



## **Statement of Work**

# **Inspection of fire alarm system, intrusion alarm system, and emergency lighting**

## **La Mauricie National Park**

**50 Lac Goulet Road, St-Mathieu-du-Parc, QC G0X 1N0**

**Parks Canada Agency**

**La Mauricie Field Unit**

**Field Unit**

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# 1. GENERAL INSTRUCTIONS

## 1.1. INTERPRETATION

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

## 1.2. WORK SCHEDULE

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

## 1.3. STANDARDS AND REGULATIONS

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

## 1.4. CONTRACTOR'S USE OF THE SITE

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

## 1.5. CONTRACTOR'S LIABILITY

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

## 1.6. SAFETY

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- The Contractor shall ensure compliance with all occupational safety requirements, including the clothing worn by its employees, the equipment used, and the work methods recommended.
- The Contractor shall ensure that the work complies with the requirements of the *Canada Labour Code* and the *Commission de la santé et de la sécurité du travail du Québec (CSST)*.
- The Contractor must ensure, at their own expense, the health and safety of people on site, protect the assets on site and, in areas adjacent to the site, protect people and the environment insofar as they are affected by the inspections.
- The Contractor must ensure safe access to the site for Agency staff, occupants, and visitors for the duration of the contract.

It shall also comply with the *Canada Labour Code*, Part II:

<https://www.laws-lois.justice.gc.ca/eng/acts/L-2/>

#### **1.7. STAFF**

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- The people to whom the Contractor will delegate this work must be competent, honest and respectful to park visitors and employees.
- The Contractor shall designate a general foreperson and provide the Agency with their contact information so they can be easily reached if necessary.

## **2. WORK DESCRIPTION**

### **2.1. OBJECTIVES**

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

- **Monthly and annual inspection of the fire alarm system (1077 and 1078);**
- **Monthly and annual inspection of the intrusion alarm system (1077 and 1078);**
- **Annual inspection of the emergency lighting (1070, 1075 and 1075);**
- **Connection to the monitoring station.**

### **2.2. SCOPE OF WORK**

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

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

### **2.3. WORK DESCRIPTION**

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

#### **2.3 WORK DESCRIPTION (CONT'D)**

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

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

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

#### **2.4 AUTHORIZATION OF THE WORK**

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

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

### 3. FIRE ALARM SYSTEM INSPECTION

#### 3.1. FREQUENCY

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

	FIRE ALARM SYSTEM INSPECTION			
	Number Monthly Inspections	Month	Number Annual Inspection	Month
Operations Centre	11	April to March	1	May
Hercules Building	11	April to March	1	May
Wabénaki Lodge	11	April to March	1	May
Andrew House	11	April to March	1	May
St-Jean-des-Piles Welcome Centre	11	April to March	1	May

#### 3.2. STANDARDIZATION

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

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

**Frequency:** Annual and monthly

**Reference:**

- **National Fire Code of Canada (2015) – 6.3.1.2**
- **CAN/ULC-S536-13** Installation and Service Standards – Fire Signal Receiving Centres

**Name of the Standard:** Installation and Services Standard – Receiving Centres – required by law

**Frequency:** Annual and monthly

**Reference:**

- **National Fire Code of Canada (2015) – 6.3.1.3**
- **CAN/ULC-S561-13** Standard for inspection and testing of fire alarm systems

#### 3.3. QUALIFICATIONS

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

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

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

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

### **3.4. REPORTS**

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The contractor must ensure that reports filed for fire alarm systems meet, as a minimum, the CAN/ULC-S536-13 "Standard for Inspection and Testing of Fire Alarm Systems for Required Activities" requirement. The reports must be similar to the sample test sheets in Appendix D, "Monthly Fire Alarm System Inspection and Test Sheets" and Appendix "Annual Fire Alarm System Inspection and Test Sheets."

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

### **3.5. DELIVERABLES**

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

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

## 4. INTRUSION ALARM SYSTEM INSPECTION

### 4.1 FREQUENCY

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

	INTRUSION ALARM SYSTEM INSPECTION			
	Number Monthly Inspections	Month	Number Annual Inspection	Month
Operations Centre	11	April to March	1	May
St-Mathieu Welcome Centre	5	May to October	1	May
St-Jean-des-Piles Welcome Centre	11	April to March	1	May

### 4.2 STANDARDIZATION

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

In general, the contractor must:

- Operate the intrusion alarm system under general intrusion alarm conditions;
- Separately trigger a minimum of six (6) alarm devices, furthest from the backup power system, with the main power system disconnected;
- Trigger each alarm device on each floor from the main power supply;
- Ensure the proper operation of each audible or visual warning device during the testing of the alarm devices; Ensure that the alarm is heard properly throughout the building;
- Test each automatic alarm device to see if it is working as intended;
- Check the electricity and condition of each warning circuit, alarm, and alarm repeater;
- Make sure that the reoccurring alarm function works for each alarm device.

### 4.2 STANDARDIZATION (CONTINUED)

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- Visually check the order to ensure that it has not been modified;
- Check thermal, infrared, glass breakage detectors, and door/window contacts; Clean them, adjust them and calibrate them if necessary;
- Ensure that the detectors are registered with the building's intrusion alarm control centre;
- Check control transformers, accumulators, and relays for normal voltage and grounding;
- Check relays, safety devices, switches, warning lights, etc.;
- Clean the inside of the control panel.

### 4.3 QUALIFICATIONS

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

#### 4.4 REPORTS

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

#### 4.5 DELIVERABLES

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

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

### 5. CENTRAL ALARM FACILITY

#### 5.1 FREQUENCY

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

##### Fire Services Liaison:

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

The entire fire and intrusion system must be connected to a central alarm facility providing services three hundred and sixty-five (365) days a year, 24 hours a day.

	<b>CENTRAL ALARM FACILITY</b>
	<b>Connection to the facility (month)</b>
Operations Centre	12
Hercules Building	12
St-Jean-des-Piles Welcome Centre	2

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

## **6. ELERGENCY LIGHTING SYSTEMS INSPECTION**

### **6.1 FREQUENCY**

	<b>ANNUAL INSPECTION Emergency lighting/Exit signs</b>	
	<b>Number of emergency lights</b>	<b>Month</b>
St-Mathieu workshop sector	74	May
North backcountry sector	0	May
South backcountry sector	19	May
Mistaganace sector	21	May
North Wapizagonke sector	43	May
Rivière-à-la-Pêche sector	83	May
La Clairière sector	0	May
Lac-Édouard sector	21	May
Esker Sector	0	May
Shewenegan Sector	16	May
St-Mathieu sector	9	May
St-Jean-des-Piles sector	20	May
St-Gérard sector	1	May

Emergency lighting inspection be carried out on an annual basis only. The table below shows all the elements found at the various sites.

### **6.2 STANDARDIZATION**

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

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

**Name of standard:** Self-Contained Emergency Lighting Unit – required by law

**Frequency:** Annual

**Reference:** National Fire Code of Canada (2015)

**NFCC 6.5.1.6 (1), 6.5.1.6 (2)(A), 6.5.1.6(2)(B), 6.5.1.6(3)**

### 6.3 STANDARDIZATION (CONTINUED)

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**Name of standard:** Emergency Exit Unit – required by law

**Frequency:** Annual

**Reference:** National Fire Code of Canada (2015)

NFCC 6.5.1.8(1), 6.5.1.8(2)(A), 6.5.1.8(2)(B)

### 6.4 QUALIFICATIONS

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

### 6.5 REPORTS

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

### 6.6 DELIVERABLES

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