the Department, which must then be responsible for correcting them. If the services of a licensed electrician are needed to install wiring or conduits, for example, the Department may choose to hire the Contractor holding this contract or any other Contractor to carry out the work. In either case, the Contractor will provide technical advice to the Department or the Departmental Representative in order to help correct the defects or anomalies.
2. The Contractor is responsible for all maintenance, repairs and equipment or system adjustments carried out by a sub-contractor. The Contractor must not, however, be held liable for work done by another contractor selected by the Department unless the Contractor subsequently inspects the repaired or adjusted equipment or systems.
3. Where repairs are carried out by the Contractor, the Contractor must leave on site for verification any defective parts that were replaced and must make a note to that effect in the report.

## **5 PARTS AND TOOLS**

1. The Contractor will repair worn parts or, where necessary, replace them with new parts.
2. The Contractor will supply all instruments, tools, and materials (or parts) required for the maintenance, repair and replacement of the parts covered by the contract.
3. Replacement parts must be genuine and come from the equipment manufacturers. Where it is impossible to obtain genuine replacement parts or materials, the Contractor must use equivalents of a quality equal to or greater than that of the original parts or materials; the equivalents must be approved by the Department or the Departmental Representative.
4. The Department reserves the right to determine the quality of replacement parts; this decision will be final and cannot be appealed.
5. Any parts installed without approval or determined by the Department to be non-compliant must be replaced within 8 days, failing which the Contractor must be deemed to be in default.
6. Any substitution of parts must be authorized in advance by the Departmental Representative.

## **6 LABOUR**

1. Labour must be supplied by the Contractor and must be fully qualified.
2. The Department reserves the right to reject and request the replacement of any person it deems to be unacceptable.
3. The Contractor must supervise its employees to ensure that their conduct and attire are appropriate and that their movement within the buildings is limited to the specific requirements of the work to be performed.
4. The Department must make available to the Contractor a person to provide guidance as needed during the work period.

## **7 WORK PERIOD**

1. The work period and schedule must be established and coordinated with the schedule previously agreed to by the Contractor and the building technical authority and/or their authorized representative.

## **8 POWERING OFF**

1. None of the owner's devices and/or equipment must be powered off unless the Contractor is given official notice by the building manager and/or their authorized representative.

## **9 SITE SECURITY**

1. The Contractor and the Contractor's representatives must comply with building security rules.
2. Only those employees who have obtained security clearance and whose names appear on the Contractor's payroll are to be allowed access to the work site.
3. All staff employed by the Contractor, regardless of working hours, must sign in and out according to the registration mode specified by the Minister. For instance, the Minister may request that employees punch in or that they simply enter their arrival and departure times in registers or on available sheets kept for that purpose at the security guard control desks or at any other designated area.

4. The Contractor must ensure that the majority of its employees, on all shifts, submit to an additional security investigation done by our client, Public Safety Canada (PSC) and obtain a valid security clearance before gaining access to their premises. Upon contract award, the Contractor will have 30 days to submit all required forms duly completed by its employees. Should one of the Contractor's employees who has obtained a valid security clearance leave the Contractor's employ, the Contractor will have 30 days to submit the required forms duly completed by its new employee. The Contractor must be sure to submit the required forms for a sufficient number of employees enabling it to perform services On our client's premises according to present specifications.
5. The Contractor must provide the directives, notices and signage necessary to inform the building manager and building occupants about any work in progress.
6. Materials must be delivered to the place designated by the building manager. The Contractor's representatives must clear that place upon receipt of materials unless otherwise authorized by the building manager.
7. The Contractor or the Contractor's representatives must sign in and out at the place designated by the building manager. They must indicate the time in and time out, as well as the purpose of the visit.

## **10 DEPARTMENT REQUIREMENTS**

1. The Contractor must have sufficient staff and be able to demonstrate that every person other than apprentices has at least 5 years of experience in their field.
2. Only qualified personnel with the appropriate credentials will be allowed to work on electrical, electronic and pneumatic systems, as the case may be.
3. The Contractor is fully responsible for any omissions, breakage or incompetence and the consequences of the actions of its personnel.

## **11 START OF WORK**

1. The Contractor must start system maintenance work immediately following notification of contract award.

## **12 KNOWLEDGE OF PREMISES AND SYSTEMS**

1. Before submitting a bid, the Contractor must gather information on the systems, the existing site conditions and working conditions in the building where the work is to be performed.
2. No additional claims for special equipment will be considered by the Department because of any failure to gather information.
3. Any technical information the Contractor needs before submitting a bid can be obtained from the Contracting Authority.

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### **13 PROTECTION OF PERSONS AND PROPERTY**

1. All necessary safety measures and precautions must be taken to protect persons and property from accidents or damage while maintenance or repair work is performed.
2. The Contractor will be held expressly and fully liable for any accidents or damage to persons or property as a result of its activities on the premises.
3. Special care must be taken to avoid soiling, scratching, damaging or hitting trim or finished surfaces with ladders, scaffolding or any other equipment that may be used in the course of the work.

### **14 FIRE PROTECTION**

1. The Contractor must at all times comply with the latest version of the National Fire Code of Canada.

### **15 TIDINESS OF PREMISES**

1. Debris must not be allowed to accumulate. After each work period, the Contractor must remove from the premises any waste generated by its work. The Contractor must leave the premises clean to the satisfaction of the Departmental Representative.

### **16 INSTRUCTIONS**

1. The Contractor must comply with any instructions or directives it receives from the building technical authority of:  

Public Services and Procurement Canada  
Federal Building – 715 Peel Street  
Montreal, Quebec  
H3C 4L7
2. The Contractor must send its reports and other communications related to performance of the contract to the building technical authority in typed form.

### **17 COMMUNICATION**

1. The addresses and telephone numbers where the Contractor, or its superintendent or manager, can be reached at any time of the day or night must be recorded on a list prepared and updated as needed by the Contractor and submitted to the building manager prior to the start of work.

### **18 REPORTS, CERTIFICATES AND WORKSHEET**

1. After each repair or service call, the Contractor must produce 3 copies of a worksheet, along with detailed certificates for replacement parts. The worksheet must identify the work performed, the parts replaced and/or repaired and the number of hours each employee spent on the job. The Contractor must submit separate worksheets for maintenance work and repairs. Worksheets for emergency calls must identify not only the information indicated above, but also the date and exact time of the call, the name of the person making the call, and the Contractor's arrival time at and departure time from the premises.
2. The building technical authority or their authorized representative must keep a copy signed by the Contractor and promptly send a copy to the client department. The third copy will remain the property of the Contractor.
3. Where there is no authorized representative on site, the Contractor must forward, to the Building Manager, 2 copies of the worksheet duly signed by the security guard on duty.

## **19 MANUFACTURER'S INSTRUCTIONS**

1. Servicing of systems, devices and equipment will be performed by the Contractor in strict compliance with the instructions and directives of the manufacturers and suppliers concerned.

## **20 ADDITIONS/CHANGES**

1. The Department reserves the right to move, change or add devices and connected equipment. The Contractor must maintain such devices and equipment at no additional cost, provided the amount of equipment added does not exceed 3% of the existing amount.

## 21 GENERAL SAFETY

### 1. GENERAL CLAUSES

1. In accepting this contract, the Contractor agrees to assume all of the responsibilities normally assigned to the Principal Contractor and the employer under the *Act respecting occupational health and safety* and to supervise the work.
2. The Contractor must manage its activities to ensure that the health and safety of its employees, the occupants of the building or facility and the public, as well as protection of the environment, always take precedence over cost and scheduling concerns. Furthermore, the Contractor must meet all of the requirements of these Specifications.
3. The Contractor must comply at all times with the provisions of the Quebec Act respecting occupational health and safety, the Safety Code for the construction industry and the Regulation respecting occupational health and safety where they apply.
4. The Contractor must perform all work in accordance with the latest editions of the *National Fire Code of Canada*, the *National Building Code of Canada*, the *Canadian Electrical Code* and any other applicable codes or standards.
5. The Contractor must submit to the technical authority a prevention program specific to any activities the Contractor is likely to carry out in the building at least ten (10) days prior to the start of work. The Contractor must thereafter update the prevention program if the work proceeds differently than initially planned. The Building Technical Authority may, after receiving the program and at any time during the work, demand that the program be amended or complemented to better reflect actual worksite conditions. The Contractor must then make the necessary changes prior to the start of work.

The program must be based on the risks identified and take into account the information and requirements contained in these Specifications. The program must remain in force throughout the term of the contract and satisfy the following requirements:

- Include the company's policy on health and safety;
  - Include an organization chart of health and safety responsibilities;
  - Identify the hazards specific to each category of tasks to be performed under the contract and the corresponding preventive measures based on regulatory requirements.
  - Identify the person responsible for applying the preventive measures.
  - Take into account risks that may affect the health and safety of workers, occupants of the building or facility and the public;
  - Include first-aid and primary care standards;
  - Include an accident response procedure;
  - Include a worksite inspection sheet based on risks identified;
  - Include any repair jobs that may be assigned to the Contractor under this contract;
  - Include a written undertaking from all stakeholders to adhere to the prevention program.
6. In addition to the program specified in the previous paragraph, for all cases in which the work to be completed involves a construction site as defined in the *Act respecting occupational health and safety*, R.S.Q., c. S-2.1, the Contractor must develop a prevention program specific to the work to be completed and submit it to the building

technical authority, and must also submit it to the Commission des normes de la santé et de la sécurité du travail (CNESST) and the Association paritaire pour la santé et la sécurité du travail, in compliance with section 198 of this Act. The requirements for that program are the same as the requirements listed in the preceding clause.

7. For all cases in which the work constitutes a construction site as defined in the *Act respecting occupational health and safety*, R.S.Q., c. S-2.1, a notice of opening of a construction site must be submitted to the CNESST before the start of work and a copy must be submitted to the building technical authority. A copy of the notice must be posted in plain view on the site. When the site is disassembled, a notice of closing of a construction site must be submitted to the CNESST with a copy to the Building Technical Authority for the building.
8. The Contractor must submit the following documents to the Building Technical Authority:
  - A copy of the training certificates required for the application of these Specifications and safe planning of the work, such as, general health and safety for construction sites, asbestos, lock-out and first aid);
  - A copy of the safety data sheet for every controlled product used on the worksite, at least three days before the product is used on site;
  - Confirmation of the medical examinations for its supervisory staff and all employees, where a medical examination is required under a statute, regulations, a directive, specifications or a prevention program. The Contractor must also thereafter promptly submit confirmations of medical exams for all persons new to the work site;
  - A copy, signed and sealed by an engineer, of all plans and compliance certificates required under the *Safety code for the construction industry* (S-2.1, r. 4), any other statute or regulation, or any other clause of the Specifications or the contract. A copy of these documents must also be sent to the CNESST and must be available on the site at all times;
  - A mechanical inspection certificate for the machinery used to perform the work (e.g., elevating platforms);
  - An investigation report within 24 hours following any accident that results in an injury or any incident that brings to light a potential hazard;
  - A copy, within 24 hours, of any inspection report, notice of correction or recommendation issued by federal or provincial inspectors.
9. The Contractor must ensure that the material, equipment, tools and protective equipment used to carry out the work are maintained and kept in good condition. Equipment, tools or protective equipment that cannot be installed or used without compromising the health and safety of workers or the public are deemed to be inadequate for the work to be performed. The Building Technical Authority reserves the right to prohibit the use of equipment or tools deemed to be dangerous, defective or inappropriate.
10. The Contractor must ensure that its employees have received the training and information needed to perform their tasks safely and that all necessary tools and protective equipment are available, are in compliance with the applicable standards, statutes and regulations, and that they are used.
11. The Contractor must take such measures as are needed to enforce and ensure compliance with the health and safety requirements set out in the contract documents, federal and provincial regulations, applicable standards and the prevention program

specific to the work, and to comply promptly with any order or notice of correction issued by the CNESST.

Regardless of the number of workers assigned to the work, the Contractor must designate a person to act as workplace health and safety officer and give that person the authority to order work stopped or resumed when he/she deems such action to be necessary for health and safety reasons.

12. Without limiting the scope of the preceding clause, the building technical authority may at any time order that work to be stopped if they believe there is a hazard or risk to the health and safety of employees assigned to the work, to the public or to the environment.

The Contractor must take such measures as are needed to ensure effective communication of health and safety information. As soon as they arrive on the work site, all workers must be informed of the details of the prevention program and of their obligations and rights. The Contractor must maintain a log of information provided and obtain the signature of every worker who is given the information.

The Contractor must inform its workers that they have the right to refuse any work that entails a risk to their health or safety.

13. The Contractor must inspect the work sites and submit to the building technical authority a duly completed work site inspection sheet every working day or at an interval determined with the building technical authority on the call-up form.

14. The Contractor must promptly take such measures as are needed to correct instances of non-compliance with statutes and regulations and hazardous situations identified by a government inspector, the building technical authority or the PSPC health and safety coordinator, or in the course of a periodic inspection. Submit to the building technical authority written confirmation of all measures taken to correct non-compliances or hazardous situations.

15. The Contractor agrees to comply with first-aid and emergency response standards in accordance with the applicable policies and regulations and any other clause of the Specifications.

16. The Contractor must review the building and facility evacuation procedure and provide its employees with the training and information they need to apply the procedure.

17. For all cases in which the work constitutes a construction site within the meaning of the *Act respecting occupational health and safety*, R.S.Q., c. S-2.1, a decision-making representative for the Contractor must attend all meetings where health and safety on the site is considered. The Contractor must set up a worksite committee and hold meetings in compliance with the requirements of the *Safety Code for the Construction Industry*, S-2.1, r.4.

18. For all cases in which the work constitutes a construction site within the meaning of the *Act respecting occupational health and safety*, R.S.Q., c. S-2.1, the following information and documents must be posted in a location that workers can access easily:

- notice of opening of work site;
- identification of Principal Contractor;
- company policy on occupational health and safety;
- prevention program specific to the work site;
- emergency plan;

- safety data sheets for all controlled products used on the work site;
  - minutes of work site committee meetings;
  - names of the work site committee members;
  - Names of first-aid attendants;
  - CNESST intervention and correction reports.
19. The Contractor must identify and control access to the work area and install barricades as needed.
20. The Contractor must take all necessary measures to keep the workplace clean and orderly throughout the work and must ensure that, at the end of each work day, the workplace is free of any hazards.
21. Where a worker works alone in an isolated place where it is impossible to ask for assistance, the Contractor must identify the risks related to the situation and provide the Building Technical Authority with a procedure for preventing those risks and quickly getting help in an emergency.
22. Where a hazard not identified in the Specifications arises as a result of or in the course of the work, the Contractor must stop work immediately, implement temporary protective measures for workers and the public, and notify the building technical authority orally and in writing. The Contractor must then submit the necessary changes for approval before proceeding with the prevention program to ensure that work can resume safely.
23. In the event of an incident, the Contractor must take such measures as are needed, including stoppage of work, to ensure the health and safety of workers and the public and must contact the building technical authority promptly.
24. Sub-contracting is not permitted without special authorization from the building technical authority. In making a decision, the building technical authority will consider the subcontractor's ability to meet these requirements.
25. Sealing guns and other cartridge devices must not be used without authorization from the building technical authority.

Notwithstanding the above paragraph,

- Every person who uses a sealing gun must have a training certificate and must meet all of the requirements set out in section 7 of the *Safety Code for the construction industry* (S-2.1, r. 4);
  - Every explosive-actuated tool must be used in accordance with the manufacturer's instructions and applicable standards and regulations.
26. On the work site, the Contractor must consider the following conditions in developing a safe work plan:
- If the Contractor is asked to carry out work where asbestos dust is likely to be released, the Contractor must comply with the requirements of subsection 3.23 of the *Safety code for the construction industry* and the *Act respecting occupational health and safety* (R.S.Q., c. S-2.1).
- If the Contractor is asked to do roofing work, the Contractor must indicate in its prevention program the measures to be taken to prevent falls.

If the Contractor is asked to do work near a body of water or holding pond, the Contractor must indicate in its prevention program the measures to be taken to prevent the risk of drowning, electric shock and electrocution.

If the Contractor is asked to do work at heights in/on the building, the Contractor must indicate in its prevention program the measures to be taken for work at heights.

If the Contractor is asked to inspect or check electrical rooms, the Contractor must indicate in its prevention program the measures it plans to take to protect people in those areas.

If the Contractor is asked to do work in confined spaces, the Contractor must include in its prevention program the measures it intends to take when working in these areas, and take into account the requirements of subsection 2.4 of the *Safety code for the construction industry* and the *Act respecting occupational health and safety* (R.S.Q., c. S-2.1).

If the Contractor is asked to do work in laboratories, the Contractor must contact the building technical authority to determine whether special procedures need to be taken.

## 2. SPECIFIC CLAUSES

### 1. Lock-out

1. Whenever work is being done on electrically powered equipment or equipment powered by any other source of energy, the Contractor must submit a lock-out procedure to the Departmental Representative and implement it.
2. Supervisory staff and all workers involved in or affected by the work for which the lock-out is required must have received training on lock-out provided by a recognized entity; the Contractor must send the certificates for this training to the Departmental Representative.
3. Before undertaking a lock-out operation on equipment in an occupied site, the Contractor must coordinate its work with the site representative if the power cut-off could have an effect on site operations or on the occupants.
4. Before locking out equipment, the Contractor must obtain from the site representative all information necessary to identify the isolation points for the equipment to be locked out, validate this information, perform the lock-out and then conduct "zero-energy" tests before doing the work.
5. The Contractor must complete the lock-out form supplied by the site representative, where applicable.

### 2. Electrical work

1. The Contractor must ensure that all electrical work is performed by qualified licensed workers or apprentices in accordance with provincial regulations on professional training and qualification.
2. Any electrical equipment on which work is being done must be de-energized, except where complete disconnection is not feasible.

3. The Contractor must comply with of all the requirements in the “Lock-out” paragraph in this section.
  4. The Contractor must notify the Departmental Representative in writing regarding any work that must be done on live equipment. The Contractor must demonstrate to the Departmental Representative that de-energizing is not feasible, and supply all the information needed to complete and obtain a live-line work permit (method of work, assessment of arc flash level, flash protection boundary, protection equipment, etc.) before starting the work.
  5. The live-line work permit must contain at least the following:
    - Description of the circuit and of the apparatus and location;
    - Justification of the need to carry out live-line work;
    - Description of the safe work practices to be used;
    - Conclusions of the shock hazard analysis:
    - Determination of shock protection perimeter:
    - Conclusions of the arc flash hazard analysis:
    - Determination of arc flash hazard perimeter:
    - Description of personal protection equipment required;
    - Description of the ways to restrict access to unauthorized persons;
    - Proof that a briefing session has taken place;
    - Signature of approval for live-line work (by an authorized person or by the owner).
  6. If operational needs of the site occupants are such that the Contractor has to do live-line work, it must obtain all information necessary to apply for a live-line work permit (method of work, assessment of arc flash level, flash protection boundary, protection equipment, etc.) and have it signed by the site representative designated by the Departmental Representative before the start of the work.
  7. In addition to the requirements indicated in the paragraphs above, the Contractor must comply with the requirements of standard CSA Z462, *Workplace Electrical Safety Standard*.
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3. Fall risk prevention
    1. The Contractor must supply the equipment needed to work at heights (e.g., ladders, stepladders, elevating platforms, scaffolding).
    2. All persons who use an elevating platform (scissor lift, or telescoping, articulated or rotating elevating platform. etc.) must have received training to do so.
    3. Workers must wear a safety harness on all elevating, telescoping, articulated or rotating platforms.
    4. A danger zone must be identified around any elevating platform.

5. Any opening in a platform or in a roof must be surrounded by a guardrail or blocked with a cover attached to the platform and strong enough to withstand the loads to which it will be subjected, regardless of the dimensions of this opening or the fall height it represents.
6. Anyone working less than two metres from a location from which a fall of three (3) or more metres could occur must use a safety harness, in accordance with regulatory requirements, unless there is a guardrail or other element to ensure an equivalent level of safety.
7. Notwithstanding regulatory requirements, the Departmental Representative may order the installation of guardrails or the use of safety harnesses for certain specific situations where there is a risk of a fall of less than three (3) metres.

The Departmental Representative may also order the installation of a guardrail or the use of safety harnesses for certain temporary installations where there is a risk of a fall of less than three (3) metres.

#### 4. Asbestos

Before starting work likely to generate asbestos dust, the Contractor must:

1. Provide a written procedure covering all of the items listed in section 3.23 of the *Safety code for the construction industry S-2.1, r-4*.
2. Show that all workers concerned have been trained in asbestos hazards and the procedure described above (ASP Construction) (s. 3.23.7).
3. Show that it has in hand all the equipment needed to comply with the procedure and safely perform the work.

#### 5. Special conditions for confined spaces

1. For each confined space to which the Contractor must have access, the Contractor must include in its prevention program a written procedure identifying the following:
  - The tools needed to perform the work;
  - The equipment installed or to be installed in the confined space and the measures to be taken to install, use, maintain, protect or move the equipment;
  - Pipes and conduit entering the enclosed space.
  - Risks and the safety measures to be taken depending on the work to be performed;
  - Contaminants that may be found in the enclosed space.
  - Appropriate rescue measures and equipment and emergency measures.
2. The Contractor must complete an access permit for any entry into a confined space. The Contractor must submit a copy of its initially filled-out permit beforehand to the building representative; the latter may request that it be amended if the content is not complete. The permit is valid for one shift and must take into account the information contained in the evaluation report and the specific conditions related to the work to be performed.

3. The Contractor must complete a hot work permit issued by the building representative where the work to be performed includes welding, cutting or any other activity that produces a flame or sparks.
4. All persons who have access to a confined space, including the custodian, must hold the following training certificates:
  - PSPC safety for work in confined spaces (ASP Construction or an equivalent course)
  - Occupational first aid and CPR (organization recognized by the CNESST)
  - Use of ventilation devices (ASP Construction or equivalent course)
  - Use of safety harnesses (ASP Construction or equivalent course)
  - Use and maintenance of breathing apparatus (ASP Construction or equivalent course)
  - Gas detection devices (ASP Construction or equivalent course)
  - Where the use of supplied-air respirators or self-contained breathing apparatuses is anticipated, full training in the preparation, maintenance and use of the devices (manufacturer, supplier or a recognized organization).
  - In remote areas where there is no local emergency response unit, the Contractor must designate persons to carry out rescue operations in confined spaces. The rescuers designated by the Contractor must complete relevant training in the use of rescue equipment.
5. Anyone who has to use a supplied-air respirator must present a medical certificate which confirms their ability to use this sort of device. Such certificates are valid for 2 years.
6. Employees required to work in sewer collection systems or other similar systems must be immunized against infectious diseases in accordance with the immunization program prescribed by Health Canada, that is, diphtheria and tetanus; immunization against hepatitis B is an additional requirement where work is to be performed for the Correctional Service of Canada (CSC).
7. Vaccination against diphtheria and tetanus is strongly recommended for work in confined spaces.
8. The Contractor must establish an emergency and rescue procedure with municipal and ambulance services. The procedure, telephone numbers and location of the nearest telephone must be clearly posted near the work location.
9. Before entering the confined space and continuously thereafter, the Contractor must take readings of the concentration of oxygen, flammable gases and any toxic gases likely to be present, in particular carbon monoxide and hydrogen sulphide, and make sure that no one enters the confined spaces if the gas concentrations are not within regulatory limits. The readings must be recorded in the entry permit. The detection devices used must be calibrated and adjusted by a qualified person according to the manufacturer's instructions so that the alarms comply with the limits set out in the permit.

10. The Contractor must supply its own gas detection devices and keep them in good condition. The Departmental Representative may have the Contractor's devices checked for accuracy by a qualified person at any time. If a detection device fails to comply, work must be stopped immediately, and all workers must exit the enclosed space. Where that occurs, no claim for lost time will be accepted.
11. If the alarm on a detection device sounds, all workers must leave the confined space. The Contractor must then determine the source of the contamination, neutralize it and ventilate the confined space in order to eliminate any remaining contaminant and must keep individuals out of the confined space until the oxygen and gas levels have returned to normal.
12. Compressed gas cylinders and welding machines must not be taken into confined spaces. Such equipment must remain outside and must not block any entrance or exit. All cylinders must be properly secured.
13. Electric tools and devices used to access confined spaces must be grounded and, if necessary, designed to be explosion-proof. All equipment must be connected to a ground fault interrupter or step-down transformer. The Contractor must, at its own expense, have a qualified electrician modify any power outlets and/or breakers it plans to use that do not meet these criteria.
14. The Contractor must provide a ventilation system to keep contaminant levels below the allowable limits.
15. The Contractor must post signs to prevent unauthorized persons from entering an enclosed space.
16. Where it is impossible to keep the noise level below 85 dB, the Contractor must supply all workers with ear protectors adapted to the desired level of noise reduction and the work to be performed.
17. The Contractor must ensure that all workers wear the required personal protective equipment.
18. The Contractor must assign a qualified person to assume the duties of custodian. This person must:
  - Be familiar with the procedure for working in enclosed spaces.
  - Ensure constant communication with all workers in an enclosed space. The directives applied must be adapted to confined spaces. The Contractor must select means of communication taking into account the identified hazards and other pertinent factors, that is, the protective equipment workers are required to wear, noise levels in and near confined spaces, remoteness, lighting conditions, etc.;
  - Be familiar with the gas detection devices and ensure that they are functioning properly throughout the work period.
  - Be familiar with the back-up ventilation systems and ensure that they are in working order throughout the work.
  - Be familiar with the emergency procedure.
  - Ensure that:

- All workers who enter the enclosed space follow the Contractor's work procedure.
  - The working conditions and environment inside the enclosed space do not adversely affect the health and safety of the workers.
19. The custodian must remain at the entrance to the confined space as long as there is a worker in the space.
  20. The Contractor must designate a person to be in charge of safety in confined spaces. This person must be on site at all times.
  21. The same person may serve as both custodian and confined spaces safety officer, provided that person is able to meet the requirements of both positions.
6. Hot work
1. Hot work means any work that involves the use of an open flame or which may produce heat or sparks, such as the following work: riveting, welding, cutting, grinding, milling, burning and heating, etc.
  2. At the start of each work shift and for each sector, the Contractor must obtain a "Hot work permit" issued by the Building Technical Authority.
  3. A working handheld extinguisher appropriate to the fire hazard must be available and readily accessible within a 5-metre radius of any flame or source of sparks or intense heat.
  4. The Contractor must designate a person to continuously monitor fire risks for a minimum period of one hour after the end of any hot work. This person must sign the section of the permit designated for this purpose and give it to the Building Technical Authority at the end of that hour.
7. Welding and cutting
- In addition to the conditions set out in the preceding paragraphs, the Contractor must comply with the following requirements:
- Welding and cutting must be performed in accordance with the requirements set out in the *Safety Code for the construction industry*, S-2.1, r.4. and standard CSA W117.2, *Safety in Welding, Cutting and Allied Processes*;
  - Pause any activity that produces gases, vapours or flammable or combustible dust if in proximity to welding or cutting work;
  - Store compressed gas cylinders on a flame-retardant surface and ensure that the room is well ventilated;
  - Store oxygen cylinders at least 6 metres from flammable gas cylinders (e.g., acetylene) or combustible materials such as oil or grease unless they are separated by a partition made of non-combustible material as specified in section 3.13.4. of the *Safety Code for the Construction Industry*, S-2.1, r.4;
  - Store cylinders far from sources of heat;
  - Do not store cylinders near stairs, exits, corridors or elevators;
  - To prevent the risk of an explosive reaction, do not allow acetylene to come into contact with such metals as silver, mercury, copper and brass alloys containing more than 65% copper;

- Make sure that the electric arc welding equipment has the required voltage rating and is grounded;
- Make sure that the lead wires of the electric welding equipment are not damaged;
- Place the welding equipment on a flat surface protected from the weather;
- Install flame-retardant sheet metal where welding is being done overhead or there is a risk of falling sparks;
- Remove or protect flammable or combustible materials located 15 metres or closer to the welding work;
- Never weld or cut on closed containers;
- Do not cut, weld or carry out open-flame work on a tank, pipe or other container that may contain a flammable or explosive substance or residue unless:
  - Air samples have been taken, indicating that the work can be done safely, or
  - Measures have been taken to ensure worker safety.

END OF SECTION

## **1 GENERAL**

1. The Contractor must provide the labour, materials, tools and equipment needed to carry out the maintenance work defined in this section on all of the systems equipment described in the various modules, including all components thereof and inspections as described in the checklists and logs. The Contractor must follow the description of work and omit irrelevant items.
2. The purpose of the specifications is to maintain the equipment in very good working condition. The specifications must be considered a minimum standard under which the Contractor must work that in no way represents the full extent of the Contractor's responsibilities and obligations.
3. All work must be performed in accordance with the manufacturer's instructions, the latest editions of the National Building Code of Canada (NBCC) and the National Fire Code of Canada (NFCC) and any other applicable standards (NFPA, ULC, CSA, etc.).
4. The Contractor must coordinate the work among all the specialties of the various modules so as to ensure that the components undergo maintenance at the same time at the intervals and according to the requirements set out in the standards and the manufacturer's instructions.

## **2 MAINTENANCE REPORTS AND SCHEDULE**

1. At the end of the periodic inspections and tests prescribed in each module, the Contractor must submit to the Technical Authority a complete typed report including a list of verifications, inspections and tests, as well as an equipment list certifying that the equipment is functioning properly.
2. Each report must be checked and countersigned by the Building Technical Authority or another individual designated by the Building Technical Authority.
3. At the start of the contract, the Contractor must verify the maintenance schedule for the year with Martin Rood, coordinator (monthly, semi-annual, annually, etc.). The Contractor will be responsible for scheduling appointments for each maintenance visit. The Contractor will also be required to complete and return the preventive inspection work orders (Real Property Management System or RPMS) and their reports and certificates **electronically**.

END OF SECTION

## **1. GENERAL**

- .1 All the tests and inspections on the sprinkler system must comply with the latest editions of the National Fire Code of Canada (NFCC) and the National Fire Protection Association's standards NFPA 13 and NFPA 25. Always verify the NFPA standards for the full details of the recurrence of targeted inspections.
- .2 The Contractor must visually monitor the fire system at all times while tests are being conducted. If a real fire is detected and indicated on the panel, the Contractor must notify the building security officials and/or call the fire department.
- .3 The Contractor must not set off any bells during the building hours. In addition, any maintenance, testing or verification procedures that could result in the accidental setting off of the bells during these hours are prohibited without written authorization from the Technical Authority.
- .4 The Contractor must assume full legal liability (material damage, unproductiveness of site personnel and/or loss of life) if the Contractor fails to comply with the directives set out in subsections 1.1 to 1.3 of this module.

## **2. PLANNING**

- .1 Whenever maintenance is to be performed, the Contractor must notify the building technical authority, in the required manner, that the fire protection systems have to be inspected, tested, checked, repaired or otherwise worked on according to the NFC (2015 edition), s. 6.1.1.3.(1) and NFPA 25 (2017 edition), Chap. 5 and Chap. 13. Always verify standard NFPA 25 for the full details about the frequency of the inspections required.

## **3. REPORTS**

- .1 At the end of the periodic inspections and tests of the wet sprinkler system, the Contractor must submit to the Technical Authority a complete typed report, including an equipment list and certification that the equipment is functioning properly.
- .2 The form of each report, and the information in it, must be based on the templates provided for reference in each of the standards governing that particular module and must be submitted, before the contract is executed, for approval by the technical authority. The technical authority reserves the right to amend these reports or to ask for additional typed reports.
- .3 Each report must be checked and countersigned by the building technical authority or another individual who has been designated by such technical authority.

#### 4. INSPECTION LOGS

- .1 The Contractor must keep logs of all tests conducted on the pre-action automatic sprinkler system and keep them available for consultation by the relevant authority. These logs must be available for consultation during the time required between two inspections, maintenance or testing operations, but not less than two years (ref: NFPA (1995 edition) s. 6.4.1.9.(1) and the equivalent NFPA (2015 edition) s. 6.4.1.1.(1), 6.6.1.1(1) and 6.9.1.1.(1)).
- .2 The date on which the inspection was conducted and the initials of the person conducting the inspection must be recorded in the monthly log.

#### 5. WEEKLY INSPECTIONS

- .1 Inspect all unsupervised valves. Valves that are unlocked and/or not electrically monitored must be inspected at intervals of not more than seven days.
- .2 Valves that are locked in the open position must be inspected at intervals not exceeding one month.
- .3 Inspect the backflow prevention devices associated with the sprinkler system, if any, and check the differential relief valve for leaks.
- .4 Weekly inspections are not applicable to the Contractor's contract.
  - **These inspections will be carried out by PWGSC.**

#### 6. MONTHLY INSPECTIONS

- .1 Valves that are locked in the open position must be inspected at intervals not exceeding 1 month.
- .2 Inspect all the pressure gauges to verify that they are free of physical damage.
- .3 Inspect all valves secured with locks or supervised in accordance with the applicable National Fire Protection Association standards.
- .4 Except where there is a risk of the test faucet freezing, tests must be conducted at intervals of not more than one month on the flow sensors in the sprinkler systems using the test faucet beside the sprinkler valve.

#### 7. SEMI-ANNUAL INSPECTIONS

- .1 Control switches on faucets/valves, water tank gauges, water tank temperature monitors, building temperature monitors and other sprinkler system monitoring devices will be tested at intervals of not more than 6 months.

## 8. ANNUAL INSPECTIONS

- .1 Check the water system supply valves (including valves outside the building, such as PIVs) to ensure that they are fully open.
- .2 Check to ensure that the automatic water extinguisher control valves are open, accessible at all times and in proper working condition. After manipulating a control valve, the Contractor must conduct a drain faucet flow test to ensure that the control valve is in the fully open position.
- .3 Check the troughs housing the automatic sprinkler control valves to make sure they do not contain any water and are protected from freezing. In unheated spaces, the Contractor must make sure that the temperature is always above 4°C.
- .4 Inspect the differential valve and its components. Inspect the seals, the alarms, the flow indicator, the reaction time, the supply, the drain faucet, the check valve, the water level, the air supply, the pressure gauge, etc. Inspect the warning signals on the central panel.
- .5 Check the air pressure and the water pressure to ensure that the required pressure is maintained in the system.
- .6 Check the automatic extinguisher alarms (electrical warning bells) using the system's test hose.
- .7 Check the control valve position switches to make sure they are working properly.
- .8 Check the alarm signals and any other signals from the building fire alarm system to ensure that they are transmitted properly.
- .9 Conduct a drain test using the 50-mm main drain hose to ensure that the main control valve and the water intake system are able to deliver the required rate of flow.
10. Activate the differential valves using the system's test pipes to ensure that they and the quick-opening devices are working properly.
11. If necessary, make sure the booster pump (water system) or the air compressor and automatic air pressure retention device (air system) are working properly.
12. For systems that use antifreeze solutions, the Contractor must refer to NFPA 25 to conduct the verifications, tests and actions required. This includes, but is not limited to:

Checking to see whether the solution is sufficiently dense not to freeze, replacing it if it is diluted and noting it in the inspection report;

A sign must be placed on the system's main valve, indicating the type of manufacture and the brand of the antifreeze solution, its concentration by volume and the volume of antifreeze used in the system. Make sure that the antifreeze solution complies with NFPA 25.

13. Check the condition and operation of all components of the automatic extinguisher system, whether or not they are specifically described, and report any deficiencies or instances of non-compliance with the installation and inspection standards.
14. Check the fire department connections to ensure that the connection valves are working, are not obstructed and are protected by an appropriate threaded plug.
15. All the backflow prevention devices installed on the fire protection piping must be tested annually with a flow test of the system's minimum flow rate.
16. Check the operation of the backflow prevention devices and issue a certification. Verify standard CSA B64.10.1 identified by reference in the current National Plumbing Code for full inspection details:

Consult the manufacturer's instructions

- a) Before servicing, check that water shut-off valves are closed, and use by-pass where applicable.
- b) Clean the device and test its operation. For Watt-type, use testing kits from the regulating organization.
- c) Replace all moveable parts, such as springs, disc assembly, O rings, etc., as required.
- d) Operate stop valves.
- e) Clean filters.
- f) Check piping for leaks, corrosion and make sure they are solidly attached. Take the appropriate corrective measures.
- g) Re-assemble unit and test for leaks.
- h) Remove temporary by-pass.
- i) Affix a label on the device tested.
- j) Provide a conformity certificate.

**9. EQUIPMENT LIST**

<b>Automatic Sprinkler Systems</b>		
<b>Quantity</b>	<b>Equipment</b>	<b>Details</b>
2	Viking System	Wet Pipe (North / South)
26	Flow Switches	Supervised
6	Main valves	Supervised
29	Valves	Supervised
6	Pressure switches	Supervised
1	Jockey Pump	Myers (0.5 HP)
+/- 6100	Sprinkler Heads	
Batch	-----	Various controls and valves

**END OF SECTION**

**1. GENERAL**

- .1 All tests and inspections of the pre-action and/or deluge system must comply with the latest editions of the National Fire Code of Canada (NFCC), NFPA 13 and NFPA 25. Always check NFPA standards for complete details on the frequency of inspections required.
- .2 The Contractor must visually monitor the fire alarm system at all times while tests are being conducted. If a real fire is detected and indicated on the panel, the Contractor must notify the building security officials and/or call the fire department.
- .3 The Contractor must not set off any bells during the building hours. In addition, any maintenance work, tests or inspections procedures that could accidentally set off the bells during these hours are prohibited unless authorized in writing by the PWGSC Technical Authority.
- .4 The Contractor must assume full legal liability (material damage, unproductiveness of site personnel and/or loss of life) if the Contractor fails to comply with the directives set out in subsections 1.1 to 1.3 above of this module.
5. Inspections and checks of pre-action and/or deluge fire systems must be carried out at the same time as the inspections of the fire alarm systems (see the fire alarm system module). The Contractor bears full responsibility for coordinating such checks and inspections.
6. A label or card bearing the names of the person and the organization that carried out the inspection must be affixed to every valve in the wet and dry systems.

**2. PLANNING**

- .1 Whenever maintenance is to be performed, the Contractor must notify the building technical authority, in the required manner, that the fire protection systems have to be inspected, tested, checked, repaired or otherwise worked on (ref.: NFCC (2015 edition) s. 6.1.1.3.1(1) and NFPA 25, Chap. 5 and Chap. 13). Always check NFPA 25 standards for complete details on the frequency of inspections required.

**3. REPORTS**

- .1 At the end of the periodic inspections and tests of the pre-action automatic fire extinguisher systems, the Contractor must submit to the technical authority a complete typed report of the verifications, inspections and tests, including the equipment list that certifies that the equipment is working properly.
- .2 The form of and the information to be included in each report, as the case may be, must be based on the models prescribed for information by each of the standards governing the particular module and must be submitted before the contract is executed for approval by the building technical authority. The building technical authority reserves the right to amend these reports or ask for additional typed reports.

3. Each report must be checked and countersigned by the building technical authority or another individual who has been designated by the technical authority.

#### **4. INSPECTION LOG**

- .1 The Contractor must create a log of all the tests on the pre-action automatic extinguisher system and keep them for consultation by the competent authority. These logs must be available for consultation for the required time between any two inspections, maintenance jobs or tests, but not less than two years. (ref.: NFCC (edition 1995) s. 6.4.1.8(1) and the equivalent to NFCC (2015 edition) sections 6.4.1.1.(1), 6.6.1.1.(1) and 6.9.1.1.(1)).
- .2 The log must indicate the date and time of the trip test and the names of the person and firm conducting the test. The initial air and water pressure, the trip pressure and the operating conditions of the dry and wet systems must also be recorded for comparison with previous or subsequent inspections. The log must also indicate the trip time in full-flow tests.

#### **5. DAILY INSPECTIONS (WINTER SEASON ONLY)**

- .1 Inspect the heating equipment used to maintain the temperature in rooms or boxes in which pre-action valves and dry system valves are located to ensure that the temperature is kept at no less than 40°F (4°C), with the exception of boxes equipped with low temperature alarms, which must be inspected monthly.
2. Daily inspections are not applicable to the Contractor's contract.
  - **These inspections will be carried out by PWGSC.**

#### **6. WEEKLY INSPECTIONS**

- .1 Inspect the tap room or cabinet (areas subject to freezing) DAILY during the winter months. Ensure that the temperature is maintained above 4°C and the room is well lit.
- .2 All the faucets must be inspected every week. (NFPA 25 – 13.3.2.1). The inspection of faucets will allow us to verify that their state is as follows:
  - a) In the normal open or closed position;
  - b) Properly sealed, locked or supervised;\*
  - c) Accessible;
  - d) Provided with appropriate wrenches;
  - e) Free from external leaks;
  - f) Provided with appropriate identification.

\*Valves secured with locks or supervised (in accordance with applicable NFPA standards) can be inspected monthly (NFPA 25 – 13.3.2.1.1). Consult table 13.1.1.1.2 of standard NFPA 25 for more details on the faucet maintenance schedule.

- .3 Weekly inspections are not applicable to this contract.

- **These inspections will be conducted by PWGSC.**

## 7. MONTHLY INSPECTIONS

- .1 Atmospheric pressure must be read and maintained at the required pressure. Ensure that the necessary water pressure level is maintained for activation.
- .2 Alarm valves and system riser check valves should be subject to an external inspection and the following points should be checked: pressure gauges must indicate that normal water supply pressure is being maintained. Valves must be free from physical damage, and all valves are in the appropriate open or closed position. The retarding chamber or alarm drains are not leaking.
- .3 Valves should be externally inspected to ensure that the valve is exempt from physical damage, that all the balancing valves are in the appropriate open or closed position and that the intermediate chamber is not leaking.
- .4 Air dryers must be inspected and maintained in accordance with the manufacturer's instructions.
- .5 Verify that the air compressors are:
  - a) Free from physical damage;
  - b) Air compressor supply wiring is intact and free from damage;
  - c) Accessible;
  - d) Piping between the compressor and the fire protection system is intact and exempt from physical damage;
  - e) Methods of anchoring the compressor to the structure or the piping of the system are safe, watertight and free from physical damage;
  - f) Air compressors requiring oil have enough oil in the tank.

## 8. QUARTERLY INSPECTIONS

- .1 When installed, verify and test the low air pressure alarm according to the manufacturer's instructions.
- .2 Check the dry system valves by trip with the control valve fully open and the quick release valve, when installed, in service. This check should also be performed whenever there is a change in the system.
- .3 Verify quick-open valves.
- .4 Once the low air pressure alarm has been installed, check it according to the manufacturer's instructions.

- .5 Check the intake water level.

## **9. SEMI-ANNUAL INSPECTIONS**

- .1 Inspect all the faucets under electric surveillance. Valve supervisory switches must be tested semi-annually.
- .2 Valve type and pressure switch type water flow alarm devices must be tested semi-annually.
- .3 Test all monitoring switches of the gate valves, water level indicators in the tanks, monitoring devices of the building, as well as tank temperature and other mechanical and electric warning devices to ensure that they work well. (Note: The manufacturer's instructions should be consulted for guidance on testing. In some situations, it might not be possible to test the actual initiating device. In such cases, only the circuitry should be tested.)

## **10. ANNUAL INSPECTIONS**

1. During the annual trip test, inspect the inside of the pre-action valves, the dry system valves and the condition of the sensors.
2. Check the pre-action valves at full flow to make sure they trip. Make sure that any equipment that could be damaged during these tests is properly protected. These tests must be done during the summer according to the manufacturer's instructions.
3. Check the spray pattern from the sprinklers to ensure that the sprinklers are not clogged and are in the proper position. Clean any clogged sprinklers and sprinkler pipes, and then test the system again.
4. Take pressure readings at the sprinkler farthest along the water line to ensure that the pipes are not clogged or none of the valves are partly closed. These readings must be compared with the original design pressures.
5. Test the maximum number of systems that must operate at the same time in the event of a fire to ensure that the water supply is adequate.
6. Check any devices that have to be manually activated.
7. When the full-flow test is complete, turn the system back on according to the manufacturer's instructions.
8. No grease or other lubricant must be applied to the surface of the pre-action valve seats or the dry system valves.
9. At the start of the heating season, check the low temperature alarm in the valve housing if one has been installed.

10. If automatic air pressure sensors have been installed, check them in accordance with the manufacturer's instructions. At the same time, carry out the trip test of the pre-action system and/or the dry system valves.
11. In the entire system, locate and repair any leaks that are big enough to produce dripping that could trigger an alarm or cause electrical components to malfunction.
12. During the annual trip test, clean the interior parts of the pre-action and dry system valves thoroughly and repair or replace parts as needed.
13. After each operation and before each winter, drain the lowest points of the air and water lines in the pre-action systems.
14. Repair any dry system air leaks resulting in pressure losses of more than 10 psi per week.
15. Trip test each dry system valve.
16. Verify the air compressor associated with the pre-action system:
  - 1- Assembly of compressor components (excluding compressor motor):
    - a) Verify the pressure in the tank and then in the gas pressure reduction system;
    - b) Blow air into the receiving tank and the sub-cooler (dehydrator). Ensure the proper operation of the automatic air vent;
    - c) Check the oil level in the compressor and in the air intake filter, and fill it up to the required level;
    - d) Ensure that the air filter is tightly secured, as well as free from dirt and flakes or chips. If it is equipped with a gauge, check the pressure differential and replace the filter, if necessary;
    - e) Check all the warning lights and symbols;
    - f) Check that the compressor is not overheating, not vibrating too much and not too noisy;
    - g) Inspect all the pipes to ensure that they have not been damaged, hardened or cracked;
    - h) Replace the cooling water system filter and the oil filter, if necessary;
    - i) Look for oil leaks; replace the oil in the compressor, and ensure that there are no metal filings or chips;
    - j) Clean/replace the air intake filter or replace the oil filter for the bath, if necessary;
    - k) Clean the base, the piping and the immediate area;
    - l) Verify the air oil separator;
    - m) Operate the pressure relief valve;
    - n) Try all the self-closing devices;
    - o) Verify the cut-in and cut-out pressure; indicate the filling time; proceed with review if performance drops to 50%;
    - p) Ensure that the head bolts are tight;
    - q) Check the inside and outside of the mufflers to verify whether they are corroded or clogged; change damaged seals;
    - r) Verify all the gauges and controls, the blower speed and the discharge pressure;

- s) Clean and lubricate all the levers and linkages.

## 2- Compressor motor

- a) Ensure that the motor does not overheat, that it does not vibrate excessively and that it is not too noisy;
- b) Check tension, condition, belt alignment or coupling condition;
- c) Lubricate, if necessary;
- d) Check the seal of all the bolts;
- e) Ensure that the safety guards are safely in place.

## 11. QUARTERLY INSPECTIONS

1. Perform a differential valve trip test with the control valve fully open, using the inspector's test valve:
  - a) The main drain valve is fully open to clean the build-up of scale or foreign matter in the water system piping. The main drain valve is then closed.
  - b) System air pressure and water supply are recorded.
  - c) System air pressure is released by fully opening the inspector's test value. (Note: A full flow trip test usually requires two people, one at the dry pipe faucet and the other at the inspector's test fitting. Si possible, they should be in communication with each other.)
  - d) Differential valve testers record the air pressure at which the valve trips and note the trip time.
  - e) The inspector's test conductors record the time at which water is regularly drained from the test fitting. This time is noted for comparison with previous trials and is not meant to be a specific pass or fail.
  - f) When clean water is running, the test is completed by closing the system's control valve.
  - g) Air pressure and elapsed time must be recorded as follows: from the full opening of the test valve to the release of the valve, and from the concurrent opening of the inspector's valve to the beginning of a steady flow from the test connection.
  - h) All low point drains are opened and then closed when the water stops flowing.
  - i) The differential valve and the quick opening device are reset and then installed.
2. If the test indicates a possible blockage, the entire system should be flushed. Air line systems must be test flushed at least once every 15 years. Check the date of the last flush to ensure that this requirement is met.
3. Sprinklers on all systems that have been in service for more than 50 years should be removed and sent to a laboratory for testing. This procedure should be repeated every 10 years. Check the date of installation of the sprinkler to ensure that this requirement is met.

## 12. FIVE-YEAR INSPECTIONS

**Pre-Action and/or Deluge  
Systems Module (FF)**

1. Check the internal condition of the pipe to determine the presence of organic or inorganic material that may be clogging the pipe. If, during a water flow test, the flowing water contains dirt, the entire system must be flushed by the Contractor until no foreign material is present. This must be done in accordance with NFPA 25, Chapter 14 and Appendix D. The Contractor must submit a typed report of the results obtained. Following an analysis of the report and upon request by PWGSC, the Contractor must provide a detailed price for cleaning and flushing the piping. The PWGSC representative reserves the right not to award the contract to the Contractor for the cleaning and flushing of the system.

**Pre-Action and/or Deluge  
Systems Module (FF)**

**13. EQUIPMENT LIST**

**1) 4th floor / Computer rooms**

#	Quantity	GRINNELL
1	1	Pre-Action System
2	1	GEM Deluge valve (Model F-470 / 6")
3	1	Check Valve (Model F-5201 / 6")
4	1	Flow switch (Supervised)
5	1	Valve (Supervised)
6	2	Pressure switches (Supervised)
7	1	Compressor (0.75 Hp)
8	1	Solenoid
9	Batch	Various controls and valves

**2) 6th floor / 6.225 - 6.334**

#	Quantity	VIKING
1	2	Total PAC2 Cabinet
2	2	Deluge valve (Model E-1 / 3")
3	2	Check Valve (Model F-1 / 3" EZR)
4	2	Flow switches (Supervised)
5	4	Valves (Supervised)
6	2	Pressure switches (Supervised)
7	2	Solenoid
8	Batch	Various controls and valves

**END OF SECTION**

**FM-200**  
**EXTINGUISHING**  
**SYSTEM (FM) MODULE**

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## 1. GENERAL

- .1 All tests and inspections of the FM-200 extinguishing systems must conform to the latest editions of the *National Fire Code of Canada* (NFCC) and NFPA-2001.
- .2 All handling, installations, inspections and verifications of the FM- 200 extinguishing systems must be carried out by trained and qualified staff in accordance with the requirements of the latest NFPA 2001 standard.
- .3 The Contractor must visually monitor the fire alarm system at all times while tests are being conducted. If a real fire is detected and indicated on the panel, the Contractor must notify building security officials and/or call the fire department.
- .4 The Contractor must not set off any bells during the building hours. Maintenance work, tests or inspections that could accidentally set off the bells during these hours are prohibited unless authorized in writing by the building technical authority.
- .5 Before testing and checking the FM-200 extinguishing systems, the Contractor must:
  1. Ensure that there are no ambient or operating conditions, such as a short circuit or grounding of components, that could cause a malfunction or an accidental discharge of the system's extinguishing agent.
  2. Ensure that the system protection is disarmed by powering off all the AC or CC current from the control unit.
  3. Wait at least 40 seconds after disarming the system to allow the capacitor to discharge itself.
  4. Ensure that the exterior wiring or the system components are checked only with a ballistic galvanometer with an output current of no more than 50 mA.
  5. Ensure that the safety cap protecting the discharge valve is securely in place before handling or moving a cylinder.
  6. Ensure that cylinders are handled carefully in order to prevent damage to the gauge and other attached accessories.
  7. Ensure that the ambient temperature is not above 54 °C.
6. If the inspection reveals traces of rust on one of the system's surfaces, immediately clean and repaint the surface. Then conduct a pressure test as described below and an inspection as described in 5.1 to 5.7 above.

**FM-200**  
**EXTINGUISHING**  
**SYSTEM (FM) MODULE**

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## 2. PLANNING

- .1 Whenever maintenance is to be performed, the Contractor must notify the Building Technical Authority, in the prescribed manner, that the fire protection systems have to be inspected, tested, checked, repaired or otherwise worked on (ref.: NFCC 6.1.1.3.1 and NFPA 25, s. 11-5).

## 3. INSPECTION LOG

- .1 The Contractor must establish a log of all testing of the FM 200 systems and retain the log for consultation by the competent authority.

These logs must be available for consultation during the time required between two inspections, maintenance operations or tests, but for no less than two years. (ref.: NFPA-10 and NFPA 2001)

The log must indicate the date and time of the trip test and the names of the person and firm conducting the test. The pressure, trip pressure and operating conditions of the system valves must be recorded for comparison with previous or subsequent inspections. The log must also indicate the trip time in full-flow tests.

## 4. DAILY CHECKS

- .1 Check the cylinder's pressure gauge to ensure proper operating pressure.
- .2 Check the pressure gauge of the cylinder's nitrogen regulator to ensure proper operating pressure.
- .3 Weekly inspections will be done **by PSPC staff**, and are therefore not included in the Contractor's contract.

## 5. MONTHLY INSPECTIONS

- .1 Conduct a general inspection of the cylinders and other equipment to detect any damage or missing pieces.
- .2 Ensure that access to high-risk areas, manual stations, sprinklers and cylinders is not obstructed and that nothing is blocking the proper functioning of the equipment and distribution of the inhibitory gas.
- .3 Check that the warning signs and instructions are posted at the entrances and inside the protected area to alert the staff to the risk represented by the agent.

**FM-200**  
**EXTINGUISHING**  
**SYSTEM (FM) MODULE**

- .4 Check that the pressure gauge is in its operating range.
- .5 Check that the protection equipment has not been changed or modified.
- .6 Check that all previously noted deficiencies were corrected.
- .7 When a corrective action requires maintenance or repair, it must be carried out by a fire protection technician as set out in section 8.1.2. (Ref.: NFPA 2001)
- .8 When an inspection is conducted, a log must be maintained and completed by the owner. The log must include:
  - a) Inspection date;
  - b) Initials of the person who did the inspection;
  - c) All the deficiencies found.
- .9 The log must be kept until the next semi-annual maintenance.
- .10 Inspect the cylinder pressure operation control heads for physical damage, deterioration, corrosion, deformation, cracking, dirt and loose couplings. Tighten loose couplings. Replace damaged plugs. Replace the pressure operation control head if it is damaged. Clean the pressure operation control head of the cylinder.
- .11 Inspect the flexible, electrical control head cable for damage, corrosion and dirt. Check the control head coupling and tighten it, if necessary. Check that the indicator is in the "SET" position, that the ejectable pin is properly installed on the manual operation level and that the seal on the cable is intact. Replace the electric control head if it is damaged. Clean the electric control head of the cylinder.
- .12 Inspect the cylinders and valve assembly for leaks and physical damage such as cracks, nicks, deformations or worn parts. Check the burst disk and pressure gauge for damage and replace as necessary. If the pressure gauge indicates abnormal pressure, remove and reload the cylinder according to the manufacturer's instructions. Replace any damaged components. Clean the cylinder and its components.
- .13 Inspect the clamps, ties and other fastening accessories of the system and ensure that they are appropriately tight and that no component is damaged, broken, corroded or covered in oil, grease or grime. Clean thoroughly, if necessary. Retighten all poorly fastened components and replace those that are damaged.
- .14 Inspect the inhibitory gas activator line (if required) to ensure that the support clamps are properly fixed, that there is no physical damage or poorly fixed accessories or deformity, cracks or cuts. Clean thoroughly, if necessary. Retighten all poorly fastened components and replace those that are damaged.

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- .15 Inspect the sprinklers to ensure that they are not clogged with dirt or deformed. Clean any clogged sprinklers and their piping and then test the system again.
- .16 Inspect the manual stations and ensure that they are not damaged and that there are no cracks, broken or cracked panes, dirt or deformity. Clean thoroughly, if necessary. Replace any damaged panes or manual stations.
- .17 Inspect the pressure switches and ensure that they are not damaged and that there are no cracks, dirt or other damage. Clean thoroughly, if necessary. Replace any damaged switches.
- .18 Weigh the cylinders according to the manufacturer's instructions. Record the weight and weigh-date on a card to be attached to the cylinder for inspection. If the net weight of the extinguishing agent is less than 95% of the original net weight, replace the cylinder with a new, fully charged cylinder.
- .19 If the cylinder is equipped with a flexible band indicating the level of inhibitory gas, the weighing procedure may be done without moving the cylinders. However, the Contractor must follow all the steps recommended by the system's manufacturer.

## **6. SEMI-ANNUAL INSPECTIONS**

1. The electric control heads in the systems must be checked every 6 months to ensure that they are functioning properly.
2. Remove all the electric control heads serving the high-risk area before doing the check to avoid accidentally discharging the extinguishing agent. Let the electric control heads of the connections of the flexible electrical conduit hang freely. Leave all the operating pressure control heads and the indicator's activating air hoses attached to the cylinders.
3. Operate the systems electrically from the control panel or by tripping a manual electrical station.
4. Ensure that all the electric control heads were tested, that the indicator of each electric control head is in the "release" position, or in the case of a (P/N 486500-01) control head, that the activation pin is moved to the full trip position. If no control heads functioned, check the electrical circuit continuity for that particular head system and repeat the test. Replace the damaged heads. Repeat the test each time that a control head is replaced.
5. Follow the instructions on the tag attached to the electric control head. Replace all the damaged heads that failed to reinitialize before connecting them to the cylinders. The control heads must be reinitialized manually before they are connected to the cylinder valves. Re-attach all the electric control heads on the threaded connection of the cylinder valve or on the pressurized operating control head. Tighten the nut securely. Ensure that each electric control head is in the "SET" position before connecting them to the cylinders in order to avoid accidentally discharging the extinguishing agent.

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6. Check agent cylinders or spheres for weight loss greater than 5% or pressure loss greater than 10%. Refill or replace containers.
7. The cylinder gauge must indicate 2500 kPa at 20 degrees Celsius. Record the pressure reading and/or bottle weight on the date label attached to the container. Sign and date the label.
8. The following information must be attached to the bottles:
  - a) Inspection date
  - b) Technician's name
  - c) Type of clean agent
  - d) Weight of the bottle and net weight of the clean agent
  - e) Pressure and temperature

## **7. ANNUAL INSPECTIONS**

1. Disarm the system before conducting the test. Inform the occupants and the local fire department of the tests to be carried out and conduct an overall visual inspection.
2. Determine the proportions of the hazard, note the configuration and look for openings that cannot be closed. Determine fuels and evaluate other aspects that may reduce the effectiveness of the extinguishing systems.
3. Activate all functions of the monitored circuits and observe the correct operation of all electrical or pneumatic monitoring circuits.
4. Operate all control panel functions and check the monitoring function of each circuit and trip unit for visual and audible malfunction warnings, if applicable.
5. Examine wiring, circuit breakers, fuses and master switch.
6. For backup power, examine battery condition, charger operation, and fuse; check automatic selection, and generator (if applicable).
7. Test each detector with heat or smoke or a test device approved by the manufacturer. For electrical types (b and c), clean and adjust smoke detectors, check sensitivity and examine wiring condition.  
Note: For pneumatic detection, check hoses for leaks and mercury pressure regulators for proper operation (using a pressure gauge).
8. For the timer, test the control; check the time delay; and ensure that the timer completes its cycle even when the wiring connecting it to the detection circuit is interrupted.

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9. Test audible and visual warning devices and ensure that warning signs are prominently displayed.
10. Operate directional control valves; and restore to preoperational condition.
11. Check automatic selection, generator, and dampers for complete closure. Check operation of door closer; make sure no door is stuck open.
12. Test all necessary equipment and ensure that it has been stopped.
13. Inspect manual release, its accessibility; test handle, estimate pull force and length of pull required to effect release; adjust devices as necessary. Check connections for leaks, condition of wiring and pulleys.
  - a) Try the manual triggers;
  - b) Ensure that the covers are in place, and reset the release;
  - c) Check the pneumatic releases. Check their accessibility in case of fire;
  - d) Separate main and auxiliary manual releases requiring a single operation to discharge the main gas source or reserve;
  - e) Clearly label and identify each manual release.
14. Ensure that the piping is properly secured and supported, that it is not being used for any other purpose, and that it is in good condition.
15. Ensure that nozzles are clean and secure, and that seals (frangible plugs) are in place. Ensure that there have been no changes from the original design.
16. Check the integrity of the cylinders; look for signs of corrosion. Assess the weight of the contents by the method appropriate to each cylinder (NFPA 2001 - 7.1.3.1, 7.1.3.2):
  - i) Ensure that cylinders are securely fastened in place.
  - j) Verify the date of purchase of the cylinders or the date of the last hydrostatic test. Cylinders in continuous non-discharge service must undergo a complete external visual inspection every five years, or more frequently if necessary. (NFPA 2001 - 7.2.2). Cylinders will not be recharged without being rechecked if it is more than five years from the date of the last test to the inspection (NFPA 2001 - 7.2.1). Provide hydrostatic testing as required.
  - k) Verify the integrity of cylinder fasteners, mechanical release weights and cables, the arrangement and security of release devices, and the replacement date and condition of explosive-type releases.

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17. If there is any doubt about the integrity of the system, perform the recommended discharge tests. If a hydrostatic cylinder test is required, perform the full discharge test according to the recommendations.
18. Reset all system components.
19. Give the owner an inspection certificate.
20. Blow out all piping with air or nitrogen to ensure that it is not clogged. Do not use water or oxygen to purge the system.
21. Reconnect all the control heads.

## **8. FIVE-YEAR INSPECTIONS**

1. Clean agent cylinders must not be refilled without retesting if more than five years have elapsed since the date of the last test or inspection. In the case of halocarbon storage cylinders, a full visual inspection in accordance with federal regulations CFR 49 is sufficient.
2. Containers in continuous service that have not been unloaded must undergo a visual inspection every five years, or more often if necessary. The inspection must be in accordance with Section 3 of the Compressed Gas Association-Canada Standard C-6, except that pressure cylinders need not be emptied or stamped. Only qualified personnel are authorized to perform the inspections and the results are recorded by:
  - a) A label permanently affixed to the cylinder;
  - b) An inspection report in due form;
  - c) Inspection reports that are provided to the owner of the facility.
3. If the visual inspection reveals damage to the cylinder, additional strength testing is required.
4. For piping tests, each hose is checked every five years. Each hose is subjected to a pressure equal to 1.5 times the cylinder pressure at a temperature of 130¿ (54.4¿). The test is performed as follows:
  - a) The hose will be disassembled;
  - b) The hose with its connector will be placed in an enclosed space designed to allow safe observation of the test;
  - c) The hose must be completely filled with water before the test is started;

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- d) Pressure must be applied at a rate of change sufficient to achieve test pressure within a maximum of one minute. The test pressure must be maintained for one full minute, after which the hose should be observed for signs of distortion or leakage;
- e) If the test pressure does not drop, or if the connectors do not move, the pressure is removed. The hose with its connectors will pass the hydrostatic test if no permanent distortion results from the test;
- f) After the test, the inside of the hose must be completely dried. If heat is used, the temperature limits specified by the manufacturer must not be exceeded;
- g) Hoses that fail the hydrostatic test will be marked and destroyed; and will be replaced with new hoses;
- h) The date of the test must be marked on each hose that passes the hydrostatic test.

**9. TWELVE-YEAR INSPECTIONS**

1. Carry out a hydrostatic pressure test of the cylinders according to the manufacturer's recommendations.
2. The Contractor must provide a unit price including parts and labour for 12-year inspections.

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**10. EQUIPMENT LIST**

<b>#</b>	<b>Quantity</b>	<b>Description</b>
1	1	Gaz Novec system
2	1	Solenoid
3	1	Cylinder

**END OF SECTION**



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

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

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

3. a) Subcontract Number / Numéro du contrat de sous-traitance  
3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail  
Entretien des gicleurs

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

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

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

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

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

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

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

Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
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7. b) Release restrictions / Restrictions relatives à la diffusion

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

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

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



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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

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

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

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

Special comments:  
Commentaires spéciaux : \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No / Non  Yes / Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui



**PART C - (continued) / PARTIE C - (suite)**

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			A	B	C	CONFIDENTIEL		TRÈS SECRET
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? / La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".**  
**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.**

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? / La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).**  
**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**



Contract Number / Numéro du contrat EFA66-212827
Security Classification / Classification de sécurité UNCLASSIFIED

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Périard, Céline		Title - Titre Agente des immeubles et infrastructures	Signature Périard, Celine <small>Digitally signed by: Périard, Celine Nom DN : CN = Périard, Celine C = CA O = GC OU = PWGSC-TPSGC Date : 2021.03.17 10:21:35 -04'00'</small>
Telephone No. - N° de téléphone 514-496-3694	Facsimile No. - N° de télécopieur 514-496-3522	E-mail address - Adresse courriel celine.periard@tpsgc.gc.ca	Date 2021/03/17
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Fleury, Jean-Michel		Title - Titre SO	Signature Achkar, Melissa <small>Digitally signed by: Achkar, Melissa DN: CN = Achkar, Melissa C = CA O = GC OU = PWGSC-TPSGC Date: 2021.03.18 09:15:18 -04'00'</small>
Telephone No. - N° de téléphone --	Facsimile No. - N° de télécopieur --	E-mail address - Adresse courriel Jean-Michel.Fleury@tpsgc-pwgsc.gc.ca	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées) Anik Farrell - CSO 613-946-5194 anik.farrell@tpsgc-pwgsc.gc.ca		Title - Titre	Signature Farrell, Anik <small>Digitally signed by: Farrell, Anik DN: CN = Farrell, Anik C = CA O = GC OU = PWGSC-TPSGC Date: 2021.03.22 10:49:38 -04'00'</small>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date



INSPECTION AND MAINTENANCE OF FIRE PROTECTION SYSTEMS  
(N/Ref. : R.004228.036)

PRICE TABLE

**PART 'B'**      **REPAIRS** (see note 2)

Materials :      Provisional amount for repairs only      (b1)      20 000.00\$

Labor :      Labor charge for repairs for full term of contract. (see note 3)

<u>Unit Price</u>	<u>Number of hours</u> (approximate)	<b>Hourly Rate</b>		
1 Technician (regular hours)	50	X _____ \$	=	_____ \$
1 Technician (5:00pm-8:00am)	25	X _____ \$	=	_____ \$
1 Technician (weekends and holidays)	25	X _____ \$	=	_____ \$

Total Labor: (b2) \_\_\_\_\_ \$

\*Total (b1 + b2) : \_\_\_\_\_ \$

\* Add amounts (a1), (b1) and (b2)      **TOTAL:** \_\_\_\_\_ \$

(see Note 1)

**INSPECTION AND MAINTENANCE OF FIRE PROTECTION SYSTEMS  
(N/Ref. : R.004228.036)**

**PRICE TABLE**

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**NOTES :**

1. The total amount of the bid will be used for evaluation purposes only, and only the amount shown in Part "A" is covered by this contract. The Department undertakes to pay the Part "A" amount only, subject to approval of the work and other conditions in the specifications.
  2. The Department does not undertake to give the Contractor the amounts shown in Part "B" for materials and labour. The Department will, however, pay to the Contractor the amounts negotiated for each repair authorized by the departmental representative. The Contractor will be paid for work at an hourly rate plus materials based on the general provisions of section 1API and will not be entitled to any other compensation for any difference between the hours negotiated for each repair and the hours actually worked. The Contractor will be paid only for the materials authorized and used in performing the work and shall obtain prior approval from the Department's authorized representative before starting any work under Part "B".
  3. The above hourly rates shall include all labour costs related to work done by employees, including all benefits, travel, overhead and Contractor profit.
-