

**RETURN BIDS TO:**

Agriculture and Agri-Food Canada

**Address:** 300 - 2010 12th Avenue, Regina SK S4P 0M3

**Attention:** Zack Flamont, Procurement Officer

**Email:** zack.flamont@agr.gc.ca

**REQUEST FOR PROPOSAL**

**Proposal To: Agriculture and Agri-Food Canada**

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

**Comments:**

**Vendor/Firm Name and Address:**

**Issuing Office**

Agriculture and Agri-Food Canada  
 Western Service Centre  
 300 - 2010 12th Avenue  
 Regina, Saskatchewan S4P 0M3

<b>Title:</b> Fire and Backflow Systems - Inspection, Testing, Certification, Training and Maintenance Services	
<b>Solicitation Number</b> 01R11-23-C002	<b>Date of solicitation:</b> 2022-10-10
<b>Solicitation Closes:</b> At: 2:00 pm On: 2022-11-21	<b>Time Zone:</b> CST
<b>Address Enquiries to:</b>  Zack Flamont, Procurement Officer	
<b>Name:</b> Zack Flamont <b>Email:</b> zack.flamont@agr.gc.ca	
<b>Telephone Number:</b> 639-560-3462	<b>FAX Number:</b>
<b>Destination of Goods, Services and Construction:</b>  Agriculture and Agri-Food Canada Lacombe Research and Development Centre	
<b>Instructions:</b> Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.	
<b>Delivery required:</b>	<b>Delivery offered:</b>
<b>Vendor/Firm Name and Address:</b>	
<b>Name and title of person authorized to sign on behalf of vendor/firm (type or print)</b>	
<b>Signature</b>	
<b>Date</b>	

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## PART 1 - GENERAL INFORMATION

### 1.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### 1.2 Statement of Work

Agriculture and Agri-Food Canada's Research and Development Centre in Lacombe AB, has a requirement for a certified technician(s) to provide inspection, testing and certification services of fire and backflow systems, and to provide training and maintenance services on an **'as and when required'** basis.

### 1.3 Debriefings

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2022-03-29) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 120 days

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In the complete text content (except Subsection 1.0, Subsection 3.0, and Subsection 20): Delete "Public Works and Government Services Canada" and Insert "Agriculture and Agri-Food Canada". Delete "PWGSC" and Insert "AAFC".

Subsection 5.2 of Standard Instructions - Goods or Services - Competitive Requirements 2003 is amended as follows:

Delete: (d) send its bid only to the specified Bid Receiving Unit of Public Works and Government Services Canada (PWGSC) specified in the bid solicitation or, to the address specified in the bid solicitation, as applicable;

Insert: (d) send its bid only to the specified Bid Receiving Unit of Agriculture and Agri-Food Canada (AAFC) specified in the bid solicitation or, to the address specified in the bid solicitation, as applicable;

## **2.2 Submission of Bids**

Bids must be submitted only to Agriculture and Agri-Food Canada by the date, time and place indicated on page 1 of the bid solicitation.

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

## **2.3 Former Public Servant**

Refer to Annex "E"

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## **2.5 Applicable Laws**

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

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

## **2.6 Bid Challenge and Recourse Mechanisms**

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.

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(b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:

- Office of the Procurement Ombudsman (OPO)
- Canadian International Trade Tribunal (CITT)

(c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

## 2.7 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for a tour of the work site at the date and time indicated below.

Date: **October 25, 2022 at 9:00 am MDT**

Location: Lacombe Research and Development Centre  
6000 C and E Trail  
LACOMBE, AB

Report and sign in at: Front Desk, Administration Building, 6000 C & E Trail, Lacombe AB

Bidders must communicate with the Procurement Officer no later than **Friday, October 21, 2022 CST at 9:00 am** to confirm and schedule attendance and provide the name(s) of the person(s) who will attend.

To schedule your attendance, please contact: Zack Flamont, Procurement Officer,  
Email: [zack.flamont@agr.gc.ca](mailto:zack.flamont@agr.gc.ca)

## PART 3 - BID PREPARATION INSTRUCTIONS

Canada requests that the Bidder submits its bid in accordance with section 2.2, Submission of Bids of Part 2.

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

- Section I: Technical Bid (1 pdf attachment)
- Section II: Financial Bid (1 pdf attachment)
- Section III: Certifications (1 pdf attachment)

### Section I: Technical Bid

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

### Section II: Financial Bid

Bidders must submit their financial bid in accordance with Annex "B" Basis of Payment.

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### 3.1.1 Electronic Payment of Invoices – Bid

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

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

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

### 3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06) Exchange Rate Fluctuation

### 3.1.3 SACC Manual Clauses

#### Section III: Certifications

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

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

Refer to **Annex “C”** for the **Mandatory Technical Criteria** which will be evaluated on a compliant/non-compliant basis.

#### 4.1.2 Financial Evaluation

Refer to **Annex “D”** for the **Bid Document** which will form the Financial Proposal.

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

### 4.2 Basis of Selection

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

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any

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certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

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

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

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

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

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

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

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

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

Refer to Annex "F"

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

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

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

### **5.2.3 Additional Certifications Precedent to Contract Award**

#### **5.2.3.1 Status and Availability of Resources**

SACC Manual Clause [A3005T](#) (2010-08-16), Status and Availability of Resources

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### 5.2.3.2 Insurance - Proof of Availability Prior to Contract Award

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

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

## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

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

1. The contractor/offeror personnel requiring access to sensitive work site(s) must **each** hold a valid **reliability status**, granted or approved by AAFC;
2. The contractor and/or its employees MUST NOT have access to PROTECTED and/or CLASSIFIED information or assets;
3. The contractor and/or its employees MUST NOT remove any PROTECTED and/or CLASSIFIED information or assets from the identified work site(s);
4. The contractor and/or its employees MUST NOT use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data;
5. Subcontracts which contain security requirements are **not** to be awarded without the prior written permission of the AAFC; and
6. The contractor/offeror must comply with the provisions of the:
  - a. Security Requirements Check List.

### 6.2 Statement of Work

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

### 6.3 Standard Clauses and Conditions

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

Revision to Departmental Name: As this contract is issued by Agriculture and Agri-Food Canada (AAFC), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to AAFC or its Minister.

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### 6.3.1 General Conditions

2010C (2021-12-02), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

### 6.3.2 Supplemental General Conditions

4013 (2021-11-29), Compliance with on-site measures, standing orders, policies and rules

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

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The Work is to be performed during the period of \_\_\_\_\_ (*fill in start date of the work*) to \_\_\_\_\_ (*fill in end date of the work*).

#### 6.4.2 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

### 6.5 Authorities

#### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Zack Flamont  
Title: Procurement Officer  
Agriculture and Agri-Food Canada  
Western Service Centre  
Address: 300 – 2010 12<sup>th</sup> Avenue  
Regina, Saskatchewan, Canada, S4P 0M3

Telephone: 639 560 3462  
Facsimile: 306 780 6683  
E-mail address: zack.flamont@agr.gc.ca

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

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## 6.5.2 Project Authority

The Project Authority for the Contract is:

### Details will be provided in any resulting contract

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

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

## 6.5.3 Contractor's Representative (Please complete)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

## 6.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 6.7 Payment

### 6.7.1 Basis of Payment

The Contractor will be paid for the Work performed in accordance with the Basis of Payment at Annex B, a firm price of \$ \_\_\_\_\_ (to be inserted at contract award). Customs duties are included, and Applicable Taxes are extra.

### 6.7.2 Limitation of Price

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

### 6.7.3 Method of Payment

SACC Manual clause [H1008C](#) (2008-05-12) Monthly Payment

### 6.7.4 Electronic Payment of Invoices – Contract

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

- a. Direct Deposit (Domestic and International);
- b. Electronic Data Interchange (EDI);
- c. Wire Transfer (International Only);

## **6.8 Invoicing Instructions**

**6.8.1** The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the monthly maintenance report described in Statement of Work of the Contract.

Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Project Authority.

**6.8.2** Invoices must be distributed as follows:

The original and two (2) copies of the invoices and monthly maintenance reports must be forwarded to the following address for certification and payment.

Agriculture and Agri-Food Canada  
6000 C & E Trail, Lacombe AB T4L 1W1

One (1) copy of the invoice and monthly maintenance report must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## **6.9 Certifications and Additional Information**

### **6.9.1 Compliance**

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

### **6.10 Applicable Laws**

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

### **6.11 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4013 (2021-11-29 );
- (c) the general conditions 2010C (2021-12-02);
- (d) Annex A, Statement of Work;
- (e) Annex I, Security Requirements Check List;
- (f) the Contractor's bid dated \_\_\_\_\_, as amended on \_\_\_\_\_

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## 6.12 Dispute Resolution

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

## 6.13 Insurance

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

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

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

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## ANNEX "A" – STATEMENT OF WORK

Agriculture and Agri-Food Canada's Research and Development Centre in Lacombe AB, has a requirement for a certified technician(s) to provide inspection, testing and certification services of fire and backflow systems, and to provide training and maintenance services on an '**as and when required**' basis.

Regular hours: Weekdays 08:00 to 16:30 hrs.

Outside regular hours: Monday to Friday 16:30 to 08:00 including weekends and Stat Holidays

This is a non-smoking, scent free facility.

### SERVICES REQUIRED:

1. The contractor will be required to perform the following Scheduled services:
  - A) WEEKLY INSPECTIONS of one (1) Wet Sprinkler System and one (1) Dry Sprinkler System
  - B) MONTHLY INSPECTIONS of all 2.5lb - 30lb Fire Extinguishers
  - C) QUARTERLY TESTING of Wet Sprinkler System
  - D) BI-ANNUAL INSPECTION (June and December) of two (2) Range Hood Fire Suppression Systems
  - E) ANNUAL INSPECTIONS and CERTIFICATION (December) Services of all Fire extinguishers (according to Annex J - Inspection Sheets); all Fire Suppression systems and; all Backflow Preventers (includes December's Monthly and Bi-Annual Inspections)
  - F) ANNUAL TESTING of Wet Sprinkler System
  - G) ANNUAL 3 YEAR TESTING of Dry Sprinkler System
2. The contractor will be required to provide one (1) Fire Extinguisher TRAINING for 10 - 20 staff. At a minimum, training will include:
  - Anatomy of a Fire Extinguisher,
  - Fire Extinguisher Classification and Uses,
  - Proper Use of a Fire Extinguisher (PASS),
  - When to use a Fire Extinguisher,
  - Fire Tetrahedron
3. The contractor will be required to provide '**as and when required**' services as follows :
  - A) Five (5) year Fire Extinguisher HYDROSTATIC TESTING on all CO2 models.
  - B) Six (6) year Fire Extinguisher MAINTENANCE on all dry chemical models
  - C) Twelve (12) year Fire Extinguisher HYDROSTATIC TESTING on all dry chemical models.
4. Equipment installation and decommission services when required.
5. Temporary replacement extinguishers for any having to be removed for servicing.
6. 'IF' repairs or servicing are required :

- 
- the Contractor will provide a written cost estimate as per the Additional Terms and Conditions Article 7 to the Facility Manager within three (3) days of completing the inspections
  - the Contractor will not proceed with repairs until written approval is received from the Facility Manger

### **Additional Terms and Conditions of Work**

1. This Contract does not create an exclusive right of the Contractor to perform all the work that may be required. AAFC reserves the right to have any work done by other means.
2. Post Award / Site Orientation Meeting
  1. The Offeror will be required to attend a Post Contract award site orientation meeting with the Facility Manager prior to the commencement of any work. This walk through will facilitate the familiarization of the building layout and where specific safety devices such as emergency showers, eyewash stations, First Aid Kits, MSDS binders and fire extinguishers are located.
  2. The walk through will include where all building exits are located and where the muster point is located in the event of an emergency situation and *any information required to carry out the work.*
3. Upon request the Offeror shall furnish the Facility Manager with a copy of their company's Occupational Health and Safety Policy and Program. It shall meet the more stringent of the Federal and Provincial Occupational Health and Safety Acts.
4. AAFC will submit the names of the proposed resources as required in the mandatory section, to Government of Canada's Security Office to undergo screening for Reliability security clearances.

The Offeror's personnel requiring access to the work site(s) must EACH hold a valid personnel security screening at the level of RELIABILITY STATUS, granted or approved by Agriculture and Agri-Food Canada.

No resource of the Contractor shall be allowed on site until clearances have been established. **This requirement must be updated when staff changes occur.**

Each of the proposed staff, who do not hold a valid clearance, will be required to complete a "Security Clearance Form" (TBS 330-23E) upon request from Canada.
5. Only licensed Fire Extinguisher and Backflow Testing technicians certified in the province of Alberta to perform or work on fire and backflow systems outlined in this contract.
6. Service is to be provided by one (1) Technician at a time only, unless a specific request is made in writing to, and approved by, the Facility Manager or designate.
7. The Offeror may be required to provide a written estimate for repair work and new installations. The estimate must include:
  1. Cost for all Materials and replacement parts.
  2. Mark-up
  3. Estimated number of hours for labour and rates
  4. Applicable taxes will be shown as a separate item.

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8. AAFC reserves the right to supply material and replacement parts to the Offeror.
  9. The Offeror must be available to provide routine maintenance and emergency repairs to breakdowns within the following response times:
    1. Routine Maintenance:  
For routine maintenance requirements, the Contractor must be on site within 48 hours of a service call.
    2. Emergency Repairs:  
For deficiencies or breakdowns that require immediate attention, the Contractor must reply within two (2) hours of the service call and be on site within eight (8) hours. The work will commence within 24 hours and continue until problem is rectified.
    3. Response Time for Non Scheduled Work  
Contractor is to respond to AAFC within 24 hours for work that is not scheduled and the actual work will be performed within a time frame that is mutually agreed to by both parties.
  10. The Offeror's resources shall report to the Facility Manager or designate upon arrival. Identification and sign in is required at the reception desk in Building # 21.
  11. Any shutdown to execute service or repair must first be approved by the Facility Manager.
  12. The Offeror and its resources will be responsible to maintain the integrity of the existing facility. Any damages to the facility caused by the Contractor must be repaired by the Offeror to its original condition.
  13. The Offeror shall ensure that all applicable personal protective equipment (PPE) is used.
  14. The Offeror is to supply all tools and equipment required to provide work under the Contract.
  15. Equipment and materials to be new and CSA certified. Deliver, store and maintain materials with manufacture's seal and labels intact.
  16. Additions, relocations or removal of equipment or systems are to be recorded, dated and initialed by the Contractor on the worksheets.
  17. Power activated devices using explosives shall not be used, unless authorized by the Facility Manager.
  18. The Offeror shall provide training to AAFC's maintenance staff and user groups on operation and maintenance procedures on all new installations. The Contractor shall supply shop drawings and manufacturer's instructions and specifications on all new installations, if requested.
  19. Upon request the Offeror will provide a detailed work order explaining the Work undertaken to the Facility Manager.
  20. The Offeror shall complete all applicable log books before leaving the site each day outlining all work performed in the facility.
  21. Upon request the Offeror will provide AAFC with a wholesaler's invoice complete with parts pricing.

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22. The Offeror shall provide AAFC an invoice complete with a detailed breakdown of all parts, material and labour used. This invoice must clearly reference all work sheets associated with the service call.
  23. Provide an electronic copy of maintenance of data and service records to the Facility Manager with 30 calendar days following completion of all inspections, certifications and services performed.
  24. Provide a cost estimate with a list of discrepancies, parts / services / maintenance required to the Facility Manager for review and approval to prior to proceeding with the work.
  25. An inspection report is to be prepared showing all components tested, repaired or replaced and is to be submitted with the invoice.
  26. Upon request the Offeror must provide a copy of the Material Safety Data Sheet (MSDS) to the Facility Manager.
  27. **Materials & WHMIS Compliance**

Upon request by the Facility Manager, the Offeror must provide proof of up-to-date WHMIS training for all employees working on site.

1. The Offeror shall use as many low toxicity / environmentally friendly products as practical (use products displaying the Environmental Choice Eco-logo). Samples of Controlled Products may be required for WHMIS Compliance testing to ensure that all materials used meet the Canadian General Standards Board Qualified Products criteria.
  2. The Offeror shall ensure that, where substances classified as controlled products under the Control Products Regulations are to be used in Crown-owned facilities and their employees receive appropriate training as per Provincial / Federal Regulations and the Workplace Hazardous Materials Information System (WHMIS). Proof of up to date WHMIS training, for all employees working on site, must be supplied to the Facility Manager.
  3. The Offeror shall ensure that all controlled products are identified to the Facility Manager. Where controlled products are to be used at Federal occupied facilities the Facility Manager will have the authority to review all work to be performed, and where applicable, stop contract work related to the use of controlled products until safety and health concerns are resolved.
  4. The Offeror must advise the Facility Manager when controlled products are to be brought into Crown-owned or occupied facilities. Material Safety Data Sheets (MSDS), for all controlled products stored or used on site, are to be in a conspicuous WHMIS binder located in each building.
  5. All containers brought into Crown-owned facilities containing controlled products must be labeled in accordance with WHMIS regulations. The Offeror shall ensure that no down-the-drain disposal for controlled waste liquids will occur. MSDS instructions for product disposal must be followed at all times.
28. The following codes and standards are in effect at the time of award are subject to change / revision. The latest edition of each shall be enforced during the term of the Standing Offer.
    - Treasury Board of Canada
    - All applicable Canada Standards Association (CSA) standards and regulations
    - Canadian Environmental Protection Act

- 
- National Building Code of Canada
  - National Fire code
  - Part II of the Canada Labour Code
  - Canadian Occupational Safety and Health Section of Part II of the Canada Labour Code
  - Fire Commissioner of Canada FC 301 Standard for Construction Operations
  - Provincial and Territorial Acts and Regulations
  - Canadian Construction and Labour Safety Codes; Provincial Government Workers' Compensation board and Municipal Statutes and Authorities
  - Canadian Electrical Code, Part I, CSA 22.1 1998
  - Canadian Plumbing Code
  - Materials and workmanship must conform to or exceed applicable standards of Canadian Government Specification Board (CGSB), CSA, American Society for Testing Materials (ASTM) and referenced organizations.

In the event of a conflict between any of the above codes or standards, the most stringent shall apply.

**ANNEX "B" – BASIS OF PAYMENT**

**B1 Firm Price**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s), as specified in Annex B for a cost of \$ \_\_\_\_\_. Customs duties are included, and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

**B2 Contract Payment**

2.1 Subject to this Contract, Her Majesty will pay the Contractor the following amounts for the performance by the Contractor of the work as outlined in the Statement of Work :

*(AAFC to insert amounts at Standing Offer award)*

**1. Pricing For Initial Contract Period**

**(MONTH) 1, 2022 – (MONTH) 31, 2023** *(To be inserted at Standing Offer award)*

Description	Unit	Price / Unit
<b>WEEKLY INSPECTIONS:</b> Wet Sprinkler System Dry Sprinkler System	Each	
<b>MONTHLY INSPECTIONS:</b> Fire Extinguishers	Each	
<b>QUARTERLY TESTING:</b> Wet Sprinkler System	Each	
<b>BI-ANNUAL INSPECTION:</b> 2 Range Hood Fire Suppression Systems	Each	
<b>ANNUAL INSPECTION AND CERTIFICATION:</b> Fire Extinguishers, 2 Range Hood Fire Suppression Systems, Wet Sprinkler System, Dry Sprinkler System, Back Flow Preventer Valves	Each	
<b>ANNUAL TESTING:</b> Wet Sprinkler System	Each	
<b>ANNUAL 3 YEAR TESTING:</b> Dry Sprinkler System	Each	
<b>ANNUAL 5 YEAR HYDROSTATIC TESTING:</b> Fire Extinguishers, CO2 Models	Each	
<b>ANNUAL 6 YEAR MAINTENANCE:</b> Fire Extinguishers, Dry Chemical Models	Each	
<b>Annual 12 YEAR HYDROSTATIC TESTING:</b> Fire Extinguishers, Dry Chemical Models	Each	

**2. Pricing for Option Period One (1)**  
**(MONTH) 1, 2023 – (MONTH) 31, 2024** *(To be inserted at Standing Offer award)*

Description	Unit	Price / Unit
<b>WEEKLY INSPECTIONS:</b> Wet Sprinkler System Dry Sprinkler System	Each	
<b>MONTHLY INSPECTIONS:</b> Fire Extinguishers	Each	
<b>QUARTERLY TESTING:</b> Wet Sprinkler System	Each	
<b>BI-ANNUAL INSPECTION:</b> 2 Range Hood Fire Suppression Systems	Each	
<b>ANNUAL INSPECTION AND CERTIFICATION:</b> Fire Extinguishers, 2 Range Hood Fire Suppression Systems, Wet Sprinkler System, Dry Sprinkler System, Back Flow Preventer Valves	Each	
<b>ANNUAL TESTING:</b> Wet Sprinkler System	Each	
<b>ANNUAL 3 YEAR TESTING:</b> Dry Sprinkler System	Each	
<b>ANNUAL 5 YEAR HYDROSTATIC TESTING:</b> Fire Extinguishers, CO2 Models	Each	
<b>ANNUAL 6 YEAR MAINTENANCE:</b> Fire Extinguishers, Dry Chemical Models	Each	
<b>Annual 12 YEAR HYDROSTATIC TESTING:</b> Fire Extinguishers, Dry Chemical Models	Each	

**3. Pricing for Option Period Two (2)**  
**(MONTH) 1, 2024 – (MONTH) 31, 2025** *(To be inserted at Standing Offer award)*

Description	Unit	Price / Unit
<b>WEEKLY INSPECTIONS:</b> Wet Sprinkler System Dry Sprinkler System	Each	
<b>MONTHLY INSPECTIONS:</b> Fire Extinguishers	Each	
<b>QUARTERLY TESTING:</b> Wet Sprinkler System	Each	
<b>BI-ANNUAL INSPECTION:</b> 2 Range Hood Fire Suppression Systems	Each	

<b>ANNUAL INSPECTION AND CERTIFICATION:</b> Fire Extinguishers, 2 Range Hood Fire Suppression Systems, Wet Sprinkler System, Dry Sprinkler System, Back Flow Preventer Valves	Each	
<b>ANNUAL TESTING:</b> Wet Sprinkler System	Each	
<b>ANNUAL 3 YEAR TESTING:</b> Dry Sprinkler System	Each	
<b>ANNUAL 5 YEAR HYDROSTATIC TESTING:</b> Fire Extinguishers, CO2 Models	Each	
<b>ANNUAL 6 YEAR MAINTENANCE:</b> Fire Extinguishers, Dry Chemical Models	Each	
<b>Annual 12 YEAR HYDROSTATIC TESTING:</b> Fire Extinguishers, Dry Chemical Models	Each	

4. Pricing for Option Period Three (3)  
(MONTH) 1, 2025 – (MONTH) 31, 2026 *(To be inserted at Standing Offer award)*

Description	Unit	Price / Unit
<b>WEEKLY INSPECTIONS:</b> Wet Sprinkler System Dry Sprinkler System	Each	
<b>MONTHLY INSPECTIONS:</b> Fire Extinguishers	Each	
<b>QUARTERLY TESTING:</b> Wet Sprinkler System	Each	
<b>BI-ANNUAL INSPECTION:</b> 2 Range Hood Fire Suppression Systems	Each	
<b>ANNUAL INSPECTION AND CERTIFICATION:</b> Fire Extinguishers, 2 Range Hood Fire Suppression Systems, Wet Sprinkler System, Dry Sprinkler System, Back Flow Preventer Valves	Each	
<b>ANNUAL TESTING:</b> Wet Sprinkler System	Each	
<b>ANNUAL 3 YEAR TESTING:</b> Dry Sprinkler System	Each	
<b>ANNUAL 5 YEAR HYDROSTATIC TESTING:</b> Fire Extinguishers, CO2 Models	Each	
<b>ANNUAL 6 YEAR MAINTENANCE:</b> Fire Extinguishers, Dry Chemical Models	Each	
<b>Annual 12 YEAR HYDROSTATIC TESTING:</b> Fire Extinguishers, Dry Chemical Models	Each	

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## **ANNEX "C" - MANDATORY TECHNICAL CRITERIA**

### **MANDATORY REQUIREMENTS**

Failure to comply with any of the mandatory requirements will render the submission non-compliant and will receive no further consideration. The **Proposer must include the necessary documentation to demonstrate this compliance.**

In order for Quotations to be accepted for further evaluation, all of the following mandatory requirements must be met.

#### **1) PROPOSED RESOURCES**

- a) The Bidder must propose and provide the names of at least two (2) Technicians who will be available to provide services under the resulting contract.

#### **2) CERTIFICATIONS / QUALIFICATIONS:**

The Bidder must provide :

- a) Proof that each Technician proposed has completed training on a Notifier System
- b) A Fire Inspection and Backflow Testing certificate for each Technician proposed

The Offeror must clearly demonstrate in its bid how it meets each of the following mandatory criteria and include the necessary documentation to demonstrate compliance where applicable.

**ANNEX "D" - FINANCIAL EVALUATION CRITERIA**

**BID DOCUMENT**

AAFC will not accept separate pricing or additional charges for any time spent travelling to the AAFC work site (including any accommodations, transportation, truck or mileage charges, meals and incidental allowances). The Unit Price Offered shall include all time and travel-related costs to and from the AAFC work site.

Column B (Unit Price Offered) must be completed for all line items for your Offer to be considered compliant.

The estimates provided in Column A will be used for cost evaluation purposes only and do not constitute a guarantee or commitment of work on behalf of Canada.

**1. PRICING FOR INITIAL CONTRACT PERIOD  
(MONTH) 1, 2022 – (MONTH) 31, 2023 (To be inserted at Contract award)**

Item	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1	<b>WEEKLY INSPECTIONS:</b> Wet Sprinkler System Dry Sprinkler System	Week	51		
2	<b>MONTHLY INSPECTIONS:</b> Fire Extinguishers (Annex L)	Month	11		
3	<b>QUARTERLY TESTING:</b> Wet Sprinkler System	EA	3		
4	<b>BI-ANNUAL INSPECTION:</b> 2 Range Hood Fire Suppression Systems	EA	1		
5	<b>ANNUAL INSPECTION AND CERTIFICATION:</b> Fire Extinguishers, (Annex L), 2 Range Hood Fire Suppression Systems, Wet Sprinkler System, Dry Sprinkler System, Back Flow Preventer Valves (Annex K)	EA	1		
6	<b>ANNUAL TESTING:</b> Wet Sprinkler System	EA	1		
7	<b>ANNUAL 3 YEAR TESTING:</b> Dry Sprinkler System	EA	1		
8	<b>ANNUAL 5 Year Hydrostatic Testing:</b> <b>Fire Extinguishers, CO2 Models (Annex L)</b>				
	ABC – 2.5 lb	EA	1		
	ABC – 5 lb	EA	10		
	ABC – 10 lb	EA	20		
	ABC – 20 lb	EA	1		
	ABC – 30 lb	EA	1		
	CO2 – 5 lb	EA	1		
9	<b>ANNUAL 6 Year Maintenance:</b> <b>Fire Extinguishers, Dry Chemical Models (Annex L)</b>				

	ABC – 2.5 lb	EA	1		
	ABC – 5 lb	EA	10		
	ABC – 10 lb	EA	20		
	ABC – 20 lb	EA	1		
	ABC – 30 lb	EA	1		
	CO2 – 5 lb	EA	1		
<b>10</b>	<b>Annual 12 Year Hydrostatic Testing: Fire Extinguishers, Dry Chemical Models (Annex L)</b>				
	ABC – 2.5 lb	EA	1		
	ABC – 5 lb	EA	10		
	ABC – 10 lb	EA	20		
	ABC – 20 lb	EA	1		
	ABC – 30 lb	EA	1		
	CO2 – 5 lb	EA	1		
					T1

<b>LABOUR</b>				
<b>Description</b>	<b>Unit</b>	<b>Estimate d # of Units (A)</b>	<b>Unit Price Offered (B)</b>	<b>Extended Cost (C) = (A x B)</b>
Fire Extinguisher Technician	Regular hours	100		
Fire Extinguisher Technician	Outside Regular hours	10		
Back Flow Technician	Regular hours	100		
Back Flow Technician	Outside Regular hours	10		
Range Guard Kitchen Hood Technician	Regular hours	100		
Range Guard Kitchen Hood Technician	Outside Regular hours	10		
Sprinkler Fitter	Regular hours	100		
Sprinkler Fitter	Outside Regular hours	10		
				T2

Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost C = (A x B)
TRAINING	Session	2		T3

Total Cost for Initial Standing Offer Period: (T1 + T2 + T3) = \_\_\_\_\_

**MATERIAL AND REPLACEMENT PARTS :**

Material (fire extinguishers) and replacement parts (except free issue and not included in the above) at laid down cost (which includes invoice and transportation costs, exchange, customs and brokerage charges) plus a mark-up of \_\_\_\_\_ % (which includes purchasing expenses, internal handling, General & Administrative expenses and profit) excluding applicable taxes. Applicable taxes will be shown as a separate item.

**2. PRICING FOR OPTION PERIOD ONE (1)**  
**(MONTH) 1, 2023 – (MONTH) 31, 2024** *(To be inserted at Contract award)*

Item	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1	<b>WEEKLY INSPECTIONS:</b> Wet Sprinkler System Dry Sprinkler System	Week	51		
2	<b>MONTHLY INSPECTIONS:</b> Fire Extinguishers (Annex L)	Month	11		
3	<b>QUARTERLY TESTING:</b> Wet Sprinkler System	EA	3		
4	<b>BI-ANNUAL INSPECTION:</b> 2 Range Hood Fire Suppression Systems	EA	1		
5	<b>ANNUAL INSPECTION AND CERTIFICATION:</b> Fire Extinguishers, (Annex L), 2 Range Hood Fire Suppression Systems, Wet Sprinkler System, Dry Sprinkler System, Back Flow Preventer Valves (Annex K)	EA	1		
6	<b>ANNUAL TESTING:</b> Wet Sprinkler System	EA	1		
7	<b>ANNUAL 3 YEAR TESTING:</b> Dry Sprinkler System	EA	1		
8	<b>ANNUAL 5 Year Hydrostatic Testing:</b> <b>Fire Extinguishers, CO2 Models (Annex L)</b>				
	ABC – 2.5 lb	EA	1		
	ABC – 5 lb	EA	10		
	ABC – 10 lb	EA	20		
	ABC – 20 lb	EA	1		

	ABC – 30 lb	EA	1		
	CO2 – 5 lb	EA	1		
<b>9</b>	<b>ANNUAL 6 Year Maintenance: Fire Extinguishers, Dry Chemical Models (Annex L)</b>				
	ABC – 2.5 lb	EA	1		
	ABC – 5 lb	EA	10		
	ABC – 10 lb	EA	20		
	ABC – 20 lb	EA	1		
	ABC – 30 lb	EA	1		
	CO2 – 5 lb	EA	1		
<b>10</b>	<b>Annual 12 Year Hydrostatic Testing: Fire Extinguishers, Dry Chemical Models (Annex L)</b>				
	ABC – 2.5 lb	EA	1		
	ABC – 5 lb	EA	10		
	ABC – 10 lb	EA	20		
	ABC – 20 lb	EA	1		
	ABC – 30 lb	EA	1		
	CO2 – 5 lb	EA	1		
					T4

<b>LABOUR</b>					
<b>Description</b>	<b>Unit</b>	<b>Estimate d # of Units (A)</b>	<b>Unit Price Offered (B)</b>	<b>Extended Cost (C) = (A x B)</b>	
Fire Extinguisher Technician	Regular hours	100			
Fire Extinguisher Technician	Outside Regular hours	10			
Back Flow Technician	Regular hours	100			
Back Flow Technician	Outside Regular hours	10			
Range Guard Kitchen Hood Technician	Regular hours	100			
Range Guard Kitchen Hood Technician	Outside Regular hours	10			
Sprinkler Fitter	Regular hours	100			
Sprinkler Fitter	Outside Regular hours	10			
					T5

Description	Unit	Estimate d # of Units (A)	Unit Price Offered (B)	Extended Cost C = (A x B)
TRAINING	Session	2		T6

Total Cost for Option Period One : (T4 + T5 + T6) = \_\_\_\_\_

**MATERIAL AND REPLACEMENT PARTS :**

Material (fire extinguishers) and replacement parts (except free issue and not included in the above) at laid down cost (which includes invoice and transportation costs, exchange, customs and brokerage charges) plus a mark-up of \_\_\_\_\_ % (which includes purchasing expenses, internal handling, General & Administrative expenses and profit) excluding applicable taxes. Applicable taxes will be shown as a separate item.

**3. PRICING FOR OPTION PERIOD TWO (2)**  
**(MONTH) 1, 2024 – (MONTH) 31, 2025** *(To be inserted at Contract award)*

Item	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1	<b>WEEKLY INSPECTIONS:</b> Wet Sprinkler System Dry Sprinkler System	Week	51		
2	<b>MONTHLY INSPECTIONS:</b> Fire Extinguishers (Annex L)	Month	11		
3	<b>QUARTERLY TESTING:</b> Wet Sprinkler System	EA	3		
4	<b>BI-ANNUAL INSPECTION:</b> 2 Range Hood Fire Suppression Systems	EA	1		
5	<b>ANNUAL INSPECTION AND CERTIFICATION:</b> Fire Extinguishers, (Annex L), 2 Range Hood Fire Suppression Systems, Wet Sprinkler System, Dry Sprinkler System, Back Flow Preventer Valves (Annex K)	EA	1		
6	<b>ANNUAL TESTING:</b> Wet Sprinkler System	EA	1		
7	<b>ANNUAL 3 YEAR TESTING:</b> Dry Sprinkler System	EA	1		
8	<b>ANNUAL 5 Year Hydrostatic Testing:</b> <b>Fire Extinguishers, CO2 Models (Annex L)</b>				
	ABC – 2.5 lb	EA	1		
	ABC – 5 lb	EA	10		
	ABC – 10 lb	EA	20		
	ABC – 20 lb	EA	1		

	ABC – 30 lb	EA	1		
	CO2 – 5 lb	EA	1		
<b>9</b>	<b>ANNUAL 6 Year Maintenance: Fire Extinguishers, Dry Chemical Models (Annex L)</b>				
	ABC – 2.5 lb	EA	1		
	ABC – 5 lb	EA	10		
	ABC – 10 lb	EA	20		
	ABC – 20 lb	EA	1		
	ABC – 30 lb	EA	1		
	CO2 – 5 lb	EA	1		
<b>10</b>	<b>Annual 12 Year Hydrostatic Testing: Fire Extinguishers, Dry Chemical Models (Annex L)</b>				
	ABC – 2.5 lb	EA	1		
	ABC – 5 lb	EA	10		
	ABC – 10 lb	EA	20		
	ABC – 20 lb	EA	1		
	ABC – 30 lb	EA	1		
	CO2 – 5 lb	EA	1		
					T7

<b>LABOUR</b>				
<b>Description</b>	<b>Unit</b>	<b>Estimate d # of Units (A)</b>	<b>Unit Price Offered (B)</b>	<b>Extended Cost (C) = (A x B)</b>
Fire Extinguisher Technician	Regular hours	100		
Fire Extinguisher Technician	Outside Regular hours	10		
Back Flow Technician	Regular hours	100		
Back Flow Technician	Outside Regular hours	10		
Range Guard Kitchen Hood Technician	Regular hours	100		
Range Guard Kitchen Hood Technician	Outside Regular hours	10		
Sprinkler Fitter	Regular hours	100		
Sprinkler Fitter	Outside Regular hours	10		
				T8

Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost C = (A x B)
TRAINING	Session	2		T9

Total Cost for Option Period Two : (T7 + T8 + T9) = \_\_\_\_\_

**MATERIAL AND REPLACEMENT PARTS :**

Material (fire extinguishers) and replacement parts (except free issue and not included in the above) at laid down cost (which includes invoice and transportation costs, exchange, customs and brokerage charges) plus a mark-up of \_\_\_\_\_ % (which includes purchasing expenses, internal handling, General & Administrative expenses and profit) excluding applicable taxes. Applicable taxes will be shown as a separate item.

**4. PRICING FOR OPTION PERIOD THREE (3)**  
**(MONTH) 1, 2025 – (MONTH) 31, 2026** *(To be inserted at Contract award)*

Item	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1	<b>WEEKLY INSPECTIONS:</b> Wet Sprinkler System Dry Sprinkler System	Week	51		
2	<b>MONTHLY INSPECTIONS:</b> Fire Extinguishers (Annex L)	Month	11		
3	<b>QUARTERLY TESTING:</b> Wet Sprinkler System	EA	3		
4	<b>BI-ANNUAL INSPECTION:</b> 2 Range Hood Fire Suppression Systems	EA	1		
5	<b>ANNUAL INSPECTION AND CERTIFICATION:</b> Fire Extinguishers, (Annex L), 2 Range Hood Fire Suppression Systems, Wet Sprinkler System, Dry Sprinkler System, Back Flow Preventer Valves (Annex K)	EA	1		
6	<b>ANNUAL TESTING:</b> Wet Sprinkler System	EA	1		
7	<b>ANNUAL 3 YEAR TESTING:</b> Dry Sprinkler System	EA	1		
8	<b>ANNUAL 5 Year Hydrostatic Testing:</b> <b>Fire Extinguishers, CO2 Models (Annex L)</b>				
	ABC – 2.5 lb	EA	1		
	ABC – 5 lb	EA	10		
	ABC – 10 lb	EA	20		
	ABC – 20 lb	EA	1		

	ABC – 30 lb	EA	1		
	CO2 – 5 lb	EA	1		
<b>9</b>	<b>ANNUAL 6 Year Maintenance: Fire Extinguishers, Dry Chemical Models (Annex L)</b>				
	ABC – 2.5 lb	EA	1		
	ABC – 5 lb	EA	10		
	ABC – 10 lb	EA	20		
	ABC – 20 lb	EA	1		
	ABC – 30 lb	EA	1		
	CO2 – 5 lb	EA	1		
<b>10</b>	<b>Annual 12 Year Hydrostatic Testing: Fire Extinguishers, Dry Chemical Models (Annex L)</b>				
	ABC – 2.5 lb	EA	1		
	ABC – 5 lb	EA	10		
	ABC – 10 lb	EA	20		
	ABC – 20 lb	EA	1		
	ABC – 30 lb	EA	1		
	CO2 – 5 lb	EA	1		
					T10

<b>LABOUR</b>				
<b>Description</b>	<b>Unit</b>	<b>Estimate d # of Units (A)</b>	<b>Unit Price Offered (B)</b>	<b>Extended Cost (C) = (A x B)</b>
Fire Extinguisher Technician	Regular hours	100		
Fire Extinguisher Technician	Outside Regular hours	10		
Back Flow Technician	Regular hours	100		
Back Flow Technician	Outside Regular hours	10		
Range Guard Kitchen Hood Technician	Regular hours	100		
Range Guard Kitchen Hood Technician	Outside Regular hours	10		
Sprinkler Fitter	Regular hours	100		
Sprinkler Fitter	Outside Regular hours	10		
				T11

Description	Unit	Estimate d # of Units (A)	Unit Price Offered (B)	Extended Cost C = (A x B)
TRAINING	Session	2		T12

Total Cost for Option Period Three : (T10 + T11 + T12) = \_\_\_\_\_

**MATERIAL AND REPLACEMENT PARTS :**

Material (fire extinguishers) and replacement parts (except free issue and not included in the above) at laid down cost (which includes invoice and transportation costs, exchange, customs and brokerage charges) plus a mark-up of \_\_\_\_\_ % (which includes purchasing expenses, internal handling, General & Administrative expenses and profit) excluding applicable taxes. Applicable taxes will be shown as a separate item.

Total Cost for Initial Standing Offer Period (T1) + \_\_\_\_\_

Total Cost for Option Period One (T2) + \_\_\_\_\_

Total Cost for Option Period Two (T3) + \_\_\_\_\_

Total Cost for Option Period Three (T4) + \_\_\_\_\_

TOTAL COST for all periods = \_\_\_\_\_

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## ANNEX "E" - FORMER PUBLIC SERVANTS

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

### Definitions

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

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

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

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

### Former Public Servant in Receipt of a Pension

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

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

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

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

### Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

**ANNEX “F” – LIST OF NAMES FOR INTEGRITY VERIFICATION FORM**

**Requirements**

Section 17 of the Ineligibility and Suspension Policy (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names when participating in a procurement process. The required list differs depending on the Bidder's or Offeror's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners' names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to Information Bulletin: Required information to submit a bid or offer for additional details.

**Supplier Information**

<b>Supplier's Legal Name:</b>		
<b>Organizational Structure:</b> <input type="checkbox"/> Corporate Entity <input type="checkbox"/> Privately Owned Corporation <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership		
<b>Supplier's Legal Address:</b>		
<b>City:</b>	<b>Province / Territory:</b>	<b>Postal Code:</b>
<b>Supplier's Procurement Business Number (optional):</b>		

**List of Names**

<b>Name</b>	<b>Title</b>

**Declaration**

I, \_\_\_\_\_, **(name)**  
 \_\_\_\_\_, **(position)** of  
 \_\_\_\_\_, **(supplier's name)** declare that the information provided in this Form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that failing to provide the list of names will render a bid or offer non-responsive, or I will be otherwise disqualified for award of a contract or real property agreement. I am aware that during the bid or offer evaluation stage, I must, within 10 working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted. I am also aware that after contract award I must inform the Registrar of Ineligibility and Suspension within 10 working days of any changes to the list of names submitted.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**ANNEX “G” – TO PART 3 OF THE BID SOLICITATION**

**ELECTRONIC PAYMENT INSTRUMENTS**

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

- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);

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## ANNEX "H" - INSURANCE REQUIREMENTS

The Offeror must provide a Certificate of Insurance that meets the following:

### A) Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: *Her Majesty the Queen in the right of Canada as represented by the Minister.*
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program).
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

- 
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

**ANNEX "I" - SECURITY REQUIREMENTS CHECK LIST**



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>Agriculture and Agri-Food Canada</b>		2. Branch or Directorate / Direction générale ou Direction <b>Corporate Management Branch</b>
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Fire Systems Maintenance Service Contract		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c.) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

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

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

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

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

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

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

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

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

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

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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

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

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

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**ANNEX "J" – INSPECTION SHEETS**

**310-1211: FIRE EXTINGUISHERS, PORTABLE  
Monthly Inspection Check List**

Frequency: Monthly  
Regulations: NFC 6.2.4, NFPA 10

CHECK LIST INSTRUCTIONS

1. Ensure Extinguishers are in designated places, are properly mounted and Extinguisher types suit the area.
2. Ensure Extinguishers are not obstructed and visible.
3. Ensure operating instructions on nameplate is legible and facing outward.
4. Ensure seal and tamper indicators are not broken or missing.
5. Determine fullness of water extinguishers without gauges by weighing or hefting.
6. Examine Extinguishers for obvious physical damage, corrosion, leakage or clogged nozzles.
7. Ensure the pressure gauge reading or indicator is in the operable range or position.
8. Provide replacement extinguishers as required
9. Record date of inspection on tag and initial.

Completed by : \_\_\_\_\_

Date : \_\_\_\_\_

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**310-0111 FIRE EXTINGUISHERS, PORTABLE  
Annual Inspection Check List**

Frequency: Annual  
Regulations: NFC 6.2.4, NFPA 10

CHECK LIST INSTRUCTIONS

1. All tests as required by Inspection Sheet # 310-1211 (Monthly)
2. Pressurized Extinguishers
  - a. Check each extinguisher's purchase date or date of last hydrostatic test
  - b. Perform Hydrostatic test on extinguishers that are due
3. Sign, date and attach Inspection Tags

Completed by : \_\_\_\_\_

Date : \_\_\_\_\_

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**312-0111 FIRE EXTINGUISHER SYSTEM - DRY CHEMICAL**

Annual Check List

Page 1 of 3

Frequency: Annual

Regulations: NFC 6.3.1.2, NFC 6.8, NFPA 12, CAN/ULC - S536-M86 5.1

Requirements: Disarm System prior to test.

Inform the occupants and the local fire department of the alarm testing feature

Ensure all equipment lock-out and safety practices are followed.

CHECK LIST INSTRUCTIONS

1. All tests as required on Inspection Sheet # 312-0211 (Monthly)
  - a. Visually inspect the installation for any damage or obstructions to the piping, cylinders and components.
  - b. Ensure operating and maintenance instructions are posted in proximity to the equipment and near the manual release controls.
  - c. Check all seals on control valves are intact and visual indicators on release devices are in 'set' position.
  - d. Check pressure on system and cylinders are within proper range.
  - e. Check for any changes in the hazard protected or in the enclosure.
  - f. Weigh cylinders. Any loss in content greater than 10%, the cylinder must be replaced.
  - g. Inspect the cylinders for physical damage, pitting or corrosion.
  - h. Secure all cylinders against movement.
2. Ensure operating and maintenance instructions are posted in proximity to the equipment and near the manual release controls.
3. Check overall physical appearance of the installation. Ensure there is no change in the type or size of the hazard being protected.
5. Control Panel
  - a) Exercise all functions.
  - b) Check supervision of each circuit and release devices by removing a wire from components for both visual and audible trouble alarms.
6. Power Supply
  - a) Check routing, circuit breakers, fuses, disconnects.
7. Emergency Power
  - a) Check battery condition, charger operation, fuse.
  - b) Check automatic change over, generator.

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**312-0111 FIRE EXTINGUISHER SYSTEM - DRY CHEMICAL**

Annual Check List

Page 2 of 3

8. Detectors
  - a) Test each detector.
  - b) Clean and adjust smoke detectors, check sensitivity.
  - c) Check wiring.
7. Time Delay
  - a) Exercise control check and time limit.
  - b) Check times to complete even when wiring between timer and detector circuit is interrupted.
8. Alarms
  - a) Test audible and visual alarms.
9. Selector
  - a) Exercise the directional control valves.
  - b) Reset to operational position.
10. Release Devices
  - a) Check automatic change over, generator.
  - b) Check door closer operation.
11. Equipment Shutdown
  - a) Test and check that all necessary equipment is included in the shutdown.
12. Manual Releases
  - a) Inspect the manual release, accessibility, check the pull force and length of pull required to operate the release. Adjust devices as necessary.
  - b) Check tightness of connections, condition of the conduct (cable) and corner pulleys.
13. Electric Releases
  - a) Test the operation, check all covers in place and reset the release.
  - b) Ensure the main and reserve release manual pulls are separate and identified
14. Piping
  - a) Check that piping is secure, well supported, not subjected to any other use and in good condition.
15. Nozzles
  - a) Check the nozzles are clean and secure and the seals (blow off caps) are in place.
  - b) Check the nozzle orifice size and type is the original and not a replacement type.

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**312-0111 FIRE EXTINGUISHER SYSTEM - DRY CHEMICAL**

Annual Check List

Page 3 of 3

16. Dry Chemical Cylinders
- a) Weigh contents and replace cylinder if contents loss is greater than 10%.
  - b) Inspect date of cylinder purchase or of last hydrostatic test. Cylinders in continuous service without discharging may remain in service for 12 years without hydrostatic testing. Cylinders discharged must have a hydrostatic test if more than 5 years has elapsed. Arrange for hydrostatic testing as required.
  - c) Check cylinder connectors, weights and cables, release devices as applicable.
  - d) Inspect the cylinders for physical damage, pitting or corrosion.
  - e) If possible, open and check dry chemical in cylinder and stored pressure system to ensure it is free flowing and without lumps.
  - f) Check pressure on system and cylinders is within proper range.
  - g) Secure all cylinders against movement.
17. Sign and date all tags attached to cylinders and tags ensure tag is attached to the equipment.

Completed by : \_\_\_\_\_

Date : \_\_\_\_\_

**ANNEX "K" – BACKFLOW PREVENTOR INVENTORY**

	<b>Device</b>	<b>Make</b>	<b>Model</b>	<b>Serial</b>	<b>size ( " )</b>	<b>Bldg</b>	<b>Location</b>	<b>Water Source</b>	
<b>1</b>	RP	Apollo	RP40	21017	2.50	11	chem storage boiler room - main feed	Municipal	Primary
<b>2</b>	RP	Apollo	RP4A	235310	2.00	11	chem storage boiler room - process water	Municipal	Secondary
<b>3</b>	RP	Watts	009 m1 QT	37163	2.00	12	Utility Room - main Bldg feed	Municipal	Primary
<b>4</b>	RP	Watts	009 M2 QT	329912	2.00	12	mechanical Rm Domestic Water	Municipal	Secondary
<b>5</b>	RP	Watts	009 M2 QT	163876	1.50	12	Tank fill hose, located in Growth Cab Room	Municipal	Secondary
<b>6</b>	RP	Conbraco	40204T2	00723F	0.75	12	room 109 cold water for Autoclave	Municipal	Secondary
<b>7</b>	RP	Conbraco	402203T2	00959D	0.50	12	room 109 hot water for Autoclave	Municipal	Secondary
<b>8</b>	RP	Watts	009 M3 QT	A02470	0.75	12	Upper Mechanical Rm - boiler feed	Municipal	Secondary
<b>9</b>	Rp	Watts	009 M2 QT	328789	2.00	14	East Wing room 125 - main Bldg feed	Municipal	Primary
<b>10</b>	RP	Watts	909	172511	3.00	14	West wing room 133 - main Bldg feed	Municipal	Primary
<b>11</b>	RP	Watts	009M3 QT	408549	0.75	14	East wing room 126 - boiler makeup	Municipal	Secondary
<b>12</b>	RP	Watts	009 M2 QT	49715	0.75	14	B14, Room 201	municipal	
<b>13</b>	RP	Aries	2000SS	2BN0070	3.00	14	B14, meter Room 125	municipal	
<b>14</b>	RP	Watts	007	445	2.00	21	admin room 15 - main Bldg feed	Municipal	Primary
<b>15</b>	RP	Watts	QT	45958	0.75	21	admin room 21 boiler condensate tank	Municipal	Secondary
<b>16</b>	DCVA	Watts	007M3 QT	312353	0.75	52	meter room - main Bldg feed	Municipal	Primary
<b>17</b>	RP	Watts	009 M2 QT	416252	0.50	52	Washbay, hot pressure washer	Municipal	Secondary

	Device	Make	Model	Serial	size ( " )	Bldg	Location	Water Source	
18	RP	Watts	009 M2 QT	430594	0.50	52	washbay cold pressure washer	Municipal	Secondary
19	DCVA	Watts	007M1 QT	203430	2.00	53	Boiler Room - main Bldg feed	Municipal	Primary
20	RP	Watts	009 M3 QT	38158	0.75	53	Boiler Room - make up water	Municipal	Secondary
21	RP	Watts	009 M2 QT	394300	1.00	38	well water to holding tank	Well	
22	RP	Watts	009 M3 QT	381453	0.75	38	Well water to test barn Bldg 40	Well	
23	RP	Watts	009 M2 QT	394290	1.00	38	Well water to barn Bldg 42	Well	
24	DCVA	Watts	007M1 QT	450555	1.00	38	Well water to residence 41	Well	
25	RP	Watts	009 M2 QT	394288	1.00	60	Mechanical room, well water premise	Well	
26	RP	Watts	009 M3 QT	392552	0.75	60	mech room well water Bldg	Well	
27	RP	Watts	009 M2 QT	331008	2.00	60	mechanical room, well water	Well	
28	RP	Watts	009 M2 QT	48504	1.25	59	Entrance to Building	Well	
29	RP	Watts	009 M2 QT	63866	1.50	59	entrance to building	Well	
30	RP	Watts	009 M2 QT	396635	1.00	11	Shop	Municipal	
31	RP	Watts	009 M2 QT	52018	1.25	11	Shop	Municipal	
32	RP	Apollo	RP4A	255510	2.00	11	Shop	Municipal	
33	RP	Watts	009 M3 QT	209628	0.75	14	Killfloor boiler feed, 14W Room 140	Municipal	

**ANNEX "L" - FIRE EXTINGUISHER INVENTORY**

<b>Bldg / Location</b>	<b>EXTINGUISHER LOCATION</b>	<b>SERIAL #</b>	<b>MAKE</b>	<b>Size</b>	<b>Type</b>	<b>MFG</b>
<b>9</b>	<b>9 - Equipment Building</b>					
9	Forklift	632866	Amerex	10	ABC	2007
9	Middle Door	926565	Amerex	10	ABC	2006
9	North Door	324096	Amerex	5	ABC	2008
9	South Door	927414	Amerex	10	ABC	2006
<b>11</b>	<b>11 - Chemical Storage</b>					
11	Chem Lab Room 3	886279	Amerex	5	ABC	2010
11	Chem Storage	835245	Strike	5	ABC	2010
11	Chem Storage	835229	Strike	5	ABC	2010
11	Chem Storage	835230	Strike	5	ABC	2010
11	Electric Panel Hallway	835221	Strike	5	ABC	2010
11	Electrical Room 4	835243	Strike	5	ABC	2010
11	Near Eye Wash Station	835222	Strike	5	ABC	2010
11	North Exit	835228	Strike	5	ABC	2010
11	Vehicle Bay	835225	Strike	5	ABC	2010
11	Vehicle Bay	835240	Strike	5	ABC	2010
11	Vehicle Bay	835227	Strike	5	ABC	2010
<b>12</b>	<b>12 - Crops Facility</b>					
12	Main Entrance	219989	Amerex	10	ABC	2008
12	Main Entrance	377592	Strike	10	ABC	2008
12	Middle Hall	926563	Amerex	10	ABC	2006
12	Room 107	464930	Strike	10	ABC	2009
12	Room 108	464928	Strike	10	ABC	2009
12	Room 109	464936	Strike	10	ABC	2009
12	Room 110	464920	Strike	10	ABC	2009
12	Room 115	219416	Amerex	10	ABC	2008
12	Room 116	464937	Strike	10	ABC	2009
12	Room 118	464903	Strike	10	ABC	2009
12	Room 127	868711	Strike	10	ABC	2010
12	Room 129	464926	Strike	10	ABC	2009
12	Room 130	464921	Strike	10	ABC	2009
12	Room 133	32986526	Ansul	10	ABC	2015
12	Room 137	575497	Strike	10	ABC	2009
12	Room 139	575501	Strike	10	ABC	2009
12	Room 140	632864	Amerex	10	ABC	2007
12	Room 144	217667	Amerex	10	ABC	2008
12	Room 145	926570	Amerex	10	ABC	2006
12	Room 146	926574	Amerex	10	ABC	2006
12	South Entrance	219420	Amerex	10	ABC	2008

<b>Bldg / Location</b>	<b>EXTINGUISHER LOCATION</b>	<b>SERIAL #</b>	<b>MAKE</b>	<b>Size</b>	<b>Type</b>	<b>MFG</b>
12	West Exit	217761	Amerex	10	ABC	2008
12	Upper Mech	217828	Amerex	10	ABC	2008
12	Upstairs Piping-Room 144 Mez.	217659	Amerex	10	ABC	2008
12	Room 144 Mezzanine	58816375	Amerex	5	ABC	2017
12	Hall Exit O/S Room 143	927426	Amerex	10	ABC	2006
14	<b>14 - Meats Facility</b>					
14	Room 148 – Cutting Floor	201612	Flag	5	ABC	2002
14	201	667837	Strike	10	ABC	2013
14	202 Penthouse Mech Rm	194966	Amerex	5	ABC	2006
14	203 Penthouse Electrical Rm	217760	Amerex	10	ABC	2008
14	Across E148	5377	Pyrene	10	ABC	1997
14	Back Barn	324097	Amerex	5	ABC	2008
14	Back Entrance	926555	Amerex	10	ABC	2006
14	By 124	5375	Pyrene	10	ABC	1997
14	By Room 164	5387	Pyrene	10	ABC	1997
14	Outside E115	5366	Pyrene	10	ABC	1997
14	E123	5320	Pyrene	10	ABC	1997
14	E124	5399	Pyrene	10	ABC	1997
14	E124	5365	Pyrene	10	ABC	1997
14	E126	383996	Flag	10	ABC	2003
14	E131 – Mechanical Room	970905	Flag	10	ABC	2003
14	E148	5373	Pyrene	10	ABC	1997
14	E148	5362	Pyrene	10	ABC	1997
14	E158	5388	Pyrene	10	ABC	1997
14	E159	5385	Pyrene	10	ABC	1997
14	E164	5378	Pyrene	10	ABC	1997
14	E164	5363	Pyrene	10	ABC	1997
14	lab 136	47191	Amerex	10	ABC	2007
14	Lab136	47083	Amerex	10	ABC	2007
14	Main Entrance	5389	Pyrene	10	ABC	1997
14	By Washroom	243446	Strike	5	ABC	2010
14	Back Entrance of Barn	927428	Amerex	10	ABC	2006
14	Back Upstairs	926571	Amerex	10	ABC	2006
14	Outside Room 110	195164	Amerex	5	ABC	2006
14	Outside Room 114	630795	Amerex	10	ABC	2007
14	Kitchen #2 - (K Class)	33490749	Amerex	20	K	2014
14	Mechanical - Main Flr Boiler	962919	Flag	10	ABC	2003
14	Rm 103 Kitchen (K Class)	279056	Badger	20	K	2003
14	Rm 107	217830	Amerex	10	ABC	2008
14	Rm 148 – Cutting Floor	200944	Flag	5	ABC	2002
14	Rm 141 – Outside Kill Flr Cooler	208594	Flag	5	ABC	2002

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<b>Bldg / Location</b>	<b>EXTINGUISHER LOCATION</b>	<b>SERIAL #</b>	<b>MAKE</b>	<b>Size</b>	<b>Type</b>	<b>MFG</b>
<b>14</b>	Rm 141 - Kill Floor	209849	Flag	5	ABC	2002
<b>14</b>	Rm 141 – Kill Floor	927424	Amerex	10	ABC	2006
<b>14</b>	West Entrance	927429	Amerex	10	ABC	2006
<b>14</b>	Outside Generator	13561924	Amerex	20	ABC	2006

<b>Bldg / Location</b>	<b>EXTINGUISHER LOCATION</b>	<b>SERIAL #</b>	<b>MAKE</b>	<b>Size</b>	<b>Type</b>	<b>MFG</b>
<b>20</b>	<b>20 Conference &amp; 53 - Headerhouse</b>					
<b>20</b>	Exit O/S Gym	39062	Flag	5	ABC	1994
<b>20</b>	by 102	926568	Amerex	10	ABC	2006
<b>20</b>	by 109	703152	Amerex	10	ABC	2005
<b>20</b>	by 201	926562	Amerex	10	ABC	2006
<b>20</b>	by 204	926553	Amerex	10	ABC	2006
<b>20</b>	by Mech Room	926558	Amerex	10	ABC	2006
<b>20</b>	Coffee Room	195195	Amerex	5	ABC	2006
<b>20</b>	Gym	486609	Amerex	5	ABC	2007
<b>20</b>	Maintenance	926488	Amerex	10	ABC	2014
<b>20</b>	Mech Room	5376	Pyrene	10	ABC	1997
<b>20</b>	Locker Room on Wall	40271441	Ansul	10	ABC	2015
<b>20</b>	Locker Room – Spare	19801	Flag	5	ABC	1993
<b>20</b>	Locker Room – Spare	5012166	Amerex	20	ABC	2015
<b>20</b>	Locker Room – Spare	97432500	Amerex	2.5	ABC	2017
<b>20</b>	Room 106	46789	Amerex	10	ABC	2007
<b>20</b>	Room 114	195199	Amerex	5	ABC	2006
<b>20</b>	Room 203	926559	Amerex	10	ABC	2006
<b>21</b>	<b>21 - Admin Bldg</b>					
<b>21</b>	Outside Room 109	39098	Flag	5	ABC	1994
<b>21</b>	By Room 120	39119	Flag	5	ABC	1994
<b>21</b>	By Room 26	39099	Flag	5	ABC	1994
<b>21</b>	By Room 34	195205	Amerex	5	ABC	2006
<b>21</b>	By Room 6	39102	Flag	5	ABC	1994
<b>21</b>	Computer Room	114673	Amerex	5	CO2	1999
<b>21</b>	Mech Room	9505	Flag	10	ABC	1994
<b>21</b>	Reception	39120	Flag	5	ABC	1994
<b>21</b>	Upper Storage	926572	Amerex	10	ABC	2006
<b>52</b>	<b>52 - Shop / Receiving</b>					
<b>52</b>	Parts Room	13844865	Amerex	10	ABC	2016
<b>52</b>	Main Entrance	320071	Amerex	30	ABC	2006
<b>52</b>	North Workbench	47189	Amerex	10	ABC	2007
<b>52</b>	Rear Shop Exit	927432	Amerex	10	ABC	2006
<b>52</b>	Upstairs	5371	Pyrene	10	ABC	1997
<b>52</b>	West Bay Door	927412	Amerex	10	ABC	2006
<b>52</b>	West Bay Door	195182	Amerex	5	ABC	2006
<b>52</b>	Fuel Pumps - East	24111025	Amerex	20	ABC	2014
<b>52</b>	Fuel Pumps - West	173838	Amerex	20	ABC	2014

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<b>Bldg / Location</b>	<b>EXTINGUISHER LOCATION</b>	<b>SERIAL #</b>	<b>MAKE</b>	<b>Size</b>	<b>Type</b>	<b>MFG</b>
<b>59</b>	<b>59 - Beef Barn</b>					
<b>59</b>	Barn	50580	Amerex	10	ABC	1997
<b>59</b>	Barn	50582	Amerex	10	ABC	1997
<b>59</b>	Barn	50576	Amerex	10	ABC	1997
<b>59</b>	Coffee Room	324945	Amerex	5	ABC	2008
<b>59</b>	Garage	850743	Amerex	10	ABC	2007
<b>59</b>	Animal Hospital	464933	Strike	10	ABC	2009
<b>59</b>	Main Entrance	195216	Amerex	5	ABC	2006
<b>59</b>	Maintenance Room	50581	Amerex	10	ABC	1997
<b>59</b>	Maintenance Room	50575	Amerex	10	ABC	1997
<b>59</b>	Mechanical Room/Locker Room	50567	Amerex	10	ABC	1997
<b>59</b>	Mixing Building	464915	Strike	10	ABC	2009
<b>59</b>	Old Barn-Building 40	926551	Amerex	10	ABC	2006
<b>59</b>	Fuel Pumps	194970	Strike	20	ABC	2012
<b>59</b>	Welding Trailer	22108	Amerex	10	ABC	2003

Bldg / Location	EXTINGUISHER LOCATION	SERIAL #	MAKE	Size	Type	MFG
60	60 - Swine Barn					
60	Farrow East	927430	Amerex	10	ABC	2006
60	Farrow North	4084	Sentry	10	ABC	2005
60	Farrow North	4114	Sentry	10	ABC	2005
60	Farrow West	926547	Amerex	10	ABC	2006
60	Gestation	83276131	Amerex	10	ABC	2018
60	Hall to Mill	217829	Amerex	10	ABC	2008
60	Lab	219990	Amerex	10	ABC	2008
60	Hall to Mill	4134	Sentry	10	ABC	2005
60	Hallway	4063	Sentry	10	ABC	2005
60	Laundry	102122	Amerex	10	ABC	2005
60	Mech Hallway	926550	Amerex	10	ABC	2006
60	Mech Room	49975699	Amerex	5	ABC	2018
60	Mech Room	4022	Sentry	10	ABC	2005
60	Mill	4026	Sentry	10	ABC	2005
60	Mill	4113	Sentry	10	ABC	2005
60	North Barn	217663	Amerex	10	ABC	2008
60	North Barn	926549	Amerex	10	ABC	2006
60	Office	4086	Sentry	10	ABC	2005
60	Office	4117	Sentry	10	ABC	2005
60	Scale Area	80924934	Amerex	5	ABC	2016
60	Mill	26062218	Sentry	10	ABC	2014
60	Procedures Room	46895786	Amerex	10	ABC	2018

2.5	ABC	1
5	ABC	37
10	ABC	104
20	ABC	5
30	ABC	1
5	CO2	1
	K Class	2
	Total	151