

SOW (Statement of Work)
Install Fire Protection System (FPS) - Shippagan SAR Station

1.0 Scope

1.1 Install Fire Protection System (FPS) - Shippagan SAR (Search and Rescue) Station – Shippagan, New Brunswick

1.2 Introduction

Provide all required resources to install a fire protection system (FPS) in the Shippagan SAR (Search and Rescue) Station Main/Ops (Operations) Bldg that includes all exterior and interior required removals, reinstatements, modifications, alterations, relocations, fabrications, installations, and upgrades that are inclusive of any other related requirements to complete all contract requirements in full; this is inclusive of all requirements to integrate the newly installed fire sprinkler system into the existing fire alarm system.

1.3 Objectives of the Requirements

The objective is to provide/supply all labour, materials, and required resources to ensure all contract requirements for installing the new FPS (Fire Protection System) at the Shippagan SAR Main/Ops Bldg are met in full; thus including, but not limited to all exterior and interior resources to perform contract required removals, reinstatements, modifications, alterations, relocations, fabrications, installations, and upgrades including all other related requirements. The FPS installation will assist in fire protection of site infrastructure and personnel at the Shippagan SAR (Search and Rescue) Station; thus will assist in the prevention for loss of life and minimize costly site infrastructure damages due to fire.

1.4 Background, Assumptions, and Specific Scope of Requirements

- 1.4.1 Background: The Shippagan SAR Station site staff respond to marine emergencies; therefore site staff must have uninterrupted access to their work areas, equipment, and all other work accessories. The contractor services/works is not to interfere with site staff daily work activities or areas throughout the life cycle of the contract/project; therefore all contractor work areas must be approved by the Departmental Representative (DP Rep) prior to the set up and start of any services or works.
- 1.4.2 The Shippagan SAR Station is composed of the Main/Ops Bldg, the Workshop Bldg, Floating Dock Area, Wharf Area, RP Electrical Sub-Station Bldg, related site infrastructure, and site grounds. Currently all other DFO Gulf (GLF) Region SAR Station Main/Ops Bldgs (Buildings) have a Fire Protection System, except for the Shippagan SAR Station; therefore the intent of this fire protection system installation is to meet other GLF RP SAR Station fire protection standards and to assist in providing a safe work environment for site staff.
- 1.4.3 Constraints:
1. All contract requirements are to be performed and fulfilled NLT (No Later Than) March 3, 2022; this includes, but is not limited to the successful commissioning and final closeout inspection conducted by the Departmental Representative (DP Rep)

SOW (Statement of Work)
Install Fire Protection System (FPS) - Shippagan SAR Station

/DFO Gulf Region RP PM/A (Real Property Project Manager/Authority) with the contractor representative in attendance. The one time lump sum payment contract invoicing is conditional on the contractor receiving DP Rep written notice of acceptance for the successful final closeout inspection and commissioning.

2. Compliance of all contract requirements.
3. Access to Site:
 - 1) Access to site has to be requested by the contractor representative via email to the DP Rep for approval. See additional information regarding site access restrictions and requirements under “3.2 *DFO Obligations*” and other related contract requirements.
 - 2) COVID 19 Requirements: Currently the only COVID 19 restrictions to access the Shippagan SAR Station Site, is that all Non-CCG SAR site staff are required to wear masks at all times and immediately report to the Shippagan SAR Main/Ops Building front office entrance area for temperature testing. Contractor personnel that do not meet the COVID 19 regulated required temperature range will be immediately dismissed from the site. The contractor is to be held solely responsible to replace any of their dismissed staff/personnel including sub-contractors, external service providers, and any other required personnel to meet all contract requirements in full; thus no claims for extra payment will be entertained by reason of difficulties encountered due to replacements of dismissed contractor personnel.
All Non-CCG SAR site staff including contractor personnel are required to comply with daily changing COVID 19 Federal, Provincial, municipal, DFO GLF Region, CCG, and contract required regulations, standards, policies, directives, and protocols throughout the life cycle of the contract/project; in case of conflict, the most stringent is to be adhered to.
 - 3) On site access approval from the DP Rep, the contractor is to be restricted to site facilities, areas, and systems that are directly pertinent to fulfilling all contract requirements.

2.0 Requirements

2.1 Tasks, Activities, Deliverables and Milestones

The contractor is responsible to provide/supply all required resources to fulfill all contract requirements including, but not limited to parts/fixtures/materials/items/components, soils, landscaping, civil works, tools, equipment, operators, certified technicians/trades personnel, rentals, permits, licenses, compliance certificates, location of internal & external utilities, external works/services requirements, inspections/inspection equipment, testing/testing equipment, training session(s), demonstrations, code requirements, design requirements, and all other resources to perform and fulfill all contract requirements. Responsibilities to include, but are not limited to:

SOW (Statement of Work)
Install Fire Protection System (FPS) - Shippagan SAR Station

- 2.1.1 Install Fire Protection System (FPS) – Including Required Removals, Modifications, Alterations, Relocations, Installations, Upgrades, and Reinstatements:
1. Inclusive of all Mandatory Site Visit requirements including costs.
 2. Review and understand “6.2 *Relevant Terms, Acronyms and Glossaries*”.
 3. Review and comply with “6.1 *Applicable Documents*”.
 4. Review, verify, and confirm accuracy of all contract requirements.
 5. All interior and exterior testing, inspections, demonstrations, and training must be in compliance with “2.2 *Specifications and Standards*”, “2.5 *Reporting Requirements*”, and all other related contract requirements.
 6. Perform a new updated Flow Test to ensure Design Requirements and FPS contract requirements meet all the latest code editions and amendments.
 7. The Fire Protection System is to be of Victaulic manufactured system with no substitutes to meet Gulf Region RP Standards.
 8. Design Requirements:
 - 1) Design automatic wet pipe fire suppression sprinkler systems in accordance with required and advisory provisions of NFPA 13, by hydraulic calculations for uniform distribution of water over design area.
 - 2) Include with each system materials, accessories, and equipment inside and outside building to provide each system complete and ready for use.
 - 3) Design and provide each system to give full consideration to blind spaces, piping, electrical equipment, ducts and other construction and equipment in accordance with detailed shop drawings.
 - 4) Locate sprinkler heads in consistent pattern with ceiling grid, lights and air supply diffusers. Any modification to the sprinkler placement and pattern shown on the drawings are the responsibility of the contractor.
 - 5) Devices and equipment for fire protection service: ULC approved for use in wet pipe sprinkler systems.
 - 6) The contractor is to provide complete hydraulic calculations that is to be part of the stamped certified engineer design to the DP Rep for review within twenty (20) working days of the contract award date.
 - 7) Hydraulic calculations: to include as a minimum, the following:
 - a. One line diagram schematics for each zone; indicating all nodes.
 - b. Calculations showing pressure, residual and safety at each node.
 - c. Area and heads being calculated, for each type of hazard.
 - d. Pressure surplus at most remote head in calculated areas.
 - e. Pipe sizing between each node.
 - 8) Location of sprinkler heads:
 - a. Locate heads in relation to ceiling and spacing of sprinkler head not to exceed that permitted by NFPA 13 hazard indicated.
 - b. Uniformly space sprinklers on branch.

SOW (Statement of Work)
Install Fire Protection System (FPS) - Shippagan SAR Station

- c. Any modification of the sprinkler placement and pattern shown on the drawings are the responsibility of the contractor.
- 9) Water distribution:
 - a. Make distribution uniform throughout the area in which sprinkler heads will open.
 - b. Discharge from individual heads in hydraulically most remote area to be 100% of the specified density.
- 10) Density of application of water.
 - a. Size pipe to provide specified density when system in discharging specified total maximum required flow.
- 11) Sprinkler discharge area:
 - a. Area: hydraulically most remote area as defined in NFPA 13.
- 12) Outside hose allowances:
 - a. Include allowance in hydraulic calculations for outside hose streams.
- 13) Friction losses:
 - a. Calculate losses in piping in accordance with Hazen-Williams formula with “C” value of 120 for steel piping, 140 for cement-lined ductile-iron piping.
- 14) Flow Test: the contractor is responsible to conduct a new flow test to ensure Design Requirements.
- 15) Bulkheads/Pipe Chase Construction Requirements: Horizontal and vertical bulkheads/pipe chases must be constructed in a way to allow unobstructed access for future repairs, replacements, inspections, and testing of all enclosed FPS components, controls, and piping. All bulkheads/pipe chases are to be part of the design submittal to the DP Rep that includes, but is not limited to: design details for layouts, construction methods, installation methods, any required supports, sizing including length of runs, method of accessibility, clearly show unobstructed distances/clearances in relation to surrounding building components, and all other related information to allow a good fit.
- 16) Approval:
 - a. Contractor is responsible to submit qualified Engineer certified stamped sprinkler drawings to the DP Rep for review; however this does not alleviate the contractor from their contract responsibilities and meeting all federal, provincial, and local codes/regulations/rules/acts/standards/etc.
- 17) Action and Informational Submittals:
 - a. Product Data:
 - a) Review and comply with “2.5 *Reporting Requirements*” that includes, but not limited to “*Submittal Process Requirements*” and “*Shop Drawing Submittal Requirements*”.
 - b) Review and comply with all related requirements within “2.4 *Method and Source of Acceptance*”.
 - c) Submit manufacturer’s instructions, printed product

SOW (Statement of Work)
Install Fire Protection System (FPS) - Shippagan SAR Station

literature and data sheets for distribution piping materials and include product characteristics, performance criteria, physical size, finish and limitations.

- b. Shop Drawings:
 - a) Review and comply with “2.5 *Reporting Requirements*” that includes, but not limited to “*Submittal Process Requirements*” and “*Shop Drawing Submittal Requirements*”.
 - b) Review and comply with all related requirements within “2.4 *Method and Source of Acceptance*”.
 - c) Submit drawings for all pipe, fittings, components, items, materials, and appurtenances clearly indicating selected dimensions, options and grades of product.
 - d) Submit drawings stamped and signed by professional engineer registered or licensed in the Province of New Brunswick, Canada.
9. Wet Pipe System: The Fire Protection System must be of Victaulic manufactured system with no substitutes.
 - 1) Provide complete with the following:
 - a. Water gauges.
 - b. Zone valve assemblies.
 - c. Piping and fittings.
 - d. Valves.
 - e. Hangers.
 - f. Floor and ceiling escutcheon plates.
 - g. Sprinklers.
 - h. Flow switch.
 - i. Low point drains as required.
 - j. All contract requirements.
 - 2) Pipe and Fittings:
 - a. Steel Pipe:
 - a) Pipe minimum Schedule 10 for 64 mm and up.
 - b) Pipe minimum Schedule 40 for 51 mm and down.
 - c) Pipe to be steel to ASTM A795/A795M, ASTM A135/A135M or ASTM A53/A53M.
 - d) Pipe marking to include brand, grade, schedule, and ASTM specification number. Markings to be continuous over length of pipe.
 - e) Note: Departmental Representative (DP Rep) to visually inspect pipe prior to installation or painting.
 - f) Only Pipe of Canadian or American manufacturer will be accepted. All new piping to be from one manufacturer. An alternate manufacturer can be used if all material is not available from first manufacturer or delivery will cause project delays. A letter from the supplier must accompany the

SOW (Statement of Work)
Install Fire Protection System (FPS) - Shippagan SAR Station

shop drawings for the second manufacturers piping, stating materials are not available or delivery will cause delay to project.

- g) Acceptable Material:
 - A. Bull Moose.
 - B. Wheatland.
 - C. Allied.
 - D. Mittal.
 - E. Youngstown.
 - F. Nova.
 - G. Northwest.
 - H. Approved Equal.
- b. Fittings: working pressure 860 kPa.
 - a) Screwed:
 - A. Cast iron screwed to ANSI B16.4, 860 kPa.
 - B. Malleable iron, screwed to ANSI B16.3, 860 kPa.
 - C. Acceptable Material:
 - A. BMI.
 - B. Ward.
 - C. Tyco.
 - D. Grinnell.
 - E. Anvil Star.
 - F. Approved Equal.
 - b) Cast iron flanged to ANSI B16.1, 860 kPa.
 - c) Mechanical grooved coupling to ANSI B31.3, 860 kPa.
 - A. Acceptable Material:
 - i) *Victaulic - no substitutes.*
 - d) Flange bolts: Square or hex head bolts with heavy hex nuts to ASTM A307.
 - e) Flange gaskets: 1.6 mm thick plain or cloth inserted red rubber to ANSI B16.20 and ANSI B16.21.
 - f) All piping 51 mm and under to have screwed or grooved fittings.
 - g) All fittings of one type must be by one manufacturer
 - 3) Valves:
 - a. Of one manufacture for fire protection; ULC listed, bearing the manufacturer's trademark name and FM identification figure number and pressure rating. Malleable iron hand-wheels, unless otherwise specified for 1.2 Mpa working water pressure.
 - b. Over NPS 51 mm: rising stems, re-packable under pressure. Under NPS 51 mm: rising or non-rising stems.
 - c. Valves on fire lines must be equipped with contacts and services necessary for operation of supervisory system.

SOW (Statement of Work)
Install Fire Protection System (FPS) - Shippagan SAR Station

- 4) Butterfly Valves:
 - a. Underwriters' Laboratories of Canada (ULC) approved, iron body, bronze disk resilient replaceable liner seat, plain, flanged or grooved ends.
 - b. Acceptable Material:
 - a) *Victaulic - no substitutes.*
- 5) Check Valves:
 - a. 51 mm and under: bronze to ASTM B61 for both horizontal and vertical mounting with replaceable composition disc, screwed cap and ends.
 - b. 64 mm and over: Underwriters' Laboratories pattern, iron body, bronze mounted, regrind-renew bronze disc and seat ring, bolted cap flanged ends. Designed for either horizontal or vertical mounting.
 - c. Acceptable Material:
 - a) *Victaulic - no substitutes.*
- 6) Gate Valves:
 - a. 51 mm and under: bronze to ASTM B61 double disc and screwed ends. ULC.
 - b. 64 mm and over: Underwriter's Laboratories pattern, iron body, bronze mounted, with OS&Y double disc or wedge, flanged ends.
 - c. Acceptable Material:
 - a) *Victaulic - no substitutes.*
- 7) Pipe Hangers:
 - a. To NFPA 13 – current edition for sprinkler system.
 - b. Provide proper hangers / pipe stands c/w base plates to support the backflow preventer and other components located at the water entrance. All baseplates are to be fastened permanently to the floor and stands to be fastened mechanically to water entrance piping, *must have a self-adhesive blue skin type material between dissimilar materials to prevent electrolysis.* Location of clamps and supports must not interfere with the regular maintenance, inspections, and testing of any device located on the water entrance.
 - c. Rod buttons are required on threaded rod located at ceiling in all finished exposed area.
- 8) Sprinklers:
 - a. Provide quick response sprinklers of a current manufacturer for light, ordinary or other hazards as indicated.
 - b. Sprinklers to be listed with and bear certification marking of nationally recognized testing agency.
 - c. Provide minimum NPS 13 mm diameter discharge orifice unless otherwise noted on the drawings, and except when approved by authorities having jurisdiction.
 - d. Provide standard as per drawings finish for sprinklers, type as indicated, in all areas except mechanical rooms, electrical room and storage rooms, which may be bronze finish.

SOW (Statement of Work)

Install Fire Protection System (FPS) - Shippagan SAR Station

- e. Provide heavy duty head guards where indicated on plans and in the specification. Head guards to be from the same manufacturer as sprinklers installed. All escutcheon cups must be listed to be used with the sprinklers installed.
 - f. A list of spare sprinklers must be installed securely inside the spare head cabinet and must include the following:
 - a) Manufacturer, Model, Orifice, Deflector Type, Thermal Sensitivity and Pressure Rating.
 - b) General Description.
 - c) Quantity of each type to be contained in the cabinet.
 - d) Issue or revision date of the list.
 - g. Acceptable Material:
 - a) *Victaulic - no substitutes.*
- 9) Riser Assembly:
- a. Zone valve assembly for water flow indication within zone. Assembly to include manifold body, ULC/FM approved vane type flow switch complete with tamperproof screwed on cover, pressure gauge, test/drain module complete with isolation head valve and standard 13 mm orifice. Entire assembly to be ULC/FM approved, and ULC listed to 1725 kPa.
 - b. Acceptable material:
 - a) *Victaulic - no substitutes.*
- 10) Supervisory Switches:
- a. General: NFPA 13 and ULC listed for fire service.
 - b. Valves:
 - a) Mechanically attached to valve body, with normally open and normally closed contacts and supervisory capability.
 - c. Flow switch type:
 - a) With normally open and normally closed contacts and supervisory capability. Cover to be complete with tamper proof screws.
 - d. Temperature Switch:
 - a) With normally open contacts.
 - b) Acceptable material:
 - A. Potter RTS-0.
 - B. Approved Equal.
- 11) Signs/Identification:
- a. Attach properly lettered Bilingual and approved metal signs to each valve and alarm device to NFPA 13 standard.
 - b. Permanently fix hydraulic design data nameplates to riser of each system.
 - c. Provide red lamacoid sign on ceiling grid where valves are located within ceiling space.
- 12) Spare Parts Cabinet:

SOW (Statement of Work)

Install Fire Protection System (FPS) - Shippagan SAR Station

- a. Provide metal cabinet with extra sprinkler heads and sprinkler head wrench and socket located within sprinkler room. The number of extra sprinkler heads must meet NFPA 13 specifications.
- 13) Backflow Preventer:
 - a. Double check for main backflow preventers: Horizontal, double check assembly, stainless steel body, ULC and FM approved, butterfly valves, low pressure drop, test valves. CSA B64 Compliant.
 - b. Acceptable Material:
 - a) *Watts* (to meet Gulf Region RP Standards).
- 14) Fire Department Connection:
 - a. Provide connections approximately 1.5 m above finish grade, location as indicated.
 - b. To NFPA 13 and ULC listed Siamese type.
 - c. Flush mount, chrome plated approved two-way type complete with cap, chain, and identifying fire department connection escutcheon plate.
 - d. Thread specification to match local fire department specifications.
 - e. Install a 90-degree elbow with drain connection at the low-point near each fire department connection to allow for system drainage to prevent freezing.
- 15) Electrical Connections:
 - a. Provide control and fire alarm wiring including connections to fire alarm systems, in accordance with National Electrical Code.
 - b. Provide wiring in rigid metal conduit or intermediate metal conduit that is not visible; DP Rep to approve all conduit and wiring travel locations prior to installation.
10. Dry Pipe System: The Fire Protection System must be of Victaulic manufactured system with no substitutes.
 - 1) Provide complete with the following:
 - a. Dry pipe valves.
 - b. Indicating control valve.
 - c. Automatic air maintenance device.
 - d. Galvanized piping and fittings.
 - e. Valves.
 - f. Hangers.
 - g. Sprinklers.
 - h. All other contract requirements.
 - 2) Pipe and Fittings:
 - a. Steel Pipe:
 - a) Pipe minimum Schedule 10 for 64 mm and up.
 - b) Pipe minimum Schedule 40 for 51 mm and down.
 - c) Pipe to be steel to ASTM A795/A795M, ASTM A135/A135M or ASTM A53/A53M.

SOW (Statement of Work)

Install Fire Protection System (FPS) - Shippagan SAR Station

- d) Pipe marking to include brand, grade, schedule and ASTM specification number. Markings to be continuous over length of pipe.
 - e) Note: DP Rep to visually inspect pipe prior to installation or painting.
 - f) Only Pipe of Canadian or American manufacturer will be accepted. All new piping to be from one manufacturer. An alternate manufacturer can be used if all material is not available from first manufacturer or delivery will cause project delays. A letter from the supplier must accompany the shop drawings for the second manufacturers piping, stating materials are not available or delivery will cause delay to project.
 - g) Acceptable Material:
 - A. Bull Moose.
 - B. Wheatland.
 - C. Allied.
 - D. Mittal.
 - E. Youngstown.
 - F. Nova.
 - G. Northwest.
 - H. Approved Equal.
- 3) Fittings: working pressure 860 kPa.
- a. All fittings for dry systems to be galvanized, to same standard as pipe.
 - b. Screwed:
 - a) Cast iron screwed to ANSI B16.4, 860 kPa.
 - b) Malleable iron, screwed to ANSI B16.3, 860 kPa.
 - c) Acceptable Material:
 - A. BMI.
 - B. Ward.
 - C. Tyco.
 - D. Grinnell.
 - E. Anvil Star.
 - F. Approved Equal.
 - c. Cast iron flanged to ANSI B16.1, 860 kPa.
 - d. Mechanical grooved coupling to ANSI B31.3, 860 kPa:
 - a) Acceptable Material:
 - A. Victaulic - no substitutes.
 - e. Flange bolts: Square or hex head bolts with heavy hex nuts to ASTM A307.
 - f. Flange gaskets: 1.6 mm thick plain or cloth inserted red rubber to ANSI B16.20 and ANSI B16.21.
 - g. All piping 51 mm and under to have screwed or grooved fittings.
 - h. All fittings of one type must be by one manufacturer.
 - i. Dry pipe system gaskets must be new “flush seal” type, and listed for dry systems.

SOW (Statement of Work)
Install Fire Protection System (FPS) - Shippagan SAR Station

- j. Compressed air piping to be galvanized to ASTM A53.
- 4) Valves:
 - a. Of one manufacture for fire protection; ULC listed, bearing the manufacturer's trademark name and FM identification figure number and pressure rating. Malleable iron hand-wheels, unless otherwise specified for 1.2 Mpa working water pressure.
 - b. Over NPS 51 mm: rising stems, re-packable under pressure. Under NPS 51 mm: rising or non-rising stems.
 - c. Valves on fire lines must be equipped with contacts and services necessary for operation of supervisory system.
- 5) Butterfly Valves:
 - a. Underwriters' Laboratories of Canada (ULC) approved, iron body, bronze disk resilient replaceable liner seat, plain, flanged or grooved ends.
 - b. Acceptable Material:
 - a) *Victaulic - no substitutes.*
- 6) Check Valves:
 - a. 51 mm and under: bronze to ASTM B61 for both horizontal and vertical mounting with replaceable composition disc, screwed cap and ends.
 - b. 64 mm and over: Underwriters' Laboratories pattern, iron body, bronze mounted, regrind-renew bronze disc and seat ring, bolted cap flanged ends. Designed for either horizontal or vertical mounting.
 - c. Acceptable Material:
 - a) *Victaulic - no substitutes.*
- 7) Gate Valves:
 - a. 51 mm and under: bronze to ASTM B61 double disc and screwed ends. ULC.
 - b. 64 mm and over: Underwriter's Laboratories pattern, iron body, bronze mounted, with OS&Y double disc or wedge, flanged ends.
 - c. Acceptable Material:
 - a) *Victaulic - no substitutes.*
- 8) Globe Valves:
 - a. NPS 51 mm and under: bronze to ASTM B61-82a screwed ends, composition disc replacement without removing valve from line. ULC.
 - b. NPS 64 mm and over: Iron body, bronze mounted, OS&Y, flanged ends bolted bonnet and yoke, bronze seat, solid bronze disc, seat and disc replaceable without removing valve from line. ULC.
- 9) Pipe Hangers:
 - a. To NFPA-13 current edition for sprinkler system.
- 10) Sprinklers:
 - a. Provide quick response sprinklers of a current manufacturer for light, ordinary or other hazards as indicated.
 - b. Sprinklers to be listed with and bear certification marking of nationally

SOW (Statement of Work)
Install Fire Protection System (FPS) - Shippagan SAR Station

- recognized testing agency.
- c. Provide minimum NPS 13 mm diameter discharge orifice unless otherwise noted on the drawings, and except when approved by authorities having jurisdiction.
 - d. Provide standard chrome finish for pendent sprinklers, type as indicated, in all areas.
 - e. Provide heavy duty head guards where indicated on plans and in the specification. Head guards to be from the same manufacturer as sprinklers installed. All escutcheon cups to be listed to be used with the sprinklers installed.
 - f. A list of spare sprinklers must be installed securely inside the spare head cabinet and must include the following:
 - a) Manufacturer, Model, Orifice, Deflector Type, Thermal Sensitivity and Pressure Rating.
 - b) General Description.
 - c) Quantity of each type to be contained in the cabinet.
 - d) Issue or revision date of the list.
 - g. Acceptable Material:
 - a) *Victaulic - no substitutes.*
- 11) Supervisory Switches:
- a. General: NFPA 13 and ULC listed for fire service.
 - b. Valves:
 - a) Mechanically attached to valve body, with normally open and normally closed contacts and supervisory capability.
 - c. Flow or Supervisory Switch Type:
 - a) With normally open and normally closed contacts and supervisory capability. Cover to be complete with tamper proof screws.
- 12) Signs/Identifications:
- a. Attached properly lettered Bilingual and approved metal signs to each valve and alarm device to NFPA 13 standard.
 - b. Permanently fix hydraulic design data nameplates to riser of each system.
 - c. Provide red lamacoid sign on ceiling grid where valves are located within ceiling space.
- 13) Air Compressor:
- a. Provide new air compressor that meets NFPA 13 requirements.
 - b. Ensure compressor, components, and connections is sized and compatible with system.
- 14) Electrical Connections:
- a. Provide control and fire alarm wiring including connections to the building fire alarm systems, in accordance with National Electrical Code.
 - b. Provide wiring in rigid metal conduit or intermediate metal conduit that is not

SOW (Statement of Work)
Install Fire Protection System (FPS) - Shippagan SAR Station

visible; DP Rep must approve all conduit and wiring travel locations prior to installation.

15) *Miscellaneous:*

- a. Pipe all required drum drips on dry system to suitable non obstructive, accessible heated location, so that piping will not freeze.
11. *Fire Stops:* ensure fire stops when any part of the fire prevention system including related works pass through or penetrates any interior or exterior walls, wall partitions, floor levels, ceilings, attic area, and into other interior or exterior area/space.
12. *Riser Clamps:* ensure riser clamps are installed to support vertical runs of piping (risers) through each floor level. Riser clamps to be installed in a way to prevent electrolysis if the fire sprinkler piping and riser clamp are of dissimilar materials that may cause electrolytic corrosion.
13. *Signage/Identifications:* Responsible to ensure all modifications, alterations, relocations, removals, installations, and upgrades clearly identify the component/system name, direction of travel, size, and all other required markings/signage of such components/systems; such markings/signage to be designed/installed in a way that is resistant to removal or defacing. Signage is to be in both English and French.
14. Identify and include all related fabrications, removals, modifications, alterations, relocations, installations, upgrades, and reinstatements required to complete all contract requirements in full.
15. Ensure all required removals, reinstatements, modifications, alterations, relocations, fabrications, installations, and upgrades including related requirements are laid out and completed in a way to allow unobstructed access to perform contract related and future required inspections, testing, maintenance, repairs, and replacements to all parts and components of the FPS.
16. Responsible to contact and make arrangements for the Village of Shippagan to identify/locate, open, close, or operate any village utilities/services that are required to perform any contract requirements, the contractor is responsible to incur all associated cost for such services.
17. Inclusive of all interior and exterior required federal, provincial, and municipal services/utilities service provider fees/costs as part of their bid package that includes, but is not limited to locating and operating such services in order to fulfill contract requirements.
18. Responsible for inspections and testing the FPS installation including integrated systems and components; also are to include communicating and coordinating with all exterior services such as alarm monitoring service provider, local/municipal firefighting department, and all other associated/affected external and internal services/service providers. The contractor is to provide a detailed report showing results of all inspections and testing.
19. Responsible to communicate and coordinate with the local fire department to ensure all modifications, alterations, relocations, removals, installations, and upgrades of the FPS installation including all components are adaptable to the local/municipal fire

SOW (Statement of Work)

Install Fire Protection System (FPS) - Shippagan SAR Station

department required integration and adaptability; also contact local municipality/village office to ensure inclusion of any required municipal regulations, standards, and codes.

20. Identify and include all modifications, alterations, relocations, removals, installations, upgrades, reinstatements, and additional requirements inclusive of all resources for the integration of the contract required fire sprinkler system installation into the existing alarm system and system components; including, but not limited to communicating and coordinating with all exterior services such as alarm monitoring service provider, local/municipal firefighting department, all other external and internal services/service providers, and inclusive of all required resources. The contractor is responsible for all related costs incurred.
21. Review and comply with all contract requirements and documents.
22. Provide all means and methods to complete all contract requirements in full.
23. Responsible to incur all directly related and indirectly related costs to fulfill all contract requirements.
24. Responsible to provide the DP Rep with final As-Built drawings in CAD and PDF that include all deviations/changes; As-Built drawings are to be stamped and signed by professional engineer registered or licensed in the Province of New Brunswick, Canada. As-Built CAD and PDF drawings are to become ownership of the client as per “*Final Closeout Inspection & Commissioning Procedures and Submittals*” within “*2.5 Reporting Requirements*”.

2.1.2 **Install Fire Protection System (FPS) Additional Requirements - Required Removals, Modifications, Alterations, Relocations, Installations, Upgrades, and Reinstatements:**

1. Review and comply with all associated requirements within “*2.2 Specifications and Standards*”.
2. Review and comply with all associated requirements within “*2.4 Method and Source of Acceptance*”.
3. Review and comply with all associated requirements within “*2.5 Reporting Requirements*”.
4. Review and comply with all associated requirements within “*4.2 Schedule and Estimated Level of Effort (Work Breakdown Structure)*”.
5. Perform and ensure Quality Assurance/Control including quality of workmanship, Time/Schedule Monitoring/Control, Project Mgmt (Management), Admin/Contract Mgmt, environmental requirements, and HSE (Health and Safety) requirements throughout the life cycle of the project.
6. Ensure all installed FPS components including all vertical and horizontal piping are enclosed in a readily accessible drop ceiling within all living areas where possible.
7. *Bulkheads/Pipe Chase Location Requirements:* Where there is no readily accessible drop ceilings in living areas to install FPS components including vertical and

SOW (Statement of Work)

Install Fire Protection System (FPS) - Shippagan SAR Station

horizontal piping, the contractor is responsible to construct accessible bulkheads/pipe chases within all such living areas. All bulkheads/pipe chases are to match the existing second floor wooden baseboard trim materials including matching finish and materials sizing; the contractor is required to submit a finished sample to the DP Rep for approval prior to the purchase of materials, start of preparation, fabrication, and installation of bulkheads/pipe chases. All bulkheads/pipe chases are to be part of the stamped design submittal for DP Rep review prior to start of works.

8. The contractor is responsible to confirm all non- living areas and living areas with the DP Rep; this will assist in identifying all areas that require bulkheads/pipe chases.
9. *Bulkheads/Pipe Chase Construction Requirements:* Horizontal and vertical bulkheads/pipe chases must be constructed in a way to allow unobstructed access for future repairs, replacements, inspections, and testing of all enclosed FPS components, controls, and piping. All bulkheads/pipe chases are to be part of the stamped design submittal with design details to the DP Rep that includes, but is not limited to detailed: layouts, construction methods, installation methods, any required supports, sizing including length of runs, materials type, material finishes, materials sizing (width x height x thickness), associated material details including fasteners, methods of accessibility, clearly show unobstructed distances/clearances in relation to surrounding building/system components, and all other related information to allow a good fit. Accessibility method is to be of a method that is not susceptible to wear and tear; ensure accessibility sections are constructed using a method that has the structural integrity to support bulkheads/pipe chases during accessible operational requirements.
10. Include any required hoisting methods and resources to complete contract requirements.
11. Include all layout and work/services equipment, materials, devices, and resources to meet the contract requirements.
12. Responsible for the reinstatement of any removed, adjusted, damaged, and disturbed interior and exterior building components, systems, system components, utilities, utility components, site infrastructure, site components, services provider systems, service provider components, and their related resources to provide all contract requirements in full; all reinstatements are to match or betterment of original conditions and operational requirements. DP Rep is the sole authority for reinstatements and has final approval authority of acceptance with no recourse of action.
13. Reinstatement of interior and exterior systems including system components are to be reinstated in a method that will not negatively impact the systems operational functional requirements; this also includes, but is not limited to meeting the required manufacturer operational requirements, system designed distribution volumes to areas/zones, system flow capacities, system balancing, and all other system

SOW (Statement of Work)

Install Fire Protection System (FPS) - Shippagan SAR Station

- requirements.
14. Schedule, coordinate, administer, and supervise contract required works and services.
 15. Acquire all required federal, provincial, and municipal permits, licenses, and any associated certificates to perform all contract requirements; thus including all required costs.
 16. Responsible for all incurred costs of external service providers to perform services/works in order to fulfill contract requirements.
 17. Responsible for all required building infrastructure, building systems, and structural implications related to removals, modifications, alterations, upgrades, installations, relocations, and their reinstatements; provide all related labour/works and materials including all related contract requirements.
 18. Ensure the buildings are water/weather tight throughout the life cycle of the project.
 19. Submit a request for approval at least forty eight (48) hours prior to any planned contract works may cause a disruption/interruption to site utilities, site services, or building systems/operations; the contractor is responsible for providing a secondary means of support of services during such disruptions/interruptions.
 20. Ensure there is a minimum one updated copy of all contract required documents on site that includes, but is not limited to: design/drawings/details, specifications, schedule, reports, safety/HASP documents, meeting minutes, change orders, RFI's, approved submittals, inspection permits/documents/results, testing documents/results, product manufacture specifications, installation/operation manuals, and other contract required documents.
 21. Ensure compliance to all approved Safety/HASP and Environmental requirements.
 22. Ensure life safety and security systems in the existing buildings remain functional through the life cycle of the project, unless otherwise approved by the DP Rep; ensure that such systems are not inadvertently activated or deactivated during construction. Contract required works, testing, and inspections that require such systems to be activated or deactivated must be requested for DP Rep approval at a minimum of forty eight (48) hours in prior to effected works; no activities to be implemented without such approval.
 23. Provide onsite Safety Signage erected on self-supporting stands to warn the public and building occupants of construction activities in progress and identify required safety standards/equipment for such areas. Signage must be in both official English/French languages or signage with graphic symbols may be used on DP Rep approval. All signage must be approved by the DP Rep, and must conform to latest version of "Signs and Symbols for the Workplace".
 24. Provide the cordon off of the construction site area by erecting safety barriers/fencing and signs; the contractor must ensure only designated personnel are allowed to ingress/egress the work site.
 25. Responsible for the uncovering and making good of any works covered prior to required inspections or testing is completed and approved by DP Rep, and if required, the authority having jurisdiction; all such costs related to uncovering and

SOW (Statement of Work)

Install Fire Protection System (FPS) - Shippagan SAR Station

making good works are the sole responsibility of the contractor.

26. Comply with all Federal, Provincial, and Municipal safety and safety related requirements; in any case of conflict or discrepancy, the more stringent requirements will apply.
27. Responsible for any snow removal and ice control services during the life cycle of the project to perform contract works; and the contractor to incur all associated cost for such services.
28. Responsible to move and relocate site interior and exterior obstacles during the life cycle of the project to perform contract requirements, the contractor to incur all associated cost.
29. Provide adequate ventilation during use of volatile or noxious substances. Do not use building ventilation system for this purpose; such systems will be isolated and covered in a way to eliminate such substances from entering Bldg systems including their components.
30. Review and comply with all contract requirements and documents.
31. Provide all means and methods to complete all contract requirements in full.
32. Responsible to incur all directly related and indirectly related costs to fulfill all contract requirements.
33. Environmental: the contractor is responsible for the following to include, but not limited to:
 - 1) Ensure all site works and related works are completed in a manner to provide and implement environmental protection methods/controls/preventions on the work site and for the surrounding areas including nearby waterways during the lifecycle of the project.
 - 2) Ensure that all waste material to be disposed of in an environmentally responsible manner, and in compliance with provincial, territorial, municipal legislation; in case of conflict, whichever is more stringent.
 - 3) Ensure compliance as per “*Mitigation Measures Comp Reqs_Install FPS Ship SAR Stn*” under “*6.1 Applicable Documents*”.
34. Site and Building Interior/Exterior Protection:
 - 1) Ensure the provisions of special coverings and protection are provided to protect plants, walls, projections and adjacent work where materials are being removed, installed, modified, altered, relocated, upgraded, or hoisted.
 - 2) Ensure the provisions of special coverings and protection are provided to protect all building/room furnishings during works; office equipment and building electronics are to be covered throughout the life cycle of the project in a way to eliminate any dust or small fibers entering such equipment and components.
 - 3) The Contractor is to be liable to make good of any damages or injuries resulting from the lack of reasonable protective precautions at the contractor’s expense.
 - 4) Ensure the protection of facility/building/infrastructure, building components, building systems, facility furnishings/items/equipment, landscaping/grounds, roads, and asphalt areas from being damaged during execution of this Contract.

SOW (Statement of Work)

Install Fire Protection System (FPS) - Shippagan SAR Station

- 5) The contractor is to exercise care/precautions to ensure against damages to existing site conditions including adjacent properties; any damages the DP Rep deems to be the result of contract works is to be repaired, replaced, or reinstated to original state by the contractor and meet the DP Rep's approval standard with no additional costs to the client/Crown/DFO RP Gulf Region.
- 6) The contractor is liable for repairs, reinstatements, and sealants of walls, ceilings, any building components, building penetrations, and building finishes that are as of result of contract works/services; this also includes all interior and exterior compromised site components/items/materials including grounds.
35. **Project Cleanliness**: the contractor is to be responsible for cleanliness throughout the life cycle of the project that includes, but not limited to:
 - 1) Maintain work in tidy condition, free from accumulation of waste products and debris.
 - 2) Do not unreasonably encumber the interior and exterior of the site with materials or equipment.
 - 3) Ensure the work-site and surroundings are clean at all times from construction debris and garbage; the site must be cleaned at the end of each work day.
 - 4) Ensure entrances, corridors, fire escape routes, stairwells, exits, fire exit doors, all circulation routes, fire alarm systems components/detection devices, firefighting equipment, and security alarm system components/devices are maintained free and clear at all times.
 - 5) Maintain those areas clean and free of construction materials, equipment, tools, debris, and associated items during site operational hours; provide temporary and adequate devices to ensure users are not exposed to construction hazardous conditions and are protected from exposure to dust, noise and hazardous materials.
 - 6) Effectively plan and implement dust control measures and cleaning activities as an integral part of all construction activities. Building ventilation systems will be isolated/locked out/tagged out; intakes/supply and exhaust openings/diffusers are to be covered in a way to eliminate all dust and substances from entering Bldg systems including their components throughout the life cycle of the project.
 - 7) Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.
 - 8) Provide adequate ventilation during use of volatile or noxious substances. Do not use building ventilation system for this purpose; such systems will be isolated and covered in a way to eliminate such substances from entering Bldg systems including their components.
 - 9) Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
 - 10) Store volatile waste in covered metal containers and remove from premises at end

SOW (Statement of Work)
Install Fire Protection System (FPS) - Shippagan SAR Station

of each working day.

11) Review and comply with “*Final Closeout Cleaning*” within “2.5 *Reporting Requirements*” under “*Final Closeout Inspection & Commissioning Procedures and Submittals*”.

36. Disposal:

- 1) Where the word “disposal” is described, it means haul off to an offsite approved/certified disposal facility in compliance to Local, Provincial or Federal regulations; in any case of conflict or discrepancy, the more stringent requirements is to apply.
- 2) Provide a means of a disposal container/bin on site during the life cycle of the project prior and to regulate disposal. Request approval of site location area and delivery dates via the DP Rep at a minimum of forty eight (48) hours prior to the required dates/times.
- 3) Unless otherwise identified all removed/demobed materials are to be disposed of offsite; however the DP Rep has the authority to determine and override any items or materials for disposal throughout the life cycle of the project.
- 4) Disposal materials must be disposed at an approved certified disposal site for the materials being disposed of.
- 5) Remove waste materials from site at regularly scheduled times or dispose of as directed by the DP Rep. See “*Site Access*” under “3.2 *DFO Obligations*” regarding onsite disposal bins.
- 6) No existing materials for disposal are to be given to any internal or external person/company/entity; therefore the contractor must ensure proper disposal and assume full liability of all materials for disposal.

37. Examination, Preparation, and Execution:

- 1) Before commencing work, establish location and extent of service lines in area of Work and notify DP Rep of findings.
- 2) Locate equipment, fixtures and distribution systems to provide minimum interference and maximum usable space and in compliance with manufacturer's recommendations for safety, access and maintenance.
- 3) Inspect existing conditions, including elements subject to damage or movement during cutting and patching.
- 4) Beginning of cutting or patching means acceptance of existing conditions.
- 5) Execute cutting, fitting, and patching including excavation and fill, to complete Work.
- 6) Fit parts together, to integrate with other Work.
- 7) Record locations of maintained, re-routed and abandoned service lines.
- 8) Inspect existing conditions, including elements subject to damage or movement during cutting and patching.
- 9) After uncovering, inspect conditions affecting performance of Work.
- 10) Uncover Work to install ill-timed Work.
- 11) Remove and replace defective and non-conforming Work.

SOW (Statement of Work)

Install Fire Protection System (FPS) - Shippagan SAR Station

- 12) Execute Work by methods to avoid damage to other Work, and which will provide proper surfaces to receive patching and finishing.
 - 13) Provide supports to assure structural integrity of surroundings; provide devices and methods to protect other portions of project from damage.
 - 14) Restore work with new products in compliance with requirements of Contract Documents.
 - 15) Fit Work to pipes, sleeves, ducts, conduit, and other penetrations through surfaces; all penetrations must be weather tight.
38. **Common Product Requirements:** the contractor is responsible for the following to include, but not limited to:
- 1) Products, materials, equipment and articles incorporated in Work are to be new, not damaged or defective, and of best quality for purpose intended. If requested, furnish evidence as to type, source and quality of products provided.
 - 2) Unless otherwise specified, use products of one manufacturer for equipment or material of same type or classification.
 - 3) Defective products, whenever identified, will be rejected, regardless of previous inspections. Inspection does not relieve responsibility, but is precaution against oversight or error. Remove and replace defective products at own expense and be responsible for delays and expenses caused by rejection.
 - 4) Should disputes arise as to quality or fitness of products, decision rests solely with DP Rep.
 - 5) Conform to latest date of issue of referenced standards in effect on date of submission of Bids, except where specific date or issue is specifically noted.
 - 6) When material or equipment is specified by standard or performance specifications, upon request of DP Rep, obtain from manufacturer an independent testing laboratory report, stating that material or equipment meets or exceeds specified requirements.
 - 7) Unless otherwise indicated in specifications install or erect products in compliance with manufacturer's instructions. Do not rely on labels or enclosures provided with products. Obtain written instructions directly from manufacturers.
 - 8) Notify DP Rep in writing, of conflicts between specifications and manufacturer's instructions, so that DP Rep may establish course of action.
 - 9) **Fastenings:** unless otherwise specified, the contractor is responsible for the following, but not limited to:
 - a. Provide metal fastenings and accessories in same texture, color and finish as base metal in which they occur.
 - b. Prevent electrolytic action between dissimilar metals.
 - c. Use non-corrosive hot dip galvanized steel fasteners and anchors for securing exterior work, unless stainless steel or other non-corrosive material is specifically requested in affected specification section.
 - d. Space anchors within individual load limit or shear capacity and ensure they provide positive permanent anchorage. Wood, or any other organic material

SOW (Statement of Work)
Install Fire Protection System (FPS) - Shippagan SAR Station

plugs are not acceptable.

- e. Keep exposed fastenings to a minimum, space evenly and install neatly.
- f. Fastenings which cause spalling or cracking of material to which anchorage is made are not acceptable.

39. Substitution of Material:

- 1) Proposals for substitution may be submitted only after award of Contract. Such requests must include statements of respective costs of items originally specified and proposed substitutions.
- 2) Substitutions are not permitted for any products that have been identified as “no substitutes” or “no substitutions”.
- 3) Proposals will only be considered by Departmental Representative (DP Rep) if:
 - a. Products selected by tenderer from those specified, are not available, or delivery date of products selected from those specified would unduly delay completion of Contract.
 - b. Alternative products to those specified, which are brought to attention of, and considered by DP Rep will be equivalent or exceeding to those specified; DP Rep is the sole authority for approval of such products and DP Rep decision is to be final.
 - c. Should proposed substitution be accepted either in part or in whole, the contractor is to assume full responsibility and costs of the substitutions including the substitution effects of other project works; thus must be responsible to pay for design or drawing changes required as a result of all substitutions.
 - d. No substitutions are to be permitted without prior written approval of DP Rep, who is the sole authority for approval that will be final.
 - e. No substitutions are permitted for resources noted as such within the contract requirements.

2.2 Specifications and Standards

- 1. The contractor is to be in compliance with the latest edition and amendments of Federal, Provincial, and Municipal codes, regulations, standards, policies, acts, and bi-laws governing the installation of fire protection/sprinkler systems, fire alarm systems, fire alarm monitoring requirements, all trades, all technicians, and all contract requirements; in any case of conflict or discrepancy, the more stringent requirements are to apply; that include, but not limited to:
 - 1) National Building Code of Canada (NBC).
 - 2) National Fire Protection Association 13.
 - 3) National Fire Protection Association 24.
 - 4) National Fire Protection Association 25.
 - 5) National Fire Code of Canada.
 - 6) Canadian Electrical Code, Part 1.
 - 7) Canada Labour Code Part II.

SOW (Statement of Work)

Install Fire Protection System (FPS) - Shippagan SAR Station

- 8) National Plumbing Code of Canada.
- 9) Canadian Occupational Health and Safety Regulations.
- 10) NB Occupational Health and Safety Act and Regulations.
- 11) Environment NB.
- 12) WorkSafe New Brunswick.
- 13) CSA (Canadian Standards Association) Standards.
- 14) ULC (Underwriters Laboratories of Canada) Standards.
2. Comply and ensure works, services, testing, inspections, demonstrations, training, and fulfilled contract requirements are in compliance with the latest edition and amendments of Federal, Provincial, and Municipal codes, regulations, standards, policies, acts, and bi-laws; in any case of conflict or discrepancy, the more stringent requirements is to apply; this includes arranging the authority having jurisdiction to be on site and incurring all related costs to perform such requirements.
3. Review and comply with all related requirements within “2.4 *Method and Source of Acceptance*”.
4. All equipment, materials, work, and inspections supplied or installed are to be CSA approved for their intended use.
5. Comply with the Canada Labour Code - Part II (entitled Occupational Health and Safety), the Canada Occupational Health and Safety Regulations, and the NB Occupational Health and Safety Act and Regulations as well as any other regulations made pursuant to the Act; in any case of conflict or discrepancy, the more stringent requirements are to apply.
6. Ensure all works/services are performed in compliance to all related contract requirements, manufacture specifications, manufacturer installation instructions, and the manufacturer operation and maintenance manuals; and must comply with federal, provincial, municipal, and local codes/regulations/standards/policies/acts/bi-laws; in any case of conflict or discrepancy, the more stringent requirements are to apply.
7. Meet or exceed all product manufacture specification requirements, manufacture installation instructions/manuals, O & M (Operations & Maintenance) manual requirements, and all other manufacture requirements/recommendations.
8. Should the specifications/SOW conflict with the design drawings/plans, the specifications/SOW and Applicable Documents are to govern. In the case of discrepancies between drawings, those of larger scale, or if the scale are the same, those of later date are to govern.
9. The Departmental Representative (DP Rep) is to clarify any contractor concerns, questions, or discrepancies through the DFO Procurement HUB – Contract Officer/Representative; however this does not alleviate the contractor from their contract requirement responsibilities and meeting all federal, provincial, municipal, and local codes/regulations/rules/policies/acts/standards/bi-laws/etc.

2.3 Technical, Operational and Organizational Environment

The Shippagan SAR Station is an operational unit that responds to life threatening emergencies; therefore site personnel must have uninterrupted access to work their stations, equipment, and all

SOW (Statement of Work)
Install Fire Protection System (FPS) - Shippagan SAR Station

other work accessories. The Departmental Representative (DP Rep) is to ensure the contractors submitted schedule for approval will work in relation to SAR Station activities. Electrical and mechanical interruptions are to be submitted to the DP Rep for approval prior to the start of site works; provisions of secondary utilities are to be the contractor's responsibility and therefore does not relieve the contractor of any responsibility, liability, or cause for additional cost to the client/Crown/DFO RP (Real Property) Gulf Region.

2.4 Method and Source of Acceptance

1. This project is a one-time lump sum payment contract based on the successful completion and approval of all contract requirements in full; the Departmental Representative (DP Rep) has the sole authority of approvals for the successful completion of all contract requirements.
2. The DP Rep is sole authority on all final decisions regarding all contract requirements throughout the life cycle of the contract; however this does not alleviate the contractor from their contract responsibilities and meeting all federal, provincial, municipal, and local codes, regulations, policies, rules, acts, standards, and bi-laws.
3. No work is to be covered without having received inspection and approval from the DP Rep; this is inclusive of no substrates are to be covered until being properly prepared, inspected by the DP Rep, and approval from the DP Rep. The DP Rep has the authority to cause any part of the work to cease, should, in his or her opinion, there is cause to do so; and also has the sole authority to have such coverings removed to perform the inspection, and therefore does not relieve the contractor of any responsibility, liability, or cause for additional cost to the client/Crown/DFO RP (Real Property) Gulf Region.
4. The DP Rep is to evaluate the contractor's performance including, but not limited to Quality Assurance/Control including quality of workmanship, Time/Schedule Monitoring/Control, Project Mgmt (Management), Admin/Contract Mgmt, and site HSE (Health and Safety).
5. All contract requirements, works/services, materials/products, and installations are subject to inspections throughout the life cycle of the project by the DP Rep and authority having jurisdiction to determine quality of works; responsible to review and be in compliance to all requirements of "2.2 *Specifications and Standards*".
6. All testing, inspections, demonstrations, and training are to include and be in compliance to "2.2 *Specifications and Standards*" and "2.5 *Reporting Requirements*". The contractor is to provide the DP Rep with successful testing and inspections reports that are stamped and signed/dated by the governing authority inspector; all related cost are to be incurred by the contractor. Inspection or Test results/reports/letters are to show as passed with no deficiencies; all successful completed signed/dated inspections and testing forms with comments are to be submitted to the DP Rep for approval. See "*Testing, Inspections, Demonstrations, and Training Requirements*" within "2.5 *Reporting Requirements*".
7. Review and comply with all related requirements within "2.5 *Reporting Requirements*".
8. Review and comply with all related requirements within "2.6 *Project Management Control*".

SOW (Statement of Work)
Install Fire Protection System (FPS) - Shippagan SAR Station

Procedures'.

9. Comply with all Contract Requirements.
10. All services/works and contract requirements are to be subject to inspection at any time during the life cycle of the contract by DP Rep; must meet or exceed contract requirements.
11. The DP Rep is to conduct monitoring and controlling review measures as listed in the contract requirements to determine the quality control/assurance throughout the life cycle of the project for approval to release the one time lump sum contract payment.
12. Must satisfy the DP Rep that the contractor has adequate, competent, knowledgeable, experienced, and qualified staff to perform the service expected.
13. All contractors' works, services, materials/products, and contract requirements related to the schedule sequenced work activities/milestones must be completed for the inspection and testing approval by the DP Rep, and where required, the authority having jurisdiction; the next set of sequenced work activities must not start/continue till the contractor has received DP Rep approval.
14. Provide the DP Rep with final stamped As-Built in CAD and PDF drawings that include all deviations/changes in the clients name as part of the "*Final Closeout Inspection & Commissioning Procedures and Submittals*" within "*2.5 Reporting Requirements*".
15. The DP Rep has the sole authority of approvals for the successful completion of contract requirements; approval is required for one time lump sum payment.

2.5 Reporting Requirements

2.5.1 Submittal Process Requirements:

1. Unless otherwise specified, all contract submittals will be submitted to the Departmental Representative (DP Rep) ten (10) working days from the contract award date; the DP Rep will have five (5) working days to review and either approve or return for resubmittal; the contractor is to resubmit documents for DP Rep review and approval within three (3) working days from the return of each resubmittal.
2. All submittals are to be in English and in the form of an MS Word format with Times New Roman 12 font or provide an official report/document that is provided by the contractor's service provider; unless requirements state otherwise. Submittals must be submitted to the DP Rep via email for approvals.
3. Review and be in compliance with "2.4 *Method and Source of Acceptance*".
4. Review and be in compliance with "3.3 *Contractor's Obligations*".
5. Submissions: *submissions requirements for all submittals are to include, but not limited to:*
 - 1) Date and revision dates.
 - 2) Project title and number.
 - 3) Name and address of contractor/sub-contractor, supplier, and manufacturer.
 - 4) Contractor's stamp with signature.

SOW (Statement of Work)
Install Fire Protection System (FPS) - Shippagan SAR Station

6. Sample Submittals: are to include, but not limited to:
 - 1) Samples as requested in respective specification Sections.
 - 2) Label samples with origin and intended use.
 - 3) Unless otherwise specified or approved by the DP Rep to be conducted on site; deliver samples prepaid to DP Rep business address; request business address from DP Rep, as delivery location may have changed.
 - 4) Where color, pattern or texture is criterion, submit full range of samples.
7. Reviewed and accepted/approved samples will become standard of workmanship and material against which installed Work to be verified.
8. Make specified submittals to the DP Rep at commencement of Contract, Include:
 - 1) Permits as required or list of required permits to be submitted a minimum of *forty eight (48) hours prior to the start of scheduled works, testing, inspections, and contract required services requiring such permits.* Permit copies are still required for submittal prior to the start of effected works.
 - 2) Work Schedule: review and comply with “4.2 *Schedule and Estimated Level of Effort (Work Breakdown Structure)*”; submit the work schedule a minimum of *twenty (20) working days* prior to start of contract works and mobbing to site.
 - 3) Health and Safety Plan (HASP) Requirements: include required information as per “*Safety and HASP (Health & Safety Plan) Requirements*” under “*6.1 Applicable Documents*”; submit a minimum of twenty (20) working days after contract award date.
 - 4) Shop Drawings: include all new materials for installation and include required information as per “*Shop Drawing Submittal Requirements*” under “*2.5.1 Submittal Process Requirements*”; submit a minimum of fifteen (15) working days after contract award date.
 - 5) Hot Work Procedures: include required information as per “*Safety and HASP (Health & Safety Plan) Requirements*” under “*6.1 Applicable Documents*”; submit a minimum of seventy two (72) hours prior to the start of any required hot works.
 - 6) Hot Work Permit Form: include required information as per “*Safety and HASP (Health & Safety Plan) Requirements*” under “*6.1 Applicable Documents*”; submit a minimum of forty eight (48) hours prior to start of any required hot works; however if work activities will effect site operations, such submittal is to submitted to the DP Rep a minimum of seventy two (72) hours prior to the required start of related works.
 - 7) Lockout/Tag Out Procedures: include required information as per “*Safety and HASP (Health & Safety Plan) Requirements*” under “*6.1 Applicable Documents*”; submit a minimum of seventy two (72) hours prior to the start of any required lockout works.
 - 8) Lockout Permit Form: include required information as per “*Safety and HASP (Health & Safety Plan) Requirements*” under “*6.1 Applicable Documents*”; submit a minimum of forty eight (48) hours prior to the start of any required lockout

SOW (Statement of Work)
Install Fire Protection System (FPS) - Shippagan SAR Station

- works.
- 9) Confined Space Entry Procedures: include required information as per “*Safety and HASP (Health & Safety Plan) Requirements*” under “6.1 *Applicable Documents*”; submit a minimum of seventy two (72) hours prior to the start of any required confined space entry to perform works.
 - 10) Confined Space Entry Form: include required information as per “*Safety and HASP (Health & Safety Plan) Requirements*” under “6.1 *Applicable Documents*”; submit a minimum of forty eight (48) hours prior to the start of any required confined space entry to perform works.
 - 11) Working at Heights/Fall Arrest Procedures: include required information as per “*Safety and HASP (Health & Safety Plan) Requirements*” under “6.1 *Applicable Documents*”; submit a minimum of seventy two (72) hours prior to the start of any required working at heights works.
 - 12) Working At Heights Form/Fall Arrest Form: include required information as per “*Safety and HASP (Health & Safety Plan) Requirements*” under “6.1 *Applicable Documents*”; submit a minimum of forty eight (48) hours prior to the start of any required working at heights works.
 - 13) Other Safety Procedures and Forms: include required information as per “*Safety and HASP (Health & Safety Plan) Requirements*” under “6.1 *Applicable Documents*”; all required works that require specialized training or equipment require safety procedures and safety form submittals to the DP Rep for review and approval. All other safety procedures are to be submitted a minimum of seventy two (72) hours prior to the start of works; and all other safety forms are to be submitted a minimum of forty eight (48) hours prior to the start of works. This is to be inclusive of local WorkSafe provincial safety procedure requirements, and, form requirements, and protocol requirements.
 - 14) Trade and Operator Certification Submittals: are to include required information as per “3.6 *Special Requirements*”; submit a minimum of ten (10) working days prior to start of contract works and mobbing to site.
 - 15) Personnel Safety Certifications Submittals: are to include required information as per “3.6 *Special Requirements*” and “*Safety and HASP (Health & Safety Plan) Requirements*” under “6.1 *Applicable Documents*”; submit a minimum of ten (10) working days prior to start of contract works and mobbing to site.
9. Make specified submittals to the DP Rep prior to start of contract works and mobbing to site; “During Construction” submittals are to include, but not limited to:
- 1) Updated Work Schedule.
 - 2) Inspection and Test Reports.
 - 3) RFI’s (Request for Information).
 - 4) Contemplated Change Orders/Change Orders.
 - 5) Shop Drawings as required.

SOW (Statement of Work)
Install Fire Protection System (FPS) - Shippagan SAR Station

- 6) Any documents that may affect the contract requirements, schedule, or project.
10. Shop Drawing Submittal Requirements: to include, but not limited to:
 - 1) Material/Item/Component Name.
 - 2) Name and address of manufacturer.
 - 3) Trade name, model and catalog number.
 - 4) Performance, descriptive and test data.
 - 5) Manufacturer's installation or application instructions.
 - 6) Manufacturer's Operation & Maintenance Manuals.
 - 7) Methods of construction and attachment or anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of work and future maintenance. Where articles or equipment attach or connect to other articles or equipment, indicate that such items have been coordinated, regardless of Section under which adjacent items are to be supplied and installed. Indicate cross references to design drawings and specifications.
11. Safety and HASP Submittal Requirements:
 - 1) Refer to and submit HASP in compliance to "per "*Safety and HASP (Health & Safety Plan) Requirements*" under "*6.1 Applicable Documents*".
 - 2) Refer to and submit all safety required certifications, qualifications, and requirements as per to "*6.1 Applicable Document - Safety and HASP Requirements*".
12. Special Requirements:
 - 1) Refer to and submit all special requirement certifications, qualifications, and requirements as per "*3.6 Special Requirements*".
13. Testing, Inspections, Demonstrations, and Training Requirements:
 - 1) Submit testing and inspection reports immediately after receiving the report from the governing authority showing results; all tests and inspections must pass governing requirements to be approved by the DP Rep; this includes testing and inspections performed by the certified contractor.
 - 2) All testing, inspections, demonstrations, and training are to include and be in compliance to "*2.2 Specifications and Standard*".
 - 3) The DP Rep reserves the right to eliminate any reports, inspections, testing, or required project documents; or request additional reports, inspections, testing, or required project documents throughout the life cycle of the contract.
 - 4) The contractor is responsible to submit copies of all inspection and testing reports in accordance with "*Testing, Inspections, Demonstrations, and Training*" within "*2.5 Reporting Requirements*", or in case or in case of no such report, is to provide an MS Word Document – Times New Roman 12 font that to include, but not limited to:
 - I. Name of Inspection or Test.
 - II. Type of inspection or test.
 - III. Date of inspection or test.
 - IV. Name of Inspector or Tester.

SOW (Statement of Work)

Install Fire Protection System (FPS) - Shippagan SAR Station

- V. Inspection or Test result (passed/approved, not passed/not approved); all inspections and testing must pass to be approved by the DP Rep and is required for the final one time lump sum payment.
- VI. Inspection or Test Form completed.
- VII. Description of the inspection or test.
- VIII. Comments of inspector or tester; including any deficiencies and recommendations
- IX. Signed and stamped by contractor including witness signature; the DP Rep is to be in attendance at the time of such inspections and tests for approval.

2.5.2 Final Closeout Inspection & Commissioning Procedures and Submittals: the following is on condition of Departmental Representative (DP Rep) final approval and one time lump sum payment:

1. Prior to requesting and scheduling the “*Final Closeout Inspection & Commissioning*”, the contractor is to submit conformation via email to the DP Rep that the following have been completed:
 - 1) Work has been completed and inspected by the authority having jurisdiction and according to Contract Requirements.
 - 2) All previous identified defects have been corrected and deficiencies have been completed; include list of defects and action taken to rectify such deficiencies.
 - 3) Equipment and systems have been successfully tested, cycled, adjusted and are fully operational.
 - 4) Written confirmation from the fire alarm monitoring system that clearly states the newly installed fire sprinkler system has been successfully integrated with the fire alarm system, the integration been successfully tested with no alarm monitoring deficiencies, and the alarm system integration is fully operational.
 - 5) Successful operation of systems have been demonstrated to DP Rep; this includes all inspections, testing, demonstrations, and training at the times of their completions throughout the life cycle of the project.
 - 6) *Final Closeout Cleaning*: is to include, but is not limited to:
 - a. On approval from DP Rep, will all surplus products, tools, construction machinery and equipment, scraps and all non-fixed elements have been removed prior to the final closeout inspection and commissioning.
 - b. Removal of all waste products and debris.
 - c. Removal of dirt and other disfiguration from all interior surfaces such as walls, ceilings, floors, Bldg components, system components, and all other interior surfaces.
 - d. Clean glass, mirrors, hardware, wall tile, stainless steel, chrome, porcelain enamel, and baked enamel, plastic laminate and mechanical/electrical fixtures. Replace broken, scratched and disfigured glass, materials, and components.

SOW (Statement of Work)

Install Fire Protection System (FPS) - Shippagan SAR Station

- e. Clean lighting reflectors, lenses and other lighting surfaces.
 - f. Removal of debris and surplus materials from site.
 - g. Inspect finishes, fitments and equipment and ensure specified workmanship and operation.
 - h. Broom and mop floors.
 - i. Broom clean, rake, and wash all effected pertinent exterior grounds - landscaping, Bldg exterior surfaces, exterior Bldg systems/components, and all other surfaces.
- 7) All contract requirements have been completed in full and are ready for the final closeout inspection and commissioning to be conducted by the DP Rep with the contractor representative in attendance.
2. DP Rep with the contractor representative in attendance are to perform the “*Final Closeout Inspection & Commissioning*” of all contract requirements that includes, but is not limited to:
- 1) Inspection of all contract requirements.
 - 2) Perform final commissioning including operating such systems and demonstration, and perform any required final inspections and testing; includes testing of the integrated fire alarm system into the fire alarm monitoring system.
 - 3) Handover the original product warranties and contractor labour warranties to the DP Rep made out to “*Her Majesty in Right of Canada as represented by the Minister of Fisheries and Oceans*”. Review and comply with all warranty requirements within “3.3 Contractor’s Obligations”.
 - 4) Handover of all extra maintenance materials, spare parts, specialty tools, and all other handover contract requirements to the DP Rep onsite.
 - 5) Ensure spare parts, maintenance materials and special tools provided are new, undamaged or defective, and of same quality and manufacture as products provided in Work.
 - 6) Correct any identified deficiencies and defects that can be rectified immediately during the inspection and commissioning.
 - 7) Handover the contract required content on the USB (Universal Serial Bus) Flash Drive/Stick to the DP Rep for office review and approval that is to include, but is not limited to:
 - a. A logical sequenced and grouped Table of Content.
 - b. As-Built drawings in CAD and PDF that include all deviations/changes; As-Built drawings are to be stamped and signed by professional engineer registered or licensed in the Province of New Brunswick, Canada. As-Built CAD and PDF drawings are to become ownership of the client.
 - c. List of maintenance materials.
 - d. List of spare parts.
 - e. List of special tools.

SOW (Statement of Work)

Install Fire Protection System (FPS) - Shippagan SAR Station

- f. Copies of the original or certified Warranties and Guarantees made out to “Her Majesty in Right of Canada as represented by the Minister of Fisheries and Oceans”.
 - g. Copies of approvals, and certificates issued by Inspection and Testing Authorities; all must be stamped and signed by the authority having jurisdiction; and clearly indicate they have passed.
 - h. Copies of reports and results from tests designated as Contractor's responsibilities.
 - i. Product Information Data on all materials, equipment and systems as specified in individual sections of the SOW/specifications to include:
 - a) List of equipment including manufacturer's name, supplier, local source of supplies and service depot(s). Provide full addresses and telephone numbers.
 - b) Nameplate information including equipment number, make, size, capacity, model number and serial number.
 - c) Parts list.
 - d) Installation details.
 - e) Operating instructions.
 - f) Maintenance instructions for equipment.
 - g) Maintenance instructions for finishes.
 - h) Approved Stamped Shop Drawings.
- 8) To identify obvious defects or deficiencies; if work is deemed incomplete by DP Rep, the contractor must complete such defects and deficiencies and request re-inspection and commissioning to be conducted by the DP Rep with the contractor representative in attendance; this course of final inspection and commissioning is to repeat until all contract requirements receive final DP Rep written approval.
3. The contractor is to make application for the one time lump sum payment upon receiving the DP Rep’s written final approval that clearly states that all Contract Requirements including the Final Closeout and Commissioning requirements have been performed and completed in full.

2.6 Project Management Control Procedures

1. The contractor is responsible to record minutes of all meetings and submits to the Departmental Representative (DP Rep) for approval and signature within forty eight (48) hours after each meeting. All meeting minutes are to include all pertinent meeting information including, but not limited to:
 - 1) A header that includes the Project Name, DFO RP Gulf Region Project Number, and the type of meeting.
 - 2) Page number in form of Page _ of _.
 - 3) Date, Time, and Location of meeting.
 - 4) Printed list of attendees, their company name, and their position.
 - 5) List of sequential meeting topics.

SOW (Statement of Work)

Install Fire Protection System (FPS) - Shippagan SAR Station

- 6) A detailed description of each sequential topic of discussion, any final decisions and/or actions required regarding each sequential topic of discussions, and all pertinent other information related to each discussion.
- 7) Appointed date, time, and location of next meeting.
- 8) The attached meeting attendee sign in sheet that is signed and dated by each attendee; if not in attendance it must indicate not in attendance.
- 9) A section at the end of the minutes for the DP Rep to sign, date, and indicate approved/not approved; if not approved, the contractor is to correct deficiencies and resubmit for approval.
- 10) The contractor is to print a copy of the DP Rep approved signed/dated meeting minutes and keep a copy at the work site throughout the life cycle of the project; also email a copy to all attendees.
2. The successful contractor is to contact the DP Rep via email within two (2) working days upon receipt of award of the Contract Agreement to arrange a Pre-Job Meeting within a reasonable timeline determined by the DP Rep; this meeting is to consist of reviewing all requirements prior to the start of works that include submittals and any other requirement prior to the start of works.
3. The DP Rep is to attend the contractors scheduled Onsite Kickoff Meeting.
4. Progress Meetings are to be on a bi-weekly basis with the DP Rep in attendance, unless the DP Rep determines such meetings are not required.
5. The Onsite Kickoff Meeting and Progress Meetings content are required to include, but not limited to:
 - 1) Project Name and DFO RP Gulf Region Project Number.
 - 2) Date, Time, and location of the meeting.
 - 3) List of Contents.
 - 4) Review previous meeting minutes.
 - 5) Review all approved submittals including Shop Drawings.
 - 6) Review the approved schedule or approved revised schedule including the upcoming next two week period.
 - 7) The contractor is to provide the coordinated works and required resources for the upcoming two (2) week activity period; this is to include project milestones, specialty equipment/operators, specialty products/items/personnel, and any other resources that may affect the upcoming schedule.
 - 8) The contractor is to provide any upcoming project required permits, project forms, testing, inspections, service provider requirements, demonstrations, training, and any other items that may affect the project and upcoming schedule.
 - 9) The contractor is to identify any project risks.
 - 10) The contractor is to identify any site specific hazards or other hazards that may affect the schedule; include identify controls or measures that will eliminate or limit such hazards.
 - 11) The contractor is to identify any work related required safety/specialty safety equipment required.
 - 12) The contractor is to identify any work related environmental requirements and concerns;

SOW (Statement of Work)
Install Fire Protection System (FPS) - Shippagan SAR Station

- identify environmental controls or measures to eliminate such environmental concerns.
- 13) Review any new items brought up by the DP Rep, contractor, sub-contractor, or service providers.
6. The DP Rep is to conduct monitoring and controlling including inspections to determine the quality of works throughout the life cycle of the project; inclusive of Final Closeout Inspection and Commissioning to confirm adherence and quality assurance to the contract requirements, change orders, RFI replies, and instructions/information provided as a result of the mandatory site visit for approval to release the one time lump sum payment of works completed.
 7. All reports and documents are to be in English and in the form of an MS Word format with Times New Roman 12 font or provide an official report/document that is provided by the inspector, tester, or authority having jurisdiction; such reports and documents will be submitted via email NLT 1300 hrs every Friday; if the Friday is a holiday, then such report will be submitted on the Thursday prior to the Friday.
 8. Review and be in compliance with “2.5 *Reporting Requirements*”.
 9. Comply with all Contract Requirements.

2.7 Change Management Procedures

1. All change requests are to be submitted and processed through the *DFO Procurement HUB*; the contractor is not authorized to make any changes till they have received a signed approved Change Order (CO) from the *Procurement Hub Contracting Officer/Authority or representative*. The contractor is to submit a Contemplated Change Order to the *DFO Procurement HUB Contracting Officer/Authority* for approval; such submittal is to include, but not limited to title, date, description of works, justification of works, and any additional costs for such works in full. On approval, the *DFO Procurement HUB Contracting Officer/Authority* will issue an approved CO with the required signatures.
2. All Requests for Information (RFI) are to be requested electronically as a written RFI through *DFO Procurement HUB Contract Officer*, who will issue the required information to the contractor and/or determine if a CO is required.

2.8 Ownership of Intellectual Property

1. N/A.

3.0 Other Terms and Conditions of the SOW

3.1 Authorities

The following is a list of authorities during the life cycle of the project and identify the correct path of communication/correspondence:

1. The Contracting Authority is to be the *DFO Procurement HUB Contracting Officer/Authority* and will be identified through the tendering process.
2. The Project Authority is to be the *DFO Gulf Region RP PM/A (Real Property Project*

SOW (Statement of Work)

Install Fire Protection System (FPS) - Shippagan SAR Station

- Authority)/Departmental Representative = DP Rep*) and will be identified through the tendering process. The DFO Gulf Region RP PM/A is also indicated throughout contract documents as the DP Rep (Department Representative).
3. The Project Manager is to be the *DFO Gulf Region RP PM/A (Real Property Project Authority)/Departmental Representative = DP Rep*) and will be identified through the tendering process.
 4. All questions and correspondence throughout the life cycle of the project are to be through the *DFO Procurement HUB Contracting Authority*; this includes tendering process, technical, project, administration, and final questions and correspondence.

3.2 DFO Obligations

1. The Departmental Representative (DP Rep) is sole authority on all final decisions regarding all contract requirements throughout the life cycle of the contract and project; however this does not alleviate the contractor from their contract responsibilities and meeting all federal, provincial, and local codes/regulations/rules/acts/standards/etc, and manufacture specifications/manuals.
2. The use of any site resources including, but not limited to utilities, infrastructure, infrastructure systems, grounds, exterior areas, and all other site resources are to be on approval of the DP Rep; the contractor is to submit such requests a minimum of forty eight (48) hrs prior to the contractors access required date and time.
3. Site Access:
 - 1) Site access requests are to be submitted to the DP Rep a minimum of forty eight (48) hrs prior to the contractor's access required date and time. The contractor is not to encroach the site until the DP Rep has approved site access; this includes all contractor resources.
 - 2) The DP Rep has sole authority of site access approval; such site access requests are to include, but not limited to the contractor employees, sub-contractors employees, contractor's external services, and all contractor resources to meet the contract requirements.
 - 3) COVID 19 Requirements: Currently the only COVID 19 restrictions to access the Shippagan SAR Station Site, is that all Non-CCG SAR site staff are required to wear masks at all times and immediately report to the Shippagan SAR Main/Ops Building front office entrance area for temperature testing. Contractor personnel that do not meet the COVID 19 regulated required temperature range will be immediately dismissed from the site and the contractor is to be solely responsible to replace any of their dismissed staff/personnel including sub-contractors and external service providers; thus no claims for extra payment will be entertained by reason of difficulties encountered due to replacements of dismissed contractor personnel. Masks are to be worn on site at all times, unless approved otherwise by the DP Rep.
All Non-CCG SAR site staff including contractor personnel are required to comply with all daily updated COVID 19 Federal, Provincial, municipal, DFO GLF Region, CCG, and contract required regulations, standards, policies, directives, and protocols

SOW (Statement of Work)

Install Fire Protection System (FPS) - Shippagan SAR Station

throughout the life cycle of the contract/project; in case of conflict, the most stringent is to be adhered to.

The contractor's access is to be restricted to site facilities/grounds areas and systems that are directly pertinent to contract requirements/services/works requested.

- 4) The contractor's access is to be restricted to site facilities/grounds areas and systems that are directly pertinent to contract requirements/services/works requested.
- 5) The DP Rep has sole authority to revoke site access to any previous approved contractor sited resources that fail to meet requirement.
- 6) The contractor is to submit requests to locate temporary facilities/sheds/containers on site that will require DP Rep approval; such temporary facilities requirements will be considered included in their bid package.
- 7) The client/Crown/DFO RP Gulf Region is not be responsible for any contractor materials, tools, equipment, or contract/project related resources throughout the life cycle of the project; this includes the security of any resources that are approved for site access and site storage. The contractor is solely responsible for all contractor resources throughout the life cycle of the contract and project.
- 8) The contractor will not have access to building facilities including washrooms, therefore must provide their own portable facilities at a location approved by the DP Rep; such facilities will be considered included in the bid package.
- 9) Parking access requirements and designation are subject to DP Rep approval; the contractor is to submit requests for site parking approval, as the site parking area is limited. Site parking and storage areas are very limited; therefore the contractor is solely responsible to arrange any offsite parking and storage areas.
- 10) All site access of materials and tools delivered to the jobsite are to be bundled and secured when stocked until used; such access of deliveries are to be approved by a minimum of forty eight (48) hours prior to the requested site delivery date and time by the DP Rep.

3.3 Contractor's Obligations

1. Title to the equipment/furnishings charged against this Contract are to be vested in Canada upon payment of invoiced amounts and are to remain so vested at all times.
2. For each item of equipment/furnishings/parts/fixtures/materials/items/components that is purchased, the Contractor is to record the name, manufacturer, model number, serial number, optional equipment, supplier and price and forward this information to the Departmental Representative (DP Rep).
3. The Contractor is to label all equipment/furnishings/parts/fixtures/materials/components as being the property of "*Her Majesty in Right of Canada as represented by the Minister of Fisheries and Oceans*".
4. Notwithstanding the fact that the equipment/furnishings under this Contract become vested in Canada, the equipment/furnishings are to remain within the custody and control of the Contractor until such time as the Project Authority provides instructions for its delivery. During this period of time, the Contractor is to take reasonable and proper care of the

SOW (Statement of Work)
Install Fire Protection System (FPS) - Shippagan SAR Station

- equipment/furnishings.
5. Product Warranties and Contractor Labour Warranties:
- 1) All Product Warranties and Contractor Labour Warranties are to be a minimum duration of one (1) year, unless product manufacturer warranties are of a longer duration; the longer duration will be adhered to and submitted. The contractor must include a Contractor Labour Warranty to cover all labour that includes sub-contractor and external service provider's labour/works/services for a minimum of one (1) year duration.
 - 2) The contractor is to ensure all Product Warranties and Contractor Labour Warranties are made out to "*Her Majesty in Right of Canada as represented by the Minister of Fisheries and Oceans*".
 - 3) Any additional information required for warranties are to be requested to the DP Rep prior to completion of each warranty to ensure DFO RP Gulf Region compliance.
 - 4) Warranties start date is to be the date after the DP Rep approves all contract requirements via email; this will follow the successful approval of the Final Closeout Inspection and Commissioning, and approvals all contract requirements.
6. Review and be in compliance with "2.5 *Reporting Requirements*".
7. Responsible to provide and maintain temporary FPS equipment during performance of Work required by insurance companies, authorities having jurisdiction, governing codes, regulations and bylaws.
8. Responsible to maintain asphalt surfaces and sidewalks free from mud and debris tracked from construction site on a daily basis.
9. Smoking is not authorized on site.
10. Refer to and abide by all site safety requirements including "Safety and HASP Requirements" within "6.1 *Applicable Documents*".
11. Any safety violations by contractor staff/personnel including sub-contractors and external service providers may be cause for immediate dismissal from site by the DP Rep. The DP Rep is to determine the severity of the safety violation(s) and will have sole authority of determining the level of action required, with no recourse of action.
12. Provide and maintain signs, barricades and other devices required to indicate construction activities or other temporary and unusual conditions resulting from project work; such requirements are to be considered included in the bid package.
13. Responsible for all snow removal to access Contractor's construction project related areas including storage areas/portable containers; such requirements will be considered included in their bid package.
14. All materials, tools, and contractor resources are to be secured and stored throughout the life cycle of the project in a way to prevent such materials and tools becoming a safety or environmental hazard; this includes items/materials for disposal.
15. The contractor is responsible to adhere to all contract requirements.

3.4 Location of Work, Work site and Delivery Point

1. All site works/services are to be conducted and completed at the Shippagan SAR Station,

SOW (Statement of Work)

Install Fire Protection System (FPS) - Shippagan SAR Station

which is located at 106, rue 15ieme, Shippagan, NB. The majority of the work will be completed within the exterior and interior of what is known as the Shippagan SAR Station Main/Ops Building.

2. The contractor is to identify and request in writing via email to the DP Rep a minimum of forty eight (48) hours in advance prior to the start of performing any off site works; this will allow the DP Rep to schedule attendance for observation and inspection, if so desired.
3. Due to existing workload and deadlines, all personnel assigned to any contract resulting from this RFP and SOW must be ready to work in close and frequent contact with the DP Rep and other departmental personnel.
4. The contractor is to request any site deliveries via email to the DP Rep at a minimum of twenty four (24) hours in advance; all deliveries must be approved by the DP Rep prior to site delivery.

3.5 Language of Work

1. All verbal and written contract communications is to be conducted in English; this includes all required reports and documents compliance to contract requirements.
2. The contractor is to provide an onsite supervisor that is bilingual (English/French); the bilingual supervisor is to remain on site at all times, as the onsite staff is Francophone. If the bilingual supervisor leaves the site, there is to be an appointed bilingual acting supervisor.

3.6 Special Requirements

1. Certifications and qualifications are to be submitted to the Departmental Representative (DP Rep) for approval; such certifications are a requirement for contract compliance and to perform contract requirement works related to such trade or certification; submittals as per “2.5 *Reporting Requirements*”.
2. All certification and qualification certificates must include the date of issue and the date of expiry; certification and qualification certificates must have a second provincial or federal recognized form of identification with picture; discretion of such requirements rests solely with the DP Rep.
3. The DP Rep has sole authority to immediately dismiss any tradesperson, technician, operator, or worker DP Rep from the contract work site that does not meet the DP Rep standard; the DP Rep decision will be final with no recourse of action entertained.
4. Fire Sprinkler Technician = submit a provincial Journeyman Certificate or Red Seal Certificate to the DP Rep via email for approval.
5. Fire Alarm Technician = submit a provincial Journeyman Certificate or Red Seal Certificate to the DP Rep via email for approval.
6. Carpenter Certification = submit a provincial Journeyman Certificate or Red Seal Certificate to the DP Rep via email for approval.
7. Electrician Certification = submit a provincial Journeyman Certificate or Red Seal Certificate to the DP Rep via email for approval.
8. Plumber Certifications = submit a provincial Journeyman Certificate or Red Seal Certificate

SOW (Statement of Work)
Install Fire Protection System (FPS) - Shippagan SAR Station

- to the DP Rep via email for approval.
9. Backflow Prevention Certification = submit a provincial Certificate to the DP Rep via email for approval.
 10. Operator Certification = submit a provincial certification where applicable; if not applicable, the operator must satisfy the DP Rep as competent and meet work site specific contract requirements. This includes, but not limited to all heavy equipment (see para 11. below if not applicable within province of works), vehicles, lifts, and all other types of operated equipment and tools; discretion of such requirements rests solely with the DP Rep.
 11. Any trades, technicians, operators, or workers that do not have a recognized apprenticeship program within the province of contract works and services, must provide a provincial certification showing they are certified to perform such works or services in the province. Any worker or operator that does not have a recognized apprenticeship or certification program within the province of contract works and services, are to provide a company log with a minimum of 1500 hours including dates and times; or must demonstrate to the DP Rep they are competent in the work or service being performed.
 12. Safety Certifications = submit a provincial certification/qualifications via email to the DP Rep for approval. This includes, but not limited to all First Aid/CPR, Fall Arrest, working at heights training, confined spaces, PPE (Personal Protective Equipment), safety devices/harness/straps, lifts, devices/ladders, and all other safety related certifications and WorkSafe NB; discretion of such requirements rests solely with the DP Rep.
 13. Manufacturer Qualifications and Installer Qualifications as per related attachments under “6.1 *Applicable Documents*”.
 14. Include all qualifications and certification associated with “2.2 *Specifications and Standards*” and all other contract requirements.
 15. Ensure to have a minimum of one (1) certified tradesperson/technician/operator/required certified person on site at all times during the performance of contract works/services that requires such certified/qualified personnel during the life cycle of the contract/project.
 16. The DP Rep is the sole authority for contract certification and qualification requirements and has the sole authority for approval of such certifications/qualifications, and authority to implement changes or additional requirements throughout the life cycle of the project.

3.7 Security Requirements

DFO Real Property GLF (Gulf) Region sites require contractor and consultant personnel to in a security supervised environment. The following are security requirements for the duration of this contract are to include, but are not limited to:

1. DFO RP GLF Region is to provide onsite security through the Core of Commissionaires, which means the contractor will not require Security Screening; however are to identify to the Departmental Representative (DP Rep) if the company and /or its employees have security clearances/screenings currently in place.
2. Any security violations by contractor staff/personnel including sub-contractors and external service providers are to be cause for immediate dismissal from site by the DP Rep; the DP

SOW (Statement of Work)

Install Fire Protection System (FPS) - Shippagan SAR Station

- Rep has sole authority of dismissal and final decision, with no recourse of action.
3. The contractor is solely responsible to immediately replace any of their dismissed staff/personnel including sub-contractors and external service providers with no additional costs to the client/Crown/DFO RP Gulf Region.
 4. All site workers are required to show two pieces of ID “Daily”; the first piece of ID must be a certified federal or provincial picture ID (i.e. Canadian Passport or Provincial ID) and a second ID that corresponds to the first ID and confirms the personal identity of the ID holder. Personnel who are unable to provide adequate ID will be denied access to site(s).
 5. All site workers are required to show two pieces of ID “Daily”; the first piece of ID must be a certified federal or provincial picture ID (i.e. Canadian Passport or Provincial ID) and a second ID that corresponds to the first ID and confirms the personal identity of the ID holder. Personnel who are unable to provide adequate ID will be denied access to site(s).
 6. All workers must sign in and out when entering and exiting the secured work site/facility and show two pieces of ID as indicated in 3.7.5 above; this includes works that are on the exterior of any onsite facilities.
 7. All workers will be escorted to their place of work/area by the Facility Security and are required to be constantly under the supervision of the RP appointed Facility Security at all times; this includes entering and exiting the interior and exterior Facility/Site(s).

3.8 Insurance Requirements

1. As per DFO Procurement HUB Contracting Authority contract requirements.

3.9 Travel and Living

1. All travel and living expenses are considered to be part of the onetime lump sum payment bid package provided as part of the contractor’s bid/tendering package. No additional claims will be considered due to travel and living expenses.

4.0 Project Schedule

4.1 Expected Start and Completion Dates

1. The onsite project works are to start on January 4, 2022 at 0800 hrs Atlantic Standard Time and all contract requirements will be completed NLT March 3, 2022 at 1600 hrs Atlantic Standard Time; this is inclusive of the life cycle of the project and the fulfillment of all contract requirements, this duration is to allow for inclement weather conditions for the time of year and location of the site. No site works will be approved to start prior to January 4, 2022.
2. **NOTE:** Submittals, permits, licenses, compliance certificates, trade certifications, DFO Procurement HUB communications, DFO RP PM/A communications, external service provider communications, and contract requirements that do not require access to the site can start immediately after the contract award date.
3. **NOTE:** Site access to gather information to support design requirements can be requested immediately after contract award date; DP Rep approval is required prior to any site access.

SOW (Statement of Work)

Install Fire Protection System (FPS) - Shippagan SAR Station

4. **NOTE:** Site access to gather information in support of providing contract requirements can be requested immediately after contract award date; however site access is to be limited and approved by the DP Rep.
5. **NOTE:** Site access for external service locations and utility locations can be requested immediately after contract award date. All site access must not interfere with the daily duties of the site staff and be approved by the DP Rep.
6. Extensions to the schedule/project may be requested via email to the DP Rep for approval; however any extensions of time are to be validated for consideration, and any approved project extension dates will not cause any additional costs to be incurred by the client/Crown/DFO RP Gulf Region including additional required hours by the contractor.
7. The DP Rep has authority in an emergency to stop the progress of the work whenever in his or her opinion, such stoppage may be necessary to ensure the safety of life, safety of site infrastructure, environmental requirements/standards, environmental threat, emergency site staff operational requirements, and for any issue that is deemed a threat.
8. Daily working hours are Monday to Friday from the hours of 0800 to 1600 hrs Atlantic Standard Time, excluding DFO government holidays. Extended hours may be requested via email to the DP Rep for approval; however any approved extension of hours will not cause any additional costs to be incurred by the client/Crown/DFO RP Gulf Region.

4.2 Schedule and Estimated Level of Effort (Work Breakdown Structure)

1. The contractor is to submit a detailed work schedule a minimum of twenty (20) working days prior to start of contract works and mobbing to site for DP Rep review and approval.
2. The contractor's submitted work schedule is to include, but not limited to:
 - 1) Work schedule to indicate all calendar dates from commencement to completion of all work within the time stated in the accepted tender.
 - 2) Provide sufficient details in schedule to clearly illustrate entire implementation plan, depicting efficient coordination of tasks and resources, to achieve completion of Work on time and permit effective monitoring of Work progress in relation to established milestones.
 - 3) Work Schedule is to indicate tasks, activities, deliverables and milestones and critical contract requirements with dates that include, but not limited:
 - a. As a minimum the schedule is to identify MOB to site, start-up of works, work activities, inspections, testing, demonstrations, training, finish works, closeout inspection/commissioning, and major project milestones.
 - b. Include all exterior required works activities and services.
 - 4) The approved work schedule by the DP Rep cannot be changed without the DP Rep approval. The DP Rep is to be notified of any schedule activity changes seventy two (72) hours in advance of such activity.
3. The Work Schedule will help to identify demands on the resources of both the DP Rep and the Contractor; and include the final closeout inspection and commissioning requirements for payment.

SOW (Statement of Work)
Install Fire Protection System (FPS) - Shippagan SAR Station

5.0 Required Resources or Types of Roles to be Performed

The contractor is responsible to:

1. Review and be in compliance with “3.6 *Special Requirements*”.
2. Provide certified staff/technicians/trades and resources to perform all contract requirements; is to provide proof of certifications/qualifications.
3. Employ a competent and experienced bilingual onsite supervisor with the authority to speak on his behalf on day-to-day routine matters.
4. Ensure there is a certified/qualified person to perform testing and inspections of all equipment, tools, and work items prior to performing daily works so such equipment/tools are in a good safe working condition, free of deficiencies including leakage, and meet manufacture specifications.
5. All workers are to be professional and properly attired for their trade and according to all work activities to be performed.
6. All workers are to be furnished with the proper tools, protection, and training for the work of their trade; all tools, equipment, and work items must be inspected daily by a certified/trained person to ensure each meets all standards and are in a good safe working order.
7. Do not employ any unfit person or anyone unskilled in their required duties. The DP Rep reserves the right to require the dismissal from the site, workers deemed incompetent, careless, insubordinate or otherwise objectionable.
8. Decisions as to the quality or fitness of workmanship in cases of dispute rest solely with the DP Rep, whose decision is final.

6.0 Applicable Documents and Glossary

6.1 Applicable Documents

1. The following are SOW/Specification applicable documents that are part of the contract requirements and are to assist in clarification of all other related contract requirements. Some drawings/plans/designs/details may not be accurate; therefore it is the contractor’s responsibility to review and confirm all such drawings/plans/designs/details are accurate, true, and match existing site and facility conditions without deficiencies/discrepancies to provide and fulfill all contract requirements. The following are SOW Applicable Documents to assist the contractor in fulfilling contract requirements:
 - 1) 2019-09-12_Ship SAR Water Flow Test.
 - 2) A1 - main bldg floor plans Shippagan SAR.
 - 3) A2 - main bldg elevations Shippagan SAR.
 - 4) A3 - main bldg sections Shippagan SAR.
 - 5) C2 - underground services plan Shippagan SAR.
 - 6) E1-E8 Elect_Shippagan SAR.
 - 7) FP1 – 1st & 2nd Floor Plans_UG Bldg Ent & Mech Rm Details Ship SAR.
 - 8) FP2 – Attic Plan & Building Section.
 - 9) FP3 – Fire Protection Details.
 - 10) M1 Main Bldg Plumbing-Layout1 Shippagan SAR.

SOW (Statement of Work)

Install Fire Protection System (FPS) - Shippagan SAR Station

- 11) M2 - Main Bldg HVAC Ventilation - Layout1 Shippagan SAR.
 - 12) M3 - Main Bldg Schedules-Work Shippagan SAR.
 - 13) Mitigation Measures Comp Reqs_Install FPS Ship SAR Stn.
 - 14) Safety and HASP Requirements_Install FPS Ship SAR Stn.
2. After reviewing the attached drawings/designs/plans/drawings and performing an onsite comparison for accuracy including measurements; the contractor who may in any way be affected by the existing conditions of the site are to be held to have examined the site and familiarized himself or herself with the character and extent of work necessary to complete the work in compliance to all contract requirements and documents including the attached plans/drawings and the opportunity of comparison at the mandatory site visit inspection. No claims for extra payment will be entertained by reason of difficulties encountered due to conditions of the site facilities including components, site grounds including components, site facilities systems including components, site utilities, all other site infrastructure to which were visible, existing, or reasonable inferable from an examination of the site, as it has been assumed to be accounted for in the contractor's bid price. The Mandatory site visit is to be such opportunity to identify such difficulties/deficiencies/discrepancies; must comply with conditions of "2.0 Requirements" and all contract requirements; no claims for extra payment will be entertained by reason of difficulties encountered due to such deficiencies/discrepancies.

6.2 Relevant Terms, Acronyms and Glossaries

The following is a list of terms, acronyms, and glossaries for clarification:

1. Applicable Documents = SOW Applicable Documents = Specification Applicable Documents = includes, but is not limited to Attachments, Annexes, Appendices, and all other applicable documents listed within the SOW or Specification.
2. Bldg = Building.
3. Bldgs = Buildings.
4. CCG = Canadian Coast Guard.
5. Client = Crown = Department = DFO RP (Real Property) Gulf Region.
6. CO = Change Order.
7. Consultant = certified personnel to develop stamped drawings/designs/plans/details, specifications, detailed estimates, and applicable documents for fire sprinkler systems, fire alarm systems, and all related contract requirements; also includes certified sub-contractors, internal & external service providers, and all resources used by the consultant to meet all contract requirements.
8. Contract Authorities = RP Rep, RP PM/A, and DP Rep; may also include either the DFO Procurement HUB Rep or the PSPC Rep dependent on tendering agency/department.
9. Contract Documents = Contract Requirements.
10. Contract Requirements = includes, but not limited to Designs, Drawings/Plans, Drawing/Plan Details, SOW, Specifications, Addendums, Amendments, Applicable

SOW (Statement of Work)

Install Fire Protection System (FPS) - Shippagan SAR Station

- Documents, Attachments, Contract Tender Documents, Change Orders, RFI's, DFO Procurement HUB relayed info, DP Rep relayed info, approved submissions, all passages of information during the Mandatory Site Visits, all Mandatory Site Visit requirements including gathered site visit information, approvals by DFO Procurement HUB, approvals by DP Rep, and all passage of information from contract authorities to the contractor representative during the tendering process and throughout the life cycle of the contract.
11. Contractor = successful bidder, general contractor, sub-contractors, internal service providers, external service providers, contractor installers/workers, and all resources used by the contractor to meet all contract requirements.
 12. Demob = DEMOB = is part of the Project Life Cycle specific to the final demobilization of contractor resources from the contract/project site.
 13. Departmental Representative = DP Rep = RP PM/A.
 14. Details = Drawing Details when related to site/contract drawings.
 15. DFO = Department of Fisheries and Oceans Canada.
 16. DP Rep = DFO Gulf Region Real Property Representative = DFO Gulf Region RP PM/A (Real Property Project Manager/Authority) = DFO Gulf PM (Project Authority) = Project Authority.
 17. Drawing = Drawings = Designs = including, but not limited to all Drawings, Plans, Details, Sections, Notes, Schedules, Schematics, Layouts, Views, Elevations, Modules, Isometrics, all parts of drawings, and any related drawing documents and pictures.
 18. Design Requirements = designs, design details, any design related documents, any required re-approvals, and as per contract requirements.
 19. FP = Fire Protection.
 20. FPS = Fire Protection System.
 21. Fire Protection System = FPS = includes, but not limited to interior and exterior fire sprinkler systems including all associated components, interior and exterior fire alarm systems including all associated components, all related utilities connected to the fire sprinkler and alarm systems, and all related internal and external systems including their components connected to the fire protection system.
 22. Ft or ft or ' = foot or feet.
 23. Garage = is a site building that is also referred to as either Workshop, Warehouse, or Shed.
 24. GLF = Gulf.
 25. GLF Region = Gulf Region.
 26. Grounds = landscaping, roads, walkways, parking areas, curbing, asphalt surfaces/areas, concrete surfaces/areas, wharf areas, floating dock areas, and all exterior site areas including associated components, equipment, utilities, and related infrastructures.
 27. HASP = Health and Safety Plan.
 28. HRS = hrs = hours.
 29. HUB or Hub = DFO Procurement HUB.
 30. In or in or " = inch or inches.
 31. (L) = Length or Long.
 32. Life Cycle of the Contract = Life Cycle of the Project = Contract Life Cycle = Project Life Cycle = Contract Duration = Project Duration = includes, but is not limited to from the

SOW (Statement of Work)
Install Fire Protection System (FPS) - Shippagan SAR Station

- contract award date/time to the approved closeout of the contract/project.
33. Main/Ops Bldg = what is referred to and known as the main site building that includes the operational office area, crew sleeping quarters, crew main living quarters, and associated living areas for site personnel.
 34. Mob = Mobilization = is part of the Project Life Cycle specific to the initial mobilization of contractor resources to the contract/project site.
 35. N/A = Not-Applicable or Non-Applicable.
 36. NB = New Brunswick.
 37. NS = Nova Scotia.
 38. One Time Lump Sum Payment = Lump Sum Payment = a one-time contract payment paid at the completion of the contract/project; the one time lump sum payment is condition of final contract/project approval of the “*Final Closeout Inspection & Commissioning Procedures and Submittals*”, “*2.5 Reporting Requirements*”, and all contract requirements by the DP Rep/DFO RP Gulf Region Rep/RP PM-A or DFO Procurement HUB Rep. No other types of payments are allowed as part of the one-time lump sum contract; this includes no entitlement to any Progress Payments.
 39. Ops = Operations or Operational.
 40. Owner = crown, DFO RP Gulf Region, and client.
 41. PA = Project Authority.
 42. PE = Prince Edward Island.
 43. PM = Project Manager = DFO Gulf Region RP PM/A.
 44. PM/A = Project Manager/Authority = DP Rep.
 45. PM BOK = Project Management Book of Knowledge latest edition.
 46. PSPC = Public Services and Procurement Canada.
 47. PWGSC = Public Works and Government Services Canada.
 48. RFI = Request for Information.
 49. RM or Rm = Room.
 50. RFP = Request for Proposal.
 51. RP = Real Property.
 52. RP PA = RP Project Authority = RP PM/A = RP Rep = DP Rep = Representative of Owner/Client/Crown.
 53. RP PM/A = RP PM-A = Real Property Project Manager/Authority = RP Rep = DP Rep = RP PA.
 54. RPSS = Real Property, Safety and Security.
 55. SAR = Search and Rescue.
 56. SFS = Science Field Station.
 57. Shed = this building can also be referred to as Garage, Warehouse, or Workshop.
 58. SOW = Statement of Work = Specification.
 59. Spec = Specification = SOW.
 60. Specification = Spec = SOW.
 61. Stn = Station.
 62. (T) = Thickness or Thick.

SOW (Statement of Work)
Install Fire Protection System (FPS) - Shippagan SAR Station

- 63. UG = Underground.
- 64. Warehouse = this building can also be referred to as Garage, Shed, or Workshop.
- 65. Workshop = this building may be referred to as Garage, Warehouse, or Shed.
- 66. (W) = Width or Wide.
- 67. w/ = with.
- 68. WBS = Work Breakdown Structure.
- 69. Working Day = Monday to Friday from 0800 to 1600 hrs Atlantic Standard Time, excluding DFO holidays.

The contractor is solely responsible to request conformation of any terms, acronyms, and glossaries that are not clear or are not listed in this document. No claims for extra payment will be entertained by reason of difficulties encountered due to the contractor's assumption of meaning/definition of any terms, acronyms, and glossaries that are not defined in this document.