



STATEMENT OF WORK

Inspection of Fire Alarm Systems, Intrusion Alarm Systems, Fire Extinguishers, Sprinkler Systems, and Emergency Lighting.

The Carillon Barracks NHSC

44 du Long Sault Road
Saint-André-d'Argenteuil, Quebec J0V 1X0

The Fur Trade NHSC

1255 St-Joseph Blvd.
Lachine, Quebec H8S 2M2

Battle of the Châteauguay NHSC

2371 de la Rivière Châteauguay Route
Howick, Quebec J0S 1G0

Coteau-du-Lac NHSC

308 du Fleuve Route
Coteau-du-Lac, Quebec JOP 1B0

Sir George-Étienne Cartier NHSC

458 Notre-Dame Street East
Montréal, Quebec H2Y 1C8

Forges du Saint-Maurice NHSC

10 000 des Forges Blvd.
Trois-Rivières, Quebec G9C 1B1

Sir Wilfrid Laurier NHSC

945 12th Avenue
St-Lin-Laurentides, Quebec J5M 2W4

Manoir Papineau NHSC

500 Notre-Dame Street East
Montebello, Quebec J0V 1L0

Fort Lennox NHSC

1 61st Avenue
St-Paul-de-l'île-aux-noix, Quebec J0J 1G0

Fort Chambly NHSC

2 de Richelieu Street
Chambly, Quebec J3L 2B9

Louis S. St-Laurent NHSC

6790 Louis S. St-Laurent Road
Compton, Quebec JOB 1L0

La Mauricie and Western Quebec Field Unit

January 2022

TABLE OF CONTENTS

- 1. GENERAL INSTRUCTIONS.....**
 - 1.1. INTERPRETATION.....
 - 1.2. WORK SCHEDULE.....
 - 1.3. STANDARDS AND REGULATIONS.....
 - 1.4. CONTRACTOR’S USE OF THE SITE.....
 - 1.5. CONTRACTOR’S LIABILITY.....
 - 1.6. SAFETY.....
 - 1.7. STAFF.....
- 2. WORK DESCRIPTION.....**
 - 2.1. OBJECTIVES.....
 - 2.2. SCOPE OF WORK.....
 - 2.3. WORK DESCRIPTION.....
 - 2.3 WORK DESCRIPTION (CONT’D).....
 - 2.4 TASK AUTHORIZATION.....
- 3. FIRE ALARM SYSTEM INSPECTION.....**
 - 3.1. FREQUENCY.....
 - 3.2. STANDARDIZATION.....
 - 3.3. QUALIFICATIONS.....
 - 3.4. REPORTS.....
 - 3.5. DELIVERABLES.....
- 4. INTRUSION ALARM SYSTEM INSPECTION.....**
 - 4.1 FREQUENCY.....
 - 4.2 STANDARDIZATION.....
 - 4.3 QUALIFICATIONS.....
 - 4.4 REPORTS.....
 - 4.5 DELIVERABLES.....
- 5. CENTRAL ALARM FACILITY.....**
 - 5.1 FREQUENCY.....
- 6. FIRE EXTINGUISHER AND EMERGENCY LIGHTING INSPECTION.....**
 - 6.1 FREQUENCY.....
 - 6.2 STANDARDIZATION.....
 - 6.3 QUALIFICATIONS.....
 - 6.4 REPORTS.....
 - 6.5 DELIVERABLES.....
- 7. SPRINKLER INSPECTION.....**
 - 7.1 FREQUENCY.....
 - 7.2 STANDARDIZATION.....
 - 7.3 QUALIFICATIONS.....
 - 7.4 REPORTS.....
 - 7.5 DELIVERABLES.....

1. GENERAL INSTRUCTIONS

1.1. INTERPRETATION

- In this statement, “the Agency” refers to the Parks Canada Agency, Mauricie and Western Quebec Field Unit.
- Words, expressions and abbreviations with known technical or professional meaning shall be understood to have such meaning in this statement and these drawings.
- Any discrepancies between the statement and the drawings must be submitted in writing to the Agency Representative so the latter can render a final decision, also in writing, in this regard.
- The statement and the drawings are complementary, in that what is required by one is also required by the other. The work to be constructed, in accordance with the statement and drawings, must be a complete work in its essential parts. That is, it must include, among other things, all items normally arising from the requirements of the statement and drawings, even if not all the items are specifically mentioned. The Contractor must not take advantage, to the detriment of the Agency, of any unintentional error, or omission, which it may discover. Where the quality of the work or materials is not specified, the trade involved must provide the best quality.
- The Agency Representative may, for clarification purposes only, provide the Contractor with additional drawings to ensure proper execution of the work. These drawings will have the same meaning and scope as if they appeared with the maps mentioned in the contract documents.

1.2. WORK SCHEDULE

- All work or activities specified in this statement must be completed within the dates, times or days specified in section **2. WORK DESCRIPTION** in this document. If applicable, this requirement also applies to the start and completion dates of the work.

1.3. STANDARDS AND REGULATIONS

Before undertaking the work, the Contractor/Consultant must, at their own expense and risks, obtain all required permits from the competent authorities under the applicable laws, regulations, and standards. Without limiting the generality of the foregoing, in the case of a federal building, where some permits are not required, the Contractor/Consultant must always obtain the written approval of Canada before pursuing any process to obtain a permit under a provincial or municipal law or regulation. However, this approval is not required if the work is being carried out on non-federal property.

1.4. CONTRACTOR’S USE OF THE SITE

- The site shall remain open during the inspections. The Contractor shall coordinate with the Agency Representative regarding work areas to minimize the impact of on-site activities.
- Restrict use to areas identified by the Agency Representative for work execution and storage.
- The Contractor must comply with the speed limit on site to prevent accidents among the many users (vehicles, pedestrians, or cyclists) who have access to the site.
- The Contractor must not operate any loaded vehicle, machinery, or equipment on the roads and structures over the established legal limits in weight or size without the written permission and direction of the Agency Representative. Furthermore, no trucks loaded beyond the legal limits shall be allowed on the roads.

1.5. CONTRACTOR'S LIABILITY

- If during operations carried out by the Contractor damage is caused to Agency property, the Contractor shall bear the cost of repairs.

1.6. SAFETY

- The Contractor shall ensure compliance with all occupational safety requirements, including the clothing worn by its employees, the equipment used, and the work methods recommended.
- The Contractor must ensure that the work complies with the requirements of the *Canada Labour Code* and the *Commission de la santé et de la sécurité du travail du Québec* (CSST).
- The Contractor must ensure, at their own expense, the health and safety of people on site, protect the assets on site and, in areas adjacent to the site, protect people and the environment insofar as they are affected by the inspections.
- The Contractor must ensure safe access to the site for Agency staff, occupants, and visitors for the duration of the contract.
- It must also comply with the *Canada Labour Code* Part II:
<https://www.laws-lois.justice.gc.ca/eng/acts/L-2/>

1.7. STAFF

- The people to whom the Contractor delegates this work must be competent, honest, and respectful toward visitors and employees of the historic sites.
- The Contractor shall designate a general foreman and provide the Agency with their contact information so they can be easily reached if necessary.

2. WORK DESCRIPTION

2.1. OBJECTIVES

The Mauricie and Western Quebec Field Unit wishes to obtain the services of a specialized firm whose mandate will be to inspect the following components:

- **Monthly and annual inspection of the fire alarm system**
- **Monthly and annual inspection of the intrusion alarm system**
- **Monthly, quarterly, semi-annual and annual sprinkler system inspection**
- **Annual fire extinguisher inspection**
- **Annual inspection of emergency lighting**
- **Connection to the monitoring station**
- **Annual inspection, testing and maintenance of fire pumps**

2.2. SCOPE OF WORK

The Contractor must provide all necessary tools, equipment, materials, labour, and other resources required to complete the inspection, testing, maintenance, and repair of all systems.

Inspections and repairs will be carried out according to the schedule established with the Parks Canada Representative. Services should be performed Monday through Friday between 7:00 a.m. and 4:00 p.m. The monitoring centre will need to provide a 24-hour service, 365 days a year.

2.3. WORK DESCRIPTION

The contractor is responsible for the inspection, testing, maintenance, and repair of fire alarm systems, intrusion systems, fire extinguisher installations, sprinkler installations, and emergency lighting for all buildings and associated infrastructure within the defined property boundaries. All professional activities related to ITM work must be performed under the latest editions of the applicable standards.

2.3 WORK DESCRIPTION (CONT'D)

It is the contractor's responsibility to follow all procedures in the event of a system failure under section 6.1.1 of the National Fire Code of Canada (2015) and chapter 15 of the NFPA 25 (2014) standards. These standards must include provisions for notifying the owner, fire department, and the receiving centre or "monitoring agency" for fire alarm signals.

The Contractor is responsible for the health and safety of its workers during the implementation of the requirements of this SOW. The contractor must also comply with the Canada Labour Code Part II as well as provincial health and safety regulations. In addition, they shall ensure that all practices related to the locking and security of equipment are followed under the above-mentioned code and regulations.

All work involving the isolation and/or locking of electrical circuits must be planned and performed by people with the proper qualifications and training, using the appropriate tools, notices, and equipment.

2.4 TASK AUTHORIZATION

Written approval from the Parks Canada Representative is required before any repair work is done on the fire systems.

All repairs will be processed through the task authorization process and will be reimbursed following the basis of payment (Annex B).

3. FIRE ALARM SYSTEM INSPECTION

3.1. FREQUENCY

The frequency of fire alarm system inspections differs from one site to another. The table below shows an overall picture of the monthly and annual inspections that are required as part of this SOW.

	FIRE ALARM INSPECTION				
	Number of monthly inspections	Month		Number of yearly inspections	Month
Carillon Barracks N.H.S	11	april to march		1	mai
The fur trade N.H.S	6	april to october		1	mai
Battle of the Châteauguay N.H.S	6	april to october		1	mai
Coteau-du-Lac N.H.S.	11	april to march		1	mai
Sir George-Étienne Cartier N.H.S	11	april to march		1	mai
Sir Wilfrid Laurier N.H.S	6	april to october		1	mai
Manoir Papineau N.H.S	11	april to march		1	mai
Fort Lennox N.H.S	6	april to october		1	mai
Fort Chambly N.H.S	11	april to march		1	mai
Louis S. St-Laurent N.H.S	6	april to october		1	mai
Forges du St-Maurice N.H.S	6	april to october		1	mai

3.2. STANDARDIZATION

The Contractor must perform the inspection, testing, and minor repair (ITM) of fire alarm systems under the latest edition of the Codes and Standards in effect at the time of the contract signing.

Name of the Standard: Fire alarm system/national standard – required by law

Frequency: Annual and monthly

Reference:

- **National Fire Code of Canada (2015) – 6.3.1.2**
 - **CAN/ULC-S536-13 STANDARD FOR INSPECTION AND TESTING OF FIRE ALARM SYSTEMS**
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Name of the Standard: Installation and Services Standard – Receiving Centres – required by law

Frequency: Annual and monthly

Reference:

- **National Fire Code of Canada (2015) – 6.3.1.3**
- **CAN/ULC-S561-13 Installation and Service Standards – Fire Signal Receiving Centres**

3.3. QUALIFICATIONS

The Contractor must ensure that all its workers and subcontracted personnel, if any, have the appropriate qualifications, licences, and certifications to perform the work in accordance with the requirements of the province of Quebec.

Any person undertaking inspection, testing, maintenance, or minor repairs relating to **fire alarm systems** must have the following qualifications:

1. Be currently recognized by the Canadian Fire Alarm Association (CFAA) for having successfully completed the Fire Alarm Technology Program and having worked as an apprentice with a CFAA-certified technician for a minimum of one year;
2. Be a duly certified technician registered in Subclass 13.2 Contractor – Fire alarm systems;
3. Be a duly certified and registered electrician who has completed a post-secondary program or course in fire alarm system maintenance approved by the provincial or territorial authority having jurisdiction; or
4. Have worked for a fire alarm company, registered with the Underwriters' Laboratory of Canada Fire and Security Certificate Programs, holding a certificate equivalent to the level of complexity of the alarm system to be inspected, tested, and maintained.

The technician performing inspections, testing, maintenance, and repairs may be asked to provide proof of qualifications at any time by the Parks Canada Representative.

3.4. REPORTS

The contractor must ensure that reports filed for fire alarm systems meet, as a minimum, the CAN/ULC-S536-13 "Standard for Inspection and Testing of Fire Alarm Systems for Required Activities" requirement.

Reports are due within 30 calendar days of the completion of ITM activities. The contractor will also use the report(s) to record any system failures. The report must be signed by the technician who undertook the work and must include their identification number.

3.5. DELIVERABLES

1. Inspection, testing, and maintenance activities must be completed by the 28th day of each month.
2. Once the work is completed, the contractor must submit detailed reports for each system and component inspected, tested, and maintained, including a complete list of deficiencies and recommendations. The documentation to be submitted within thirty (30) calendar days must consist of one copy and two hard copies of the completed inspection.

The Contractor will be reimbursed for all work properly documented in accordance with the rates established in the contract for materials and labour. All of which must be preauthorized by the Parks Canada's Authority, as described in section 2.4 of these specifications.

4. INTRUSION ALARM SYSTEM INSPECTION

4.1 FREQUENCY

The frequency of intrusion alarm system inspections differs from one site to another. The table below shows an overall picture of the monthly and annual inspections that are required as part of this SOW.

	INTRUSION ALARM INSPECTION				
	Number of monthly inspections	Month		Number of yearly inspections	Month
Carillon Barracks N.H.S	11	april to march		1	mai
The fur trade N.H.S	6	april to october		1	mai
Battle of the Châteauguay N.H.S	6	april to october		1	mai
Coteau-du-Lac N.H.S.	11	april to march		1	mai
Sir George-Étienne Cartier N.H.S	11	april to march		1	mai
Sir Wilfrid Laurier N.H.S	6	april to october		1	mai
Manoir Papineau N.H.S	11	april to march		1	mai
Fort Lennox N.H.S	6	april to october		1	mai
Fort Chambly N.H.S	11	april to march		1	mai
Louis S. St-Laurent N.H.S	6	april to october		1	mai
Forges du St-Maurice N.H.S	6	april to october		1	mai

4.2 STANDARDIZATION

The Contractor must perform the inspection, testing, and minor repair of intrusion alarm systems under the latest edition of the Codes and Standards in effect at the time of the contract signing.

The contractor must:

- Operate the intrusion alarm system under general intrusion alarm conditions;
- Separately trigger a minimum of six (6) alarm devices, furthest from the backup power system, with the main power system disconnected;
- Trigger each alarm device on each floor from the main power supply;
- Ensure the proper operation of each audible or visual warning device during the testing of the alarm devices; Ensure that the alarm is heard properly throughout the building;
- Test each automatic alarm device to see if it is working as intended;
- Check the electricity and condition of each warning circuit, alarm, and alarm repeater;
- Make sure that the reoccurring alarm function works for each alarm device;
- Visually check the order to ensure that it has not been modified;
- Check thermal, infrared, glass breakage detectors, and door/window contacts; Clean them, adjust them and calibrate them if necessary;
- Ensure that the detectors are registered with the building's intrusion alarm control centre;
- Check control transformers, accumulators, and relays for normal voltage and grounding;
- Check relays, safety devices, switches, warning lights, etc.;
- Clean the inside of the control panel.

4.3 QUALIFICATIONS

The Contractor must ensure that all its workers and subcontracted personnel, if any, have the appropriate qualifications, licences, and certifications to perform the work in accordance with the requirements of the province of Quebec.

4.4 REPORTS

Reports are due within 30 calendar days of the completion of ITM activities. The contractor will also use the report(s) to record any system failures. The report must be signed by the technician who undertook the work and must include their identification number.

4.5 DELIVERABLES

1. Inspection, testing, and maintenance activities must be completed by the 28th day of each month.
2. Once the work is completed, the contractor must submit detailed reports for each system and component inspected, tested, and maintained, including a complete list of deficiencies and recommendations. The documentation to be submitted within thirty (30) calendar days must consist of one copy and two hard copies of the completed inspection.

The Contractor will be reimbursed for all work properly documented in accordance with the rates established in the contract for materials and labour. All of which must be preauthorized by the Parks Canada's Authority, as described in section 2.4 of these specifications.

5. CENTRAL ALARM FACILITY

5.1 FREQUENCY

Fire alarm systems must be connected to a ULC S561-13 approved control facility.

Fire Services Liaison:

- 1) In an assembly establishment with more than 300 people, a single-signal system must be designed for the fire department to be notified, in accordance with paragraph 4), when an alarm signal is triggered.
- 2) An alarm system with flow detectors must be designed for the fire department to be notified in accordance with paragraph 4) when an alarm is triggered.
- 3) A dual-signal fire alarm system must be designed for the fire department to be notified in accordance with paragraph 4) when an alarm signal is triggered.
- 4) The connection to the fire department required in paragraphs 1), 2), and 3) must be in accordance with CAN/ULC-S561 "Installation and Services – Fire Signal Receiving Centres."

The entire fire and intrusion system must be connected to a central alarm facility providing services 365 days a year, 24 hours a day.

A procedure and a call list will be issued to the central alarm facility once the contract is awarded.

6. FIRE EXTINGUISHER AND EMERGENCY LIGHTING INSPECTION

6.1 FREQUENCY

Inspection of fire extinguishers and emergency lighting will be carried out on an annual basis only. The table below shows all the elements found at the various sites.

	ANNUAL INSPECTION			
	Number of extinguishers	Number of emergency lighting appr.	Number of inspections	Month
Carillon Barracks N.H.S	18	14	1	mai
The fur trade N.H.S	6	13	1	mai
Battle of the Châteauguay N.H.S	16	14	1	mai
Coteau-du-Lac N.H.S.	9	12	1	mai
Sir George-Étienne Cartier N.H.S	17	33	1	mai
Sir Wilfrid Laurier N.H.S	8	8	1	mai
Manoir Papineau N.H.S	19	18	1	mai
Fort Lennox N.H.S	25	25	1	mai
Fort Chambly N.H.S	25	33	1	mai
Louis S. St-Laurent N.H.S	23	20	1	mai
Forges du St-Maurice N.H.S	21	15	1	mai

*The location of fire extinguishers and emergency lighting are identified in Appendix 1.

6.2 STANDARDIZATION

The Contractor must perform the inspection, testing, and minor repair of fire extinguishers and emergency lighting under the latest edition of the Codes and Standards in effect at the time of the contract signing.

In general, the contractor must:

- Perform the annual inspection, testing and maintenance of fire extinguishers in accordance with Chapter 7 of NFPA 10;
- Check if maintenance, including internal inspection and the hydrostatic test, is due; If so, the Contractor must complete the appropriate inspection, testing and maintenance in accordance with NFPA 10, chapters 7 and 8;
- Ensure that each fire extinguisher has a badge indicating that the inspection was completed.

All inspections must be carried out in accordance with the following standards:

Name of the Standard: Self-Contained Emergency Lighting Unit – required by law

Frequency: Annual

Reference:

- **National Fire Code of Canada (2015)**
NFCC 6.5.1.6 (1), 6.5.1.6 (2)(A), 6.5.1.6(2)(B), 6.5.1.6(3)

Name of the Standard: Emergency Exit Unit – required by law

Frequency: Annual

Reference:

- **National Fire Code of Canada (2015)**
NFCC 6.5.1.8(1), 6.5.1.8(2)(A), 6.5.1.8(2)(B)

Name of the Standard: Portable Fire Extinguishers – required by law

Frequency: Annual

Reference:

- **National Fire Code of Canada (2015) – 6.2.1.1**
- **NFPA 10 – Standard for Portable Fire Extinguishers (2013)**

6.3 QUALIFICATIONS

The Contractor must ensure that all its workers and subcontracted personnel, if any, have the appropriate qualifications, licences, and certifications to perform the work in accordance with the requirements of the Province of Quebec.

Portable Fire Extinguishers:

- 1) Annual inspection: Qualified personnel with the necessary knowledge of fire extinguisher design, operation, and maintenance.
- 2) Any person conducting annual maintenance, hydrostatic testing, recharging, and internal testing of portable fire extinguishers must be qualified and meet the following requirements:
 - Possess training and factory certification for the type and brand of portable fire extinguishers to be inspected;
 - Possess registration, licence, or certification with the province of Quebec or a competent local authority;
 - Personnel in training to be certified are authorized to perform maintenance and reloading of fire extinguishers under the direct supervision and in the immediate presence of a certified person.

The technician performing inspections, testing, maintenance, and repairs may be asked to provide proof of qualifications at any time by the Parks Canada Representative.

6.4 REPORTS

Reports are due within 30 calendar days of the completion of ITM activities. The contractor will also use the report(s) to record any system failures. The report must be signed by the technician who undertook the work and must include their identification number.

6.5 DELIVERABLES

1. Inspection, testing and maintenance activities must be completed by May 28.
2. Once the work is completed, the contractor must submit detailed reports for each system and component inspected, tested, and maintained, including a complete list of deficiencies and recommendations. The documentation to be submitted within thirty (30) calendar days must consist of one copy and two hard copies of the completed inspection.
3. The documentation and reports for fire extinguisher inspections must follow the NFPA 10 regulation which includes, but is not limited to:
 - Annual maintenance including required labels as per chapter 7
 - Maintenance and replacement of the service collar
 - Internal review/refill/labels (e.g., 7.3.6.5).

7. SPRINKLER INSPECTION

7.1 FREQUENCY

The frequency of sprinkler inspections differs from one site to another. The table below shows an overall picture of the monthly and annual inspections that are required as part of this SOW.

	SPRINKLER INSPECTION			
	Number of monthly inspections	Month	Number of yearly inspections	Mois
Sir George-Étienne Cartier N.H.S	11	april to march	1	mai
Manoir Papineau N.H.S	11	april to march	1	mai
Fort Lennox N.H.S	6	april to october	1	mai
Fort Chambly N.H.S	11	april to march	1	mai

7.2 STANDARDIZATION

The Contractor must perform the inspection, testing, and minor repair (ITM) of sprinkler systems under the latest edition of the Codes and Standards in effect at the time of the contract signing.

Name of the Standard: Automatic Sprinkler System – Water – required by law

Frequency: Monthly/Semi annual/Quarterly/Annual

Reference:

- **NFCC (2015) – 6.4.1.1**
- **NFPA 25: Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems (2014 Edition)**

Name of the Standard: Automatic Sprinkler System – Air – required by law

Frequency: Monthly/Annual/Semi Annual/Quarterly

Reference:

- **NFCC (2015) – 6.4.1.1**
- **NFPA 25: Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems (2014 Edition)**

7.3 QUALIFICATIONS

The Contractor must ensure that all its workers and subcontracted personnel, if any, have the appropriate qualifications, licences, and certifications to perform the work in accordance with the requirements of the province of Quebec.

The contractor or technician must:

- Possess the “Red Seal” certification as a sprinkler system installer NOC (7252); or
- Be a duly certified technician registered in Subclass 13.3 Contractor – Fire Extinguishing systems.

The technician performing inspections, testing, maintenance, and repairs may be asked to provide proof of qualifications at any time by the Parks Canada Representative.

7.4 REPORTS

- Reports are due within 30 calendar days of the completion of ITM activities. The contractor will also use the report(s) to record any system failures. The report must be signed by the technician who undertook the work and must include their identification number.

- Reports submitted for automatic sprinkler systems must include, as a minimum, the recommended requirements for each inspection, testing, and maintenance activity outlined in the NFPA 25 standard. Acceptable report formats include NFPA 25 2014 e-Forms PDF, or equivalent.

7.5 DELIVERABLES

- 1.** Inspection, testing, and maintenance activities must be completed by the 28th day of each month.
- 2.** Once the work is completed, the contractor must submit detailed reports for each system and component inspected, tested, and maintained, including a complete list of deficiencies and recommendations. The documentation to be submitted within thirty (30) calendar days must consist of one copy and two hard copies of the completed inspection.