



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

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

INVITATION TO TENDER

APPEL D'OFFRES

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

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

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

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

Comments - Commentaires

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

Issuing Office - Bureau de distribution

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

Title - Sujet Inspection & Repairs Chiller System Inspection & Repairs Chiller System - Gagetown	
Solicitation No. - N° de l'invitation W6898-220559/A	Date 2021-11-01
Client Reference No. - N° de référence du client W6898-220559	GETS Ref. No. - N° de réf. de SEAG PW-\$MCT-043-6067
File No. - N° de dossier MCT-1-44084 (043)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Atlantic Standard Time AST on - le 2021-12-14 Heure Normale de l'Atlantique HNA	
F.O.B. - F.A.B.	
Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Beausoleil (MCT), Timothee	Buyer Id - Id de l'acheteur mct043
Telephone No. - N° de téléphone (902) 388-8377 ()	FAX No. - N° de FAX (506) 851-6759
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE RPOU Gagetown 5 CDSB GAGETOWN B18, 238 CHAMPLAIN AVENUE OROMOCTO New Brunswick E2V4J5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

November 2020 Medium Complexity Bid Solicitation and Resulting Contract Template (MC)

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There are no security requirements.

1.2 Statement of Requirement

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

1.3 Debriefings

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

1.4 epost Connect service

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

1.5 COVID-19 vaccination requirement

This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the COVID-19 Vaccination Requirement Certification as part of the bid will render the bid non-responsive.

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PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2020/05/28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.1.1 SACC Manual Clauses

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

2.2 Submission of Bids

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

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

Epost Connect address:

TPSGC.RAReceptionSoumisNBPE-ARBidReceivingNBPE.PWGSC@tpsgc-pwgsc.gc.ca

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

Facsimile number: (506) 851-6759

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

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

2.2.2 Optional Site Visit

Not applicable.

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

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

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

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

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

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

2.3 Former Public Servant

Former Public Servant - Competitive Bid

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

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

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

2.5 Applicable Laws

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

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

2.6 Bid Challenge and Recourse Mechanisms

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

Section I: Financial Bid - Annex "B" Basis of Payment

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

Section III – Additional information

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

Section I: Financial Bid 1 hard copy

Section II: Certifications 1 hard copy

Section III: Additional Information 1 hard copy

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

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

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

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

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

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

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Section I: Financial Bid

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

3.1.1 Electronic Payment of Invoices – Bid

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

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

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

3.1.2 Exchange Rate Fluctuation

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

Section II: Certifications

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

Section III: Additional Information

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

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PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Financial Evaluation

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

4.2 Basis of Selection

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 COVID-19 vaccination requirement certification

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Bidders must provide with their bid, the COVID-19 Vaccination Requirement Certification attached to this bid solicitation, to be given further consideration in this procurement process. This Certification incorporated into the bid solicitation on its closing date is incorporated into, and forms a binding part of any resulting Contract.

5.1.2 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/canada/esdc-labour/s website) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

5.2.3 Additional Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

- .1 The Contractor must provide a copy of employee(s) certification to the Engineer prior to award of contract:
 - .1 Federal Halocarbon Regulations, 2003 Para. 1 Certificate (HRAI Card);
 - .2 New Brunswick Regulation 97-132, Article 21 (1), as defined in 97-125 Annex C, 52, (Refrigeration and Air Conditioning Mechanic License).
- .2 The technician must have proof of current manufacturer's training on McQuay, Trane and York Chillers prior to award of contract.
- .3 All Arena Ice Plant work will be performed by a certified Refrigeration Technician(s) with 3 years proven experience with Arena Ammonia Ice Plants. Proof of Certification is to be provided to the Engineer prior to award of contract

5.2.4 Status and Availability of Resources

SACC Reference	Section	Date
A3005T	Status and Availability of Resources	2010/08/16

5.2.5 Education and Experience

SACC Reference	Section	Date
A3010T	Education and Experience	2010/08/16

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Requirement

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.3.2 Supplemental General Conditions

4013 Compliance with on-site measures, standing orders, policies and rules

The Contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from **April 1st, 2022 to March 31st 2023** with Options to renew for two, one-year periods.

6.4.2 Option to Extend the Contract

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

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

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

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6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

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

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

6.5.2 Project Authority

The Project Authority for the Contract is:

Details will be provided in any resulting contract

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

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

6.5.3 Contractor's Representative

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

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

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

6.7.2 Limitation of Price

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

6.7.3 Monthly Payment

SACC Manual clause H1001C (2008-05-12) Multiple Payments

6.7.4 Electronic Payment of Invoices – Contract

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

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

6.8 Invoicing Instructions

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

Each invoice should be supported by:

- (a) a copy of time sheets to support the time claimed;
- (b) a copy of the release document and any other documents as specified in the Contract;
- (c) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- (d) a copy of the monthly progress report.

2. Invoices must be distributed as follows:

- (a) The original and one (1) copy 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.

6.10 Applicable Laws

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

6.11 Priority of Documents

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

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

6.12 SACC Manual Clauses

SACC Manual Clause A0285C (2007-05-25) Workers Compensation
SACC Manual Clause A9062C (2011-05-16) Canadian Forces Site Regulations
SACC Manual Clause B1501C (2018-06-21) Electrical Equipment
SACC Manual Clause B6800C (2007-11-30) List of Non-consumable Equipment and Material
SACC Manual Clause C0710C (2007-11-30) Time and Contract Price Verification
SACC Manual Clause C0711C (2008-05-12) Time Verification

6.13 Dispute Resolution

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

6.14 Insurance – Specific Requirements

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

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

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

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

6.15 Commercial General Liability Insurance

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

- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents
- o. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

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

ANNEX "A"

EVALUATION CRITERIA AND BASIS OF SELECTION

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

1. Mandatory Criteria

- 1.1 Submission of firm prices/rates for one (1) year including two (2) option years in accordance with Invitation to Tender.
- 1.2 A duly completed and signed Invitation to Tender including all Addenda.
- 1.3 Within seven (7) days and prior to award of Service Contract, provide proof that Bidder has an account in good standing with the Provincial Workers Compensation Board/Commission.
- 1.4 Within seven (7) days and prior to award of Service Contract, the bidder shall be required to provide proof of Liability Insurance in the amount of \$2,000,000.00.
- 1.5 Bidder must provide, upon request from the Contracting Authority, a list of equipment. Equipment is subject to inspection and approval by the Department of National Defence (DND) prior to award of Service Contract.
- 1.6 The Contractor must provide a copy of employee(s) certification to the Engineer prior to award of contract:
 - .1 Federal Halocarbon Regulations, 2003 Para. 1 Certificate (HRAI Card);
 - .2 New Brunswick Regulation 97-132, Article 21 (1), as defined in 97-125 Annex C, 52, (Refrigeration and Air Conditioning Mechanic License).
- 1.7 The technician must have proof of current manufacturer's training on McQuay, Trane and York Chillers prior to award of contract.
- 1.8 All Arena Ice Plant work will be performed by a certified Refrigeration Technician(s) with 3 years proven experience with Arena Ammonia Ice Plants. Proof of Certification is to be provided to the Engineer prior to award of contract.

All permits and licenses must remain current throughout the life of this Service Contract.

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

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

Solicitation No. - N° de l'invitation
W6898-220559/A
Client Ref. No. - N° de réf. du client
L-G2-9900/1860

Amd. No. - N° de la modif.
File No. - N° du dossier
MCT-1-44084

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

ANNEX "B"

BASIS OF PAYMENT - Attachment

Solicitation No. - N° de l'invitation
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Client Ref. No. - N° de réf. du client
L-G2-9900/1860

Amd. No. - N° de la modif.
File No. - N° du dossier
MCT-1-44084

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

ANNEX "C" to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instrument(s):

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

Solicitation No. - N° de l'invitation
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ANNEX "E"

STATEMENT OF WORK - Attachment

(See attached Specification document)

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MCT-1-44084

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MCT043
CCC No./N° CCC - FMS No./N° VME

ANNEX "F"

COVID-19 Vaccination Requirement Certification

I, _____ (*first and last name*), as the representative of
_____ (*name of business*) pursuant to
_____ (*insert solicitation number*), warrant and certify that all
personnel that _____ (*name of business*) will provide on the
resulting Contract who access federal government workplaces where they may come into contact with
public servants will be:

- a) - fully vaccinated against COVID-19 with Health Canada-approved COVID-19 vaccine(s); or
- b) - for personnel that are unable to be vaccinated due to a certified medical contraindication, religion or other prohibited grounds of discrimination under the *Canadian Human Rights Act*, subject to accommodation and mitigation measures that have been presented to and approved by Canada;

until such time that Canada indicates that the vaccination requirements of the COVID-19 Vaccination Policy for Supplier Personnel are no longer in effect.

I certify that all personnel provided by _____ (*name of business*) have been notified of the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel, and that the _____ (*name of business*) has certified to their compliance with this requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the Contract. I understand that the certifications provided to Canada are subject to verification at all times. I also understand that Canada will declare a contractor in default, if a certification is found to be untrue, whether made knowingly or unknowingly, during the bid or contract period. Canada reserves the right to ask for additional information to verify the certifications. Failure to comply with any request or requirement imposed by Canada will constitute a default under the Contract.

Signature: _____

Date: _____

Optional

For data purposes only, initial below if your business already has its own mandatory vaccination policy or requirements for employees in place. Initialing below **is not** a substitute for completing the mandatory certification above.

Initials: _____

Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the Privacy Act. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for the Contract and who require access to federal government workplaces where they may come into contact with public servants.

N° de l'invitation - Solicitation No.

N° de la modif - Amd. No.

Id de l'acheteur - Buyer ID

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ANNEX "B"
BASIS OF PAYMENT

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

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

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

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

The estimated quantity entered in column four for each item is an estimate only for service as and when required and does not infer a all the quantities for that item will be utilized or that the quantities may not be exceeded.

NOTE: TENDERS WILL BE EVALUATED ON THE TOTAL BID FOR THE FIRST TERM OF THE CONTRACT PLUS THE OPTION YEARS. HOWEVER, ANY CONTRACT AWARD WILL BE FOR THE TERM OF APRIL 1, 2022 TO MARCH 31, 2023.

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

Id de l'acheteur - Buyer ID

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Item	Class of Service	Unit of Measure	Estimated Quantity	A Term April 1, 2022 to March 31, 2023		B Option Year April 1, 2023 to March 31, 2024		C Option Year April 1, 2024 to March 31, 2025	
				Price per Unit	Total	Price per Unit	Total	Price per Unit	Total
1.	Unit rate for Start-up of Chiller and Cooling tower systems to include inspections as per annexes A and B on units indicated in Annex C (this work is to be completed in Spring of the Year as directed by the Engineer).	Per start-up	1						
2.	Unit rate for Shut-down of Chiller and Cooling tower systems to include inspections as per Annexes A and B on units indicated in Annex C (this work is to be completed in Fall of the Year as directed by the Engineer).	Per shut-down	1						
3.	Unit rate for service calls for Chiller and Cooling tower systems during normal working hours.	Per hour	1500						
4.	Unit rate for emergency services calls for Chiller and Cooling tower systems during or after normal working hours, nights, Saturdays, Sundays and holidays.	Per hour	20						
5.	Unit rate for Arena/Ice plant service calls during normal working hours	Per hour	100						
6.	Unit rate for Arena/Ice plant for emergency service calls during or after normal working hours, nights, Saturdays, Sundays and holidays.	Per hour	5						
7.	Unit rate for monthly Water Quality Testing and Equipment Maintenance from May to September	Month	5						
8.	When a requirement for a trade not listed above in the estimated quantities, the Engineer will review with the Contractor and authorize a sub-contract for this work. When invoicing the contractor will submit to the Engineer a copy of the sub-contractor's time and materials plus a 10% mark-up.	Allowance	\$40,000.00						
9.	All products and materials will be invoiced at the Contractor's wholesale cost plus a percentage for mark-up. The contractor is to submit a percent for tendering purposes.	Allowance	\$76,000.00						

(CONTINUED ON NEXT PAGE)

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	A Term April 1, 2022 to March 31, 2023	B Option Year April 1, 2023 to March 31, 2024	C Option Year April 1, 2024 to March 31, 2025
TOTAL FOR FIRST TERM & OPTIONS YEARS	A = \$	B = \$	C = \$
GRAND TOTAL FOR FIRST TERM AND OPTION YEARS (A+B+C)	\$		

Note:

It is mandatory that the bidders submit firm rates for the Period of the Service Contract for all items listed hereafter. Unit Price Tables, will be considered as the bidder's Financial Proposal. **Zero dollars or "included" will not be considered a price. Bidders must provide individual prices for each item and or designation.** The estimated quantity entered in column four (4) for items three (3) to nine (9) is an estimate only for services as and when requested and does not infer that all the quantities for that item will be utilized or that the quantities may not be exceeded.



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

SPECIFICATION

**SERVICE CONTRACT
OPERATIONAL INSPECTION AND REPAIRS OF CHILLER
UNITS, AND COOLING TOWER SYSTEMS, VARIOUS
BUILDINGS
5 CDSB GAGETOWN
01 APRIL 2022 TO 31 MARCH 2023 WITH TWO ONE YEAR
OPTIONS TO RENEW**


Designed by


Fire Inspector


Project O


Engineering O

PF No:

Job No: L-G2-9900 / 1860

Date: 2021-04-06

<u>Section</u>	<u>Title</u>	<u>Pages</u>
<u>Division 00 - Procurement and Contracting Requirements</u>		
00 21 13	Instructions to Bidder	7
<u>Division 01 - General Requirements</u>		
01 35 30	Health and Safety Requirements	2
01 35 35	DND Fire Safety Requirements	3
01 35 43	Environmental Procedures	1
<u>List of Annexes</u>		
Annex A	Chiller - Inspection and Service	4
Annex B	Cooling Tower - Inspection and Service	2
Annex C	Equipment List	2
Annex D	Halocarbon Reporting Procedure	1
Annex E	Halocarbon Leak Test Notice	1
Annex F	Isolation and Lockout Procedure	1
Annex G	Monthly Water Quality Testing and Equipment Maintenance	2

END OF SECTION

1 GENERAL

1.01 DESCRIPTION OF WORK

- .1 The Work covered under this Service Contract comprises the furnishing of all labour, material, tools and equipment required to provide Bi-Annual Inspections and Repairs of the Chiller Units and Cooling Towers at various buildings and Annual Servicing and Repairs of the Ammonia Plant and System components at building A-15 5 CDSB Gagetown, Oromocto, New Brunswick; as specified herein.
- .2 The work includes the:
 - .1 Start Up, Shut Down and Maintenance of Chillers and Cooling Tower Systems (schedule as indicated at Annexes A and B equipment detail and location as indicated at Annex C); required and Start Up;
 - .2 Provision of a written report after each inspection on condition of equipment indicating any:
 - .1 Recommendations for repairs or changes the Contractor considers necessary to ensure optimum operation of the equipment (details to be included);
 - .2 Any safety hazards including the urgency for correction; and
 - .3 A copy of any service logs, leak reports or annual leak certificates.
- .3 Any repairs or adjustment as authorized by the Engineer.
- .4 Perform monthly water quality testing and testing equipment maintenance on Base Chillers listed in Annex G. This testing is to be completed on the first Wednesday of the month from May-Sept.
 - a. Contractor must provide test results and equipment inspection reports to Engineer upon completion.
 - b. Testing requirement listed in Annex G.
 - c. Contractor must provide their own test equipment and supplies to perform required testing.
 - d. Contractor to provide to the Engineer for approval prior to award of contract, a sample copy of their Waste Quality Testing/Equipment Maintenance Report Sheet.

1.02 DURATION OF CONTRACT

- .1 This Service Contract will extend from 01 April 2022 to 31 March 2023 with an option to renew two-one year periods.

1.03 REFERENCES

- .1 All deliverables associated with this contract must comply with all Government of Canada legislation, policies, and directives. These include, but are not limited to, the Official Languages Act, Canadian Labour Code, National Building Code of Canada, Defence Production Act, Government Contracting Regulations, and others.

- .2 Canada Labour Code Part II.
- .3 National Building Code of Canada, (Latest Edition).
- .4 The New Brunswick Occupational Health and Safety Act, 1983, C. O-0.2.
- .5 The Canadian Electrical Code, (Latest Edition).
- .6 CSA B52-99, Mechanical Refrigeration Code.
- .7 CSA B51-03, Boiler Pressure Vessel and Pressure Piping Code.
- .8 EPS 1/RA/2 March 96, Code of Practice for the Reduction of Chlorofluorocarbons Emissions from Refrigeration and Air Conditioning.
- .9 Federal Halocarbon Regulation 2003, Schedule 2.
- .10 CE Contracts Daily Sign In (SOP) Standard Operating Procedure.

1.04 QUALIFICATIONS

- .1 Work shall be carried out in accordance with:
 - .1 Federal Halocarbon Regulations, 2003;
 - .2 Environment Canada Report EPS 1/RA/2, Environmental Code of Practice for Elimination of Fluorocarbon Emissions from Refrigeration and Air Conditioning Systems; and
 - .3 New Brunswick Regulation 97-132, Ozone Depleting Substances, Clean Air Act.
- .2 The Contractor must provide a copy of employee(s) certification to the Engineer prior to award of contract:
 - .1 Federal Halocarbon Regulations, 2003 Para. 1 Certificate (HRAI Card);
 - .2 New Brunswick Regulation 97-132, Article 21 (1), as defined in 97-125 Annex C, 52, (Refrigeration and Air Conditioning Mechanic License).
- .3 The technician must have proof of current manufacturer's training on McQuay, Trane and York Chillers prior to award of contract.
- .4 All Arena Ice Plant work will be performed by a certified Refrigeration Technician(s) with 3 years proven experience with Arena Ammonia Ice Plants. Proof of Certification is to be provided to the Engineer prior to award of contract.

1.05 ENGINEER

- .1 The Engineer, as defined and stated in this specification will be the Officer Commanding Real Property Operations Detachment (Gagetown) or a designated representative. The address of the Engineer is:
 - Contracts Office
 - Real Property Operations Det Gagetown
 - Building B-18
 - 238 Champlain Avenue
 - P.O. Box 17000 Station Forces
 - Oromocto, NB E2V 4J5
 - Tel: (506) 422-2677
 - Fax: (506) 422-1248

1.06 DOCUMENTS REQUIRED

- .1 Maintain at job site, one copy of the Specification, Addenda and Material Safety Data Sheets (MSDS) for any refrigerants, oils or cleaning agents used.

1.07 CONTRACTOR'S USE OF SITE

- .1 Work site access will be as directed by the Engineer.
- .2 Movement around the site is subject to restrictions laid down by the Engineer.
- .3 Do not unreasonably encumber the site with materials or equipment.

1.08 POWER AND WATER SUPPLY

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

1.09 ACCEPTABILITY OF MATERIAL

- .1 Material and parts used will be those specified by the manufacturer of the equipment and any other material will require the approval of the Engineer.
- .2 Provide material and equipment of specified design and quality, performing to published ratings and for which replacement parts are readily available.
- .3 The Contractor will not make any change in the design and installation of equipment and materials of the Engineer.
- .4 If, in an emergency, the Contractor installs parts other than those specified, they will be replaced with specified parts before claiming payment, but no claim for other than specified parts will be made.
- .5 All replaced parts and materials not under warranty, whether serviceable or unserviceable will be left on site for inspection on completion of the work.
- .6 All manufactured articles, materials and equipment will be applied, installed, connected and used as specified by the manufacturer.
- .7 Requests for acceptance of material other than those specified will be submitted in writing to the Engineer. The request must be supported with sufficient product information to enable the Engineer to make an assessment.

1.10 GUARANTEE

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

1.11 CODES AND STANDARDS

- .1 In addition to the requirements of 1.3, perform work and enforce safety measures in accordance with the following:
 - .1 Mechanical Refrigeration Code (CSA B52-05);
 - .2 The Canadian Electrical Code (Latest Edition);
 - .3 The Installation Code for Oil Burning Equipment (CAN/CSA B139-04);
 - .4 The Boiler Pressure Vessel and Pressure Piping Code (CSA B51-03);
 - .5 The Natural Gas and Propane Installation Code (CSA B149.1-00);
 - .6 The Canada Labour Code Part 2;
 - .7 The National Building Code of Canada (Latest Edition); and
 - .8 The New Brunswick Occupational Safety and Health Regulation 91-191, Part XVII for Confined Spaces(1991).
- .2 Contractor must be registered with WorkSafeNB.
- .3 When necessary, the Contractor must provide their own Confined Space Entry Procedure with a Site Safety Plan. The Contractor will provide a copy of their Confined Space Certification to the Engineer, upon request.
- .4 Comply with the requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage and disposal of hazardous materials; and labelling and provision of Material Safety Data Sheets acceptable to Human Resources and Skills Development Canada and Health Canada.
- .5 Work to meet or exceed requirements of specified standards, codes and referenced documents. In event of conflict between any provisions of above authorities, the most stringent provision will apply.

1.12 HALOCARBON MANAGEMENT MONITORING AND REPORTING

- .1 All Reports shall have the information as required by the Federal Halocarbon Regulation 2003, Schedule 2.
- .2 Refer to Annex D & E for details.

1.13 OVERLOADING

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

1.14 TEMPORARY ALL STRUCTURES

- .1 The Contractor will furnish and maintain equipment such as ladders, ramps, scaffolds, hoists, chutes, etc. as required for the proper execution of the work.

- .2 Temporary structures erected by the Contractor will be removed by them from the site on completion of the work.

1.15 CUTTING FITTING AND PATCHING

- .1 Perform cutting, fitting and patching of materials when required to allow work to fit properly together.
- .2 Where new work connects with existing and where existing work is altered, cut, patch and perform repairs to match existing work.

1.16 CLEAN UP

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

1.17 WORK REQUISITION

- .1 Contractor will provide service during normal working hours on an 8 hour per day, 5 days per week basis 07:30 to 16:00hrs Monday to Friday inclusive and emergency service after normal working hours, which includes Saturday, Sunday, and holidays.
- .2 The Contractor will advise the Engineer of the telephone number or location at which they or their representative may be contacted at all times.
- .3 The Contractor upon receipt of a Service Contract will be advised by the Engineer in writing, the names of persons authorized to request service. Work undertaken at the request of others will be entirely at the risk of the Contractor with regard to payment.
- .4 The Contractor will not refuse any call for service by the Engineer and will respond within 24 hours on normal service calls and within 2 hours on emergency service calls.
- .5 When service is required, the Engineer will notify the Contractor and detail the job. When requested, a written estimate will be provided indicating labour, and material costs. The work request will detail the work to be done and will be signed by the Engineer or his Representative. One copy of this form will be given to the Contractor.
- .6 The Contractor will report to the Engineer prior to starting work and upon completion of work on a daily basis to sign in and out.
- .7 After reporting the Contractor will proceed to the job and carry out the work. The contractor will provide daily work reports to the Engineer detailing work performed, contractor's employees assigned to work, location or building number of work site, hours worked for each employee, trade of each employee and materials used in the completion of the work and any recommendations for further work that may be required. This work report must indicate the work order number and the requisition number on which the work was requested from the Engineer. Contractor is to have the Engineer sign the work report either at the end of the work day or at the beginning

of the next work day while signing in.

1.18 COORDINATION OF WORK

- .1 Work will be coordinated in a manner to disrupt the occupants as little as possible. The Contractor will arrange the above work in coordination with the Engineer.

1.19 ESTIMATED QUANTITIES AND BASIS OF PAYMENT

- .1 The Contractor will accept the payment as full consideration for everything furnished and done by them in respect of the work.
- .2 The Contractor will submit on site prices to include transportation, supervision, overhead and profit for a certified refrigeration technician with manufacturer training and proven experience on chillers, cooling towers and the Arena Ice Plant Ammonia.
 - .1 When a requirement for a trade not listed above in the estimated quantities, the Engineer will review with the Contractor and authorize a sub-contract for this work. When invoicing the contractor will submit to the Engineer a copy of the sub-contractor's time and materials plus a 10% markup.
 - .2 All materials will be invoiced at the Contractor's wholesale cost price plus a percentage for mark-up. Copies of invoices for materials used must accompany the invoice for the service call completed. Contractor is to submit percentage of mark-up for tender purposes;
- .3 Time charged and the price of materials used may be verified by Government audit before or after payment is made under the terms of this standing offer.

1.20 INVOICES

- .1 The original invoice covering all charges for each different Start-up and Shut-down plus inspection as a separate charge will be submitted to the Engineer.
- .2 The Contractor is to return with their invoice, copies of all daily work reports and copies of all contractor's wholesale invoices for material used in the completion of the work. Invoices must detail the location and description of work performed. The Contractor's invoice shall reference the contract, work order and requisition number.
- .3 The Contractor will submit his invoice for payment to the Engineer within 10 working days of completion of each work request.

1.21 SECURITY CLEARANCES

- .1 The Contractor shall maintain an up to date roster of all employees involved in the Standing Offer Agreement including managers, supervisors and labourers. This roster shall be made available to the Engineer upon request. The roster shall contain the following information:
 - .1 Employee's name;
 - .2 Position; and
 - .3 Specifics of employment.

1.22 CONTRACTOR PASSES

- .1 All Contractor employees will carry an authorized Contractor Pass on their persons when employed on DND property. Such passes will be produced when requested by the Military Police, Commissionaires, Security Guards and persons in authority.
- .2 The Contractor will complete an application form for contractor passes for each individual. The Contractor will accompany the employee to the Military Police Identification Section building F-19 for the issuance of pass.
- .3 Photocopies of passes are to be provided to the Engineer.
- .4 The Contractor will ensure Contractor passes are recovered from employees who cease to be employed on DND property. Such passes shall be returned to the Military Police Identification Section upon completion of the Contract or termination of the Contractor's employee.

END OF SECTION

1 GENERAL

1.01 REFERENCES

- .1 Canada Labour Code, Part 2, Canada Occupational Safety and Health Regulations.
- .2 Province of New Brunswick Occupational Health and Safety Act, S.N.B. 1983.
- .3 National Building Code of Canada, (Latest Edition).

1.02 REGULATORY REQUIREMENTS

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

1.03 RESPONSIBILITY

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

1.04 UNFORESEEN HAZARDS

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

1.05 CORRECTION OF NON-COMPLIANCE

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

.0 WORK STOPPAGE

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

END OF SECTION

1 GENERAL

1.01 REPORTING FIRES

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

1.02 INTERIOR AND EXTERIOR FIRE PROTECTION AND ALARM SYSTEMS

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

1.03 FIRE EXTINGUISHERS

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

1.04 BLOCKAGE OF ROADWAYS

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

1.05 SMOKING PRECAUTIONS

- .1 Observe smoking regulations at all times.

1.06 RUBBISH AND WASTE MATERIALS

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

1.07 FLAMMABLE AND COMBUSTIBLE LIQUIDS

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

1.08 HAZARDOUS SUBSTANCES

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

1.09 QUESTIONS AND/OR CLARIFICATION

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

1.10 FIRE INSPECTION

- .1 Site inspections by Fire Chief will be coordinated through Engineer.
- .2 Allow Fire Chief unrestricted access to work site.

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

END OF SECTION

1 GENERAL

1.01 GENERAL

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

1.02 FIRES

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

1.03 DISPOSAL OF WASTES

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

1.04 SPILL PROTECTION

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

END OF SECTION

CHILLER - INSPECTION AND SERVICE

1. Call EMCS Shop at CE Phone # 422-2215 to coordinate turning ON/OFF Systems.
2. Perform polarization test on compressor motor windings.
3. Check oil sump heater, thermostat setting and casting heaters.
4. Check motor terminal insulation and connections.
5. Change motor cooling line filter/driers.
6. Check main starter to include: condition of contacts, terminal connections and star-delta interlock.
7. Remove oil sample and analyze for:
 - a. wear level (material content)
 - b. acidity
 - c. water contentProvide report to Engineer with Inspection Report
8. Check operating and safety controls.
9. Once per year, remove chiller covers and clean condenser water tubes. **NOTE: Prior to Re-installing covers, Contact the Contract Manager to arrange The Provincial Boiler Inspection.**
10. Check chiller control panel and lube oil control box.
11. Check operating conditions and log for trend references.
11. Leak test units. Semi Annually (May/Oct)
12. Check oil sump temperature, pressure and level.
13. Check temperature pickup:
 - a. across condenser
 - b. across cooler
 - c. refrigerant temperature
 - d. condensing temperature
14. Check operating voltage and amperage.
15. Check motor overload and chilled water module operation.

CHILLER - INSPECTION AND SERVICE

16. Check oil cooler water supply and regulating valve.
17. Operate unit at 40%, 60%, 80%, and 100% and observe control module operation under these conditions. Make adjustments as required.
18. Check vane operator.
19. Check operation of recycle timer.
20. Check system to ensure it is properly charged with refrigerant.
21. Systematic logging of system.
22. Leave system operating or ready to operate on demand.
23. Review log sheets and discuss operation with DND representative.
24. Briefly instruct DND representative on operating procedures.

TRANE CHILLERS

Seasonal Unit Start-Up Procedure

1. Close all valves and re-install the drain plugs in the evaporator and condenser heads.
2. Service the auxiliary equipment according to the start-up/maintenance instructions provided by the respective equipment manufacturers.
3. Vent and fill the cooling tower, if used, as well as the condenser and piping. At this point, all air must be removed from the system (including each pass). Close the vents in the evaporator chilled water circuits.
4. Open all the valves in the evaporator chilled water circuits.
5. If the evaporator was previously drained, vent and fill the evaporator and chilled water circuit. When all air is removed from the system (including each pass), install the vent plugs in the evaporator water boxes.
(CAUTION: Ensure that the oil sump heaters have been operating for a minimum of 24 hours before starting. Failure to do so may result in EQUIPMENT DAMAGE.)
6. Check the adjustment and operation of each safety and operating control.
7. Close all disconnect switches.
8. Refer to the sequence for daily unit startup for the remainder of the seasonal startup.

CHILLER - INSPECTION AND SERVICE

Seasonal Unit Shutdown

1. Perform the normal unit stop sequence using the <Stop> key.
NOTE: Do not open the starter disconnect switch. This must remain closed to provide control power from the control power transformer to the oil sump heater.
2. Verify that the chilled water and condenser water pumps are cycled off. Open the disconnect switches to the pumps and tag out properly.
3. Drain the condenser piping and cooling tower. Clean Cooling Tower.
4. Remove the drain and vent plugs from the condenser headers to drain the condenser. Clean Condenser using mechanical tube cleaner.
5. Verify that the Crank Case heater is working and wiring is in good condition.
6. Once the unit is secured, perform the maintenance identified in the following sections and additional notes below.

Additional Notes to be performed

1. Drain cooling coils in bldgs. D57, J8, J9, J10
2. Unhook and isolate chemical feed systems for all bldgs.
3. Every Fall, all refrigerant gas detection systems must be calibrated along with testing all strobes, sirens, fans, dampers and exhaust systems for proper operation.
 - a. Calibration decals must be attached to all gas sensors identifying the technicians name and date of calibration.
 - b. Copy of Honeywell Gas Sensor Calibration Certificate for all units will be provided to Engineer upon completion.
 - c. Note – before testing can begin, warning information must be posted by every notification point and building manager must be notified.
4. J7 will require valve manipulation to allow the summer tower to shut down and the winter tower to start up.
 - a. The winter tower heat exchanger must be checked for proper flows on both circuits.
 - b. Filtration system must be tested for pressure drop across the sand media.
 - c. All pumps must have coupling and seals checked.
 - d. Refrigerant detectors calibrated as per in 3 above.
5. L24
 - a. Fluid cooler drained.
 - b. All associated piping on water side drained.
 - c. Pumps drained and tagged out until Spring start up.
6. A47
 - a. Verify glycol levels and concentrations before winter and document on shut down report.
 - b. All pumps must have coupling and seals checked.

CHILLER - INSPECTION AND SERVICE

7. H33
 - a. Verify glycol levels and concentrations before winter and document on shut down report.
 - b. All pumps must have coupling and seals checked.
 - c. Fluid cooler checked for proper operation.
 - d. Refrigerant detectors calibrated as per in 3 above.

COOLING TOWER - INSPECTION AND SERVICE

Type of Service	Start-up	Shut-down
1. Inspect general condition	X	X
2. Clean debris from unit	X	X
3. Clean and flush sump	X	X
4. Clean sump strainer	X	X
5. Check and adjust sump water level	X	
6. Inspect heat transfer section	X	
7. Inspect spray nozzles	X	X
8. Check and adjust fan belt tension	X	
9. Check and adjust bleed rate	X	
10. Check operation of make-up valve	X	
11. Check unit for unusual noise or vibration	X	X
12. Check fan bearing locking collars	X	X
13. Check motor voltage and current	X	X
14. Lubricate fan shaft bearings	X	X
15. Lubricate fan motor bearings	X	X
16. Lubricate motor base adjusting screws	X	X
17. Check fan for rotation without obstruction	X	
18. Check fan and pump motor for proper rotation	X	
19. Drain sump and piping		X
20. Inspect protective finish		X
21. J7 Only. Switch between Summer / Winter	X	X

Annex B
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COOLING TOWER - INSPECTION AND SERVICE

NOTE: For entry into the Cooling Tower ensure that Confined Space Entry regulations are followed. Also, ensure there is a person outside the Tower for Safety purposes and all other Safety Procedures are followed.

EQUIPMENT LIST

TYPE OF EQUIPMENT	MODEL	SERIAL #	LOCATION
1. Chiller # 1	McQuay/Snyder PHH-087 Halocarbon Type HFC-134A Centrifugal Chiller.	5VL0100300	J7 RM D223
2. Chiller # 2	McQuay/Snyder PHH-087 Halocarbon Type HFC-134A Centrifugal Chiller.	5VL0100500	J7 RM D223
3. Chiller	Trane Scroll Chiller CGWR065GAOE110DOO15011001 Halocarbon Type R410A	2596A-01	J8 RM 218
4. Chiller	Trane Scroll Chiller Halocarbon Type R410A CGWR040GAOE110DOO15011001	2596A-02	J9 RM 232
5. Chiller # 1	McQuay/Snyder PEH063-CBAC Halocarbon Type HFC-134A Centrifugal Chiller.	57A81001-00	J10 RM C202
6. Chiller # 2	McQuay/Snyder PEH063-CBAC Halocarbon Type HFC-134A Centrifugal Chiller.	57A81002-00	J10 RM C202
7. Chiller	Trane, Model # RTHD UB1H XEOU AB1A 3RAL VXQA EXAA BXY1 18BG XAX4 XRX VA	U06A05765	D57, RM A256
8. A/C Liquid Chiller	TRANE Reciprocating Chiller CGAM-0806-2R02-AXD2-A1A1 Halocarbon Type R410A	U18L71862	A47 Roof
9. A/C Liquid Chiller (Roof Top A/C)	Trane screw compressor RTAC-2505 Halocarbon 134A	U01B00096	H33 Roof
10. Cooling Tower	Baltimore Air Coil, Model# VTL-116	U064424601	D57, Roof
11. Cooling Tower Summer	Baltimore Air Coil T1663-0CR	90800186	J-7, Roof
12. Cooling Tower Winter	EVAPCO AT-8-66B	982724	J-7, Roof
13. Cooling Tower	Coolwater Technologies RTCH-57B	12814-128	J-8, Roof

Annex C
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EQUIPMENT LIST

14. Cooling Tower	Baltimore Air Coil VTO O11R	UO70367201	J-9, Roof
15. Cooling Tower	Baltimore Air Coil XFS15F-1285-06HN-2	U188269501	J-10, Roof
16. Cooling Tower	Baltimore Air Coil F1723JS	94800204	L24, Roof
17. Cooling Tower	Baltimore Air Coil	UI24278701-01-01	H33, West Side
18. Refrigerant Detections	Honeywell	301EM	All Bldgs
19. Condensor & Chilled Water Pumps			All Bldgs

HALOCARBON REPORTING PROCEDURE

Reference: 5 ESU Engr Branch SOP 9.8 Halocarbon - Monitoring & Procedure, Jun 2004

1. Upon discovery of a Halocarbon release(s), the Contractor will:
 - .1 Stop work;
 - .2 shut equipment/system down;
 - .3 isolate leak and reclaim refrigerant from leaking section, if possible, to minimize refrigerant loss; and
 - .4 immediately report to the Engineer for further instructions.
2. On completion of work and prior to leaving base, the Contractor will submit a preliminary report to the Engineer highlighting:
 - .1 The type of system;
 - .2 type of halocarbon;
 - .3 amount released; and
 - .4 location of equipment, etc.
3. If the Contractor is unable to reach their Responsible Contract Manager, the Contractor will immediately contact the Contracts Office 422-2677 (During Normal working Hours), or the Duty Contract Manager by calling the Base Gagetown Fire Hall 422-2106 and requesting the number.
4. A final report, as per Federal Halocarbon Regulations, is to follow to the Contract Manager and Mechanical Shop Supervisor within 24 hours.

Annex E
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2021-04-06

HALOCARBON REPORT

HALOCARBON SERVICE LOG, RELEASE REPORT AND LEAK TEST NOTICE

<u>NAME OF OWNER</u>	<u>Department of National Defence</u>
<u>ADDRESS OF OWNER:</u>	<u>Real Property Operations Detachment Gagetown</u> <u>Building B-18</u> <u>238 Champlain Avenue</u> <u>PO Box 17000 Station Forces</u> <u>Oromocto, N.B. E2V 4J5</u>
<u>NAME OF OPERATOR:</u>	<u>Real Property Operations Detachment (Gagetown)</u>
<u>SYSTEM LOCATION</u> <u>& UNIT NUMBER:</u>	_____
<u>DESCRIPTION OF SYSTEM:</u>	_____
<u>TECHNICIAN'S NAME:</u>	_____
<u>CERTIFICATE NUMBER:</u>	_____
<u>EMPLOYER:</u>	_____
<u>REFRIGERANT:</u>	_____
<u>SYSTEM QUANTITY:</u>	_____
<u>DATE OF LAST TWO LEAK TESTS:</u>	_____

<u>REMARKS:</u>	_____

SIGNATURE: _____ DATE: _____

ISOLATION AND LOCKOUT PROCEDURES

Annex from CE Branch SOP 2.3
Dated Oct-21

ISOLATION AND LOCKOUT PROCEDURES FOR ELECTRICAL FACILITIES

1. All electrical isolations performed within 5 CDSB Gagetown for primary and secondary distribution equipment shall be the responsibility of the electrical supervisor or a responsible employee appointed by him.
2. All electrical isolations and lockouts will be recorded in a logbook. This logbook will be located at the electrical supervisor's office. All pertinent information (date, employee's name, equipment location, equipment I.D. number, lock number and reason for isolation) shall be recorded.
3. Equipment that is isolated must have a lock installed to prevent energizing and a tag displaying the words "DO NOT OPERATE" affixed to the disconnecting means.
4. Where more than one trade or one employee is performing any work on, or live testing of, isolated electrical and/or related equipment, a separate tag and lock for each such employee shall be attached to each control and locking device.
5. Two keys will be issued per lock. One key shall be issued to lock holder and the other shall be held in a secure area (key press) by the shop supervisor. Keys and locks shall be numerically identified.
6. Persons working on individual ccts in a distribution panel will either have a safety watcher stand by panel to prevent cct from being turned on, or in cases where the job is of a lengthy duration the cover is to be removed from the panel, the wire feeding the cct in question removed from the breaker and the cover replaced. A tag will also be attached to the breaker indicating the cct is being worked on.
7. No person shall cut or remove an isolation safety lock or tag without the written consent of the B Engr or an individual appointed by him.

Annex G
Job No. L-G2-9900/1860
2021-04-06

Monthly Water Quality Testing and Equipment Maintenance

1. Unit locations and Types of testing

- a. J7- room D223
 - i. Open loop
 - ii. Closed Loop
- b. J8- room 230
 - i. Open Loop
 - ii. Closed Loop
- c. J9- room 232
 - i. Open Loop
 - ii. Closed Loop
- d. J10- room C202
 - i. Open Loop
 - ii. Closed Loop
- e. L24- room 217
 - i. Open Loop
- f. D57- room A256
 - i. Open Loop
 - ii. Closed Loop
- g. H33- Outside building by Parking lot
 - i. Open Loop

2. Open loop Testing/Checks

1. Perform Water Quality test to include

- a. Hardness
- b. Conductivity
- c. Moly date
- d. Alkalinity
- e. Phosphate
- f. Bacteria
- g. Algae
- h. Legionella (**For Month of June - October Only**)
Note- This test must be sent to an approved Lab for independent analysis. These results are to be attached to monthly report.

2. Clean probes
3. Ensure Chemical Barrels are full
4. Verify controller test button
5. Verify blowdown valve operation
6. Verify all chemical feed pumps are operating

3. Closed Loop Testing/Checks

1. Perform Water Quality test to include
 - a. Moly date
 - b. Conductivity
 - c. PH
2. Clean probes
3. Ensure Chemical Barrels are full
4. Verify controller test button
5. Verify blowdown valve operation
6. Verify all chemical feed pumps are operating

Additional Requirement

1. Chemicals will be purchased with Engineer approval on an “as required” basis and transported to Mechanical rooms by Contractor. This cost will be paid for by the Engineer.
2. Contractor is to maintain proper storage of chemicals complete with labels and MSDS sheets.