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PART 1 - GENERAL INFORMATION

1. Security Requirements

There is no security requirement applicable to this Contract.

2. Statement of Work

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

3. Revision of Departmental Name

As this bid solicitation is issued by Correctional Service Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document, or any resulting contract, must be interpreted as a reference to CSC or its Minister.

4. 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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.



PART 2 - BIDDER INSTRUCTIONS

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](#) 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 (2023-06-08) 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: sixty (60) days

Insert: one hundred and twenty (120) days

2. Submission of Bids

Bidders must submit their bid only to Correctional Service of Canada (CSC) by the date, time and at the bid submission email address indicated on page 1 of the bid solicitation.

Section 06 Late bids of 2003 Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: Section 06 in its entirety.

Insert: 06 Late bids:

For bids submitted by email, Canada will delete bids delivered after the stipulated solicitation closing date and time. Canada will keep records documenting receipt of late bids by email.

Section 07 Delayed bids of 2003 Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: Section 07 in its entirety.

Insert: 07 Delayed bids:

Canada will not accept any delayed bids.

Section 08 Transmission by facsimile or by E-Post Connect of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: Section 08 in its entirety.

Insert: 08 Transmission by email

- a. Unless specified otherwise in the solicitation, Bidders must submit their bid to the CSC bid submission email address indicated on page 1 of the bid solicitation document. This email address is the only acceptable email address for Bidders to submit their bid in response to this bid solicitation.
- b. Bidders may transmit their bid at any time prior to the solicitation closing date and time.



- c. Bidders should include the bid solicitation number in the subject field of their email.
- d. Canada will not be responsible for any failure attributable to the transmission or receipt of the bid by email including, but not limited to, the following:
 - i. Receipt of a garbled, corrupted or incomplete bid;
 - ii. Availability or condition of the email service;
 - iii. Incompatibility between the sending and receiving equipment;
 - iv. Delay in transmission or receipt of the bid;
 - v. Failure of the Bidder to properly identify the bid;
 - vi. Illegibility of the bid;
 - vii. Security of bid data;
 - viii. Failure of the Bidder to send the bid to the correct email address;
 - ix. Connectivity issues; or
 - x. Email attachments that are blocked or not received even though the Bidder's email has been successfully delivered.
- e. CSC will send an acknowledgement of receipt of the Bidder's email by email from the email address provided for the submission of bids. This acknowledgement will confirm only the receipt of the Bidder's email and will not confirm if all of the Bidder's email attachments have been received, may be opened nor if their contents are readable. CSC will not respond to follow-up emails from Bidders requesting confirmation of attachments.
- f. Bidders must ensure they are using the correct email address for bid submission and should not rely on the accuracy of copying and pasting the email address from the solicitation document cover page.
- g. A bid transmitted by a Bidder to the CSC submission email address constitutes the Bidder's formal bid, and must be submitted in accordance with section 05 of 2003, Standard Instructions – Goods or Services – Competitive Requirements.
- h. Bidders are to note that CSC's email system has a limit of 10 MB per single email message. CSC's email system will reject emails with the following attachments: batch files, executable files, and image files in the following formats: JPEG, GIF, TIFF. Canada will not accept encrypted emails or emails that include attachments with passwords.

Section 09 Customs clearance of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is deleted in its entirety.

CSC recommends that bidders submit their response to the requirements of this solicitation in typewritten format.

Bidders must ensure that any handwritten information included in their bid is clearly legible in order to allow CSC to complete the bid evaluation. CSC reserves the right, at its sole and entire discretion, to disregard any handwritten information which it determines to be illegible when assessing whether bids comply with all of the requirements of the bid solicitation including, if applicable, any and all evaluation criteria.

3. 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.

4. Enquiries – Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than (6) business 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.

5. Applicable Laws

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

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.

6. Bid Challenge and Recourse Mechanisms

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



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

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

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



PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

CSC requests that bidders provide their bid in separate sections as follows:

Section I: Technical Bid: **one (1) electronic copy in PDF format**

Section II: Financial Bid: **one (1) electronic copy in PDF format**

Section III: Certifications: **one (1) electronic copy in PDF format**

Section IV: Additional Information: **one (1) electronic copy in PDF format**

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

Bidders should submit their technical bid and financial bid in two (2) separate documents.

In order to assist Canada in meeting the objectives of the [Policy on Green Procurement](#) when feasible bidders should:

- 1) Include all environmental certification(s) relevant to your organization (such as ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.).
- 2) Include all third party environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (such as Canadian Standards Association (CSA Group), Underwriters Laboratories (ULSolutions); Forest Stewardship Council (FSC), ENERGYSTAR, etc.).

2. 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.

3. Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment detailed in Annex B - Proposed Basis of Payment. The total amount of Applicable Taxes must be shown separately.

See Annex B – Proposed Basis of Payment for the Pricing Schedule format.

3.1 Exchange Rate Fluctuation

SACC Manual clause [C3011T](#) (2013-11-03) Exchange Rate Fluctuation

4. Section III: Certifications

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



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

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 CSC will evaluate the bids.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

Proposals will be evaluated to determine if they meet all mandatory requirements outlined in **Annex C – Evaluation Criteria**. Proposals not meeting all mandatory criteria will be declared non-responsive and will be given no further consideration.

1.2 Financial Evaluation

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

Proposals containing a financial bid other than the one requested at **Article 3. Section II: Financial Bid** of **PART 3 – BID PREPARATION INSTRUCTIONS** will be declared non-compliant.

Note to Bidders: Table Totals will be calculated using the formula(s) in the relevant table in **Annex B – Proposed Basis of Payment**.

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.

Number of Resulting Contract(s): Three

The responsive bids 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 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 Bidders' certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

1. 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.

1.1 Integrity Provisions – Declaration of Convicted Offenses

- A) Subject to subsection B, by submitting a bid in response to this bid solicitation, the Bidder certifies that:
- i. it has read and understands the Ineligibility and Suspension Policy;
 - ii. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
 - iii. it is aware that Canada may request additional information, certifications, and validations from the Bidder or a third party for purposes of making a determination of ineligibility or suspension;
 - iv. it has provided with its bid a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offenses in the Policy;
 - v. none of the domestic criminal offenses, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and proposed first tier subcontractors; and
 - vi. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
- B) Where a Bidder is unable to provide any of the certifications required by subsection A, it must submit with its bid the completed [Integrity Declaration Form](#). Bidders must submit this form to Correctional Service of Canada with their bid.



1.2 Integrity Provisions – Required documentation

(a) List of names: all Bidders, regardless of their status under the Ineligibility and Suspension Policy, must submit the following information:

- i. Bidders that are corporate entities, including those bidding as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- ii. Bidders bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners; or
- iii. Bidders that are a partnership do not need to provide a list of names.

List of Names:

_____	_____
_____	_____
_____	_____
_____	_____

OR

The Bidder is a partnership

During the evaluation of bids, the Bidder must, within 10 working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted with the bid.

1.3 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 website](#).

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.

1.4 Language Requirements - English

By submitting a bid, the Bidder certifies that, should it be awarded a contract as result of the bid solicitation, every individual proposed in its bid will be fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

1.5 Certification:

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.



PART 6 - RESULTING CONTRACT CLAUSES

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

1. Security Requirement

There is no security requirement applicable to this Contract.

2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex “A”

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](#) issued by Public Works and Government Services Canada.

As this Contract is issued by Correctional Service Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document must be interpreted as a reference to CSC or its Minister.

3.1 General Conditions

2010C (2022-12-01), General Conditions - Services (Medium Complexity), apply to and form part of the Contract.

3.2 Supplemental General Conditions

4013 (2022-06-20) – 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.

4. Term of Contract

4.1 Period of the Contract

The Work is to be performed during the period of May 06, 2024 to May 05, 2029.



5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Hersh Minhas
Title: Regional Procurement and Contracting Officer
Correctional Service Canada
Branch/Directorate: Regional Headquarters – Pacific Region
Telephone: 236-380-0993
E-mail address: Hersh.Minhas@csc-scc.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.

[Fill in at contract award only.]

5.2 Project Authority

The Project Authority for the Contract is:

Name: (XXX)
Title: (XXX)
Correctional Service Canada
Branch/Directorate: (XXX)
Telephone: (XXX)
Facsimile: (XXX)
E-mail address: (XXX)

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.

[Fill in at contract award only.]

5.3 Contractor's Representative

The Authorized Contractor's Representative is:

Name:
Title:
Company:
Address:
Telephone:
Facsimile:
E-mail address:



6. Payment

6.1 Basis of Payment

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in Annex B, to a limitation of expenditure of \$_____ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

6.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$_____. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.3 Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.



6.4 SACC Manual Clauses

SACC Manual clause <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A9117C/2>

A9117C (2007-11-30), T1204 - Direct Request by Customer Department

SACC Manual clause [C0710C](#) (2007-11-30), Time and Contract Price Verification

SACC Manual clause [C0705C](#) C0705C (2010-01-11), Discretionary Audit

6.5 Travel and Living Expenses

There are no travel and living expenses associated with the Contract.

7. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled “Invoice Submission” of the General Conditions. Invoices cannot be submitted until all the work identified in the invoice is completed.

Invoices must be distributed as follows.

The original/one copy must be forwarded to the Project Authority: **[To be completed at contract award only.]**

8. Certifications and Additional Information

8.1 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.

9. Applicable Laws

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

10. 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 (2022-06-20) Compliance with On-Site Measures, Standing Orders, Policies, and Rules
- (c) the General Conditions [2010C](#) (2022-12-01), - Services (Medium Complexity)
- (d) Annex A, Statement of Work
- (e) Annex B, Basis of Payment;
- (f) the Contractor's bid dated _____ (to be inserted at contract award)



11. Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

12. Liability

The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.

13. Ownership Control

Where the Contractor will have access to any and all personal and confidential information belonging to Canada, CSC staff or inmates for the performance of the work, the following will apply:

- 13.1 The Contractor warrants that it is not under ownership control of any non-resident entity (i.e. Individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other).
- 13.2 The Contractor must advise the Minister of any change in ownership control for the duration of the contract.
- 13.3 The Contractor acknowledges that the Minister has relied on this warranty in entering into this Contract and that, in the event of breach of such warranty, or in the event that the Contractor's ownership control becomes under a non-resident entity, the Minister will have the right to treat this Contract as being in default and terminate the contract accordingly.
- 13.4 For the purposes of this clause, a non-resident entity is any individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other residing outside of Canada.

14. Closure of Government Facilities

- 14.1 Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.
- 14.2 Contractors working at CSC sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.



15. Tuberculosis Testing

- 15.1 It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfill the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.
- 15.2 Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.
- 15.3 All costs related to such testing will be at the sole expense of the Contractor.

16. Compliance with CSC Policies

- 16.1 The Contractor agrees that its officers, servants, agents and subcontractors will comply with all regulations and policies in force at the site where the work covered by this contract is to be performed.
- 16.2 Unless otherwise provided in the contract, the Contractor must obtain all permits and hold all certificates and licenses required for the performance of the Work.
- 16.3 Details on existing CSC policies can be found on the [CSC website](#) or any other CSC web page designated for such purpose.

17. Health and Labour Conditions

- 17.1 In this section, "Public Entity" means the municipal, provincial or federal government body authorized to enforce any laws concerning health and labour applicable to the performance of the Work or any part thereof.
- 17.2 The Contractor must comply with all laws concerning health and labour conditions applicable to the performance of the Work or part thereof and must also require compliance of same by all its subcontractors when applicable.
- 17.3 The Contractor upon any request for information or inspection dealing with the Work by an authorized representative of a Public Entity must forthwith notify the Project Authority or His Majesty.
- 17.4 Evidence of compliance with laws applicable to the performance of the Work or part thereof by either the Contractor or its subcontractor must be furnished by the Contractor to the Project Authority or His Majesty at such time as the Project Authority or His Majesty may reasonably request."

18. Identification Protocol Responsibilities

The Contractor must ensure that the Contractor and each of its agents, representatives or subcontractors (referred to as Contractor Representatives for the purposes of this clause) comply with the following self-identification requirements:

- 18.1 During the performance of any Work at a Government of Canada site, the Contractor and each Contractor Representative must be clearly identified as such at all times;
- 18.2 During attendance at any meeting, the Contractor or Contractor Representatives must identify themselves as such to all meeting participants;



18.3 If the Contractor or a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify themselves as the Contractor or an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under the e-mail account Properties. This identification protocol must also be used in all other correspondence, communication, and documentation; and

18.4 If Canada determines that the Contractor is not complying with any of the obligations stated in this article, Canada will advise the Contractor and request that the Contractor implement, without delay, appropriate corrective measures to eliminate recurrence of the problem.

19. Dispute Resolution Services

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 25 working days after the dispute was initially raised to the other party in writing, either Party may contact the Office of the Procurement Ombudsman (OPO) to request dispute resolution/mediation services. OPO may be contacted by e-mail at [the Office of the Procurement Ombudsman email address](#), by telephone at 1-866-734-5169, or by web at [the Office of the Procurement Ombudsman website](#). For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit [the Office of the Procurement Ombudsman website](#).

20. Contract Administration

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the administration of certain federal contracts, regardless of dollar value. If you have concerns regarding the administration of a federal contract, you may contact OPO by e-mail at [the Office of the Procurement Ombudsman email address](#), by telephone at 1-866-734-5169, or by web [the Office of the Procurement Ombudsman website](#). For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit [the Office of the Procurement Ombudsman website](#).

21. Privacy

21.1 The Contractor acknowledges that Canada is bound by the Privacy Act, R.S.C. 1985, c. P-21, with respect to the protection of personal information as defined in that Act. The Contractor must keep private and confidential any such personal information collected, created or handled by the Contractor under the Contract, and must not use, copy, disclose, dispose of or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract.

21.2 All such personal information is the property of Canada, and the Contractor must have no right in or to that information. The Contractor must deliver to Canada all such personal information in whatever form, including all copies, drafts, working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to this Contract, upon the completion or termination of the Contract, or at such earlier time as the Minister may request. Upon delivery of the personal information to Canada, the Contractor must have no right to retain that information in any form and must ensure that no record of the personal information remains in the Contractor's possession.



22. 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.

23. Information Guide for Contractors

Prior to the commencement of any work, the Contractor certifies that its employees, or employees of its subcontractors, working under contract for CSC will complete the applicable Module(s) and retain the signed checklist(s) from the CSC “Information Guide for Contractors” website: www.bit.do/CSC-EN.



ANNEX A – Statement of Work

Correctional Service Canada (CSC) has an annual requirement for testing, inspection and certification of fire alarm, fire protection and life safety systems at eight institutions and one community correctional centre in the Pacific Region of British Columbia.

CSC Pacific Region is conducting a federal government tendering process to award 3 (three) separate contracts for annual fire alarm and life safety systems testing and inspection services in the lower mainland of BC. These 3 individual contracts will be awarded for testing and inspection services at 3 separate correctional complexes identified as:

Agassiz Complex- (involving Mountain Institution, Kent Institution and Chilliwack Community Correctional Centre)

Mission Complex- (involving Mission Minimum Institution, Mission Medium Institution and Kwikwèxwelhp Healing Lodge Inst.)

Matsqui Complex- (involving Matsqui Institution and Regional Supply Depot/CHP, Fraser Valley Institution and Pacific Institution)

Interested bidders may bid on any one of the three contracts, all three contracts or any combination thereof.

1.1 **Background:**

Correctional Service Canada is committed to maintaining compliance with all federal and provincial building and safety codes. The National Fire Code of Canada requires annual testing and certification of fire alarm, fire protection and life safety protection systems within all CSC institutions and community correctional facilities by trained and qualified personnel.

1.2 **Objectives:**

Inspection, testing and certification of all eleven aspects of the fire protection and life safety systems in accordance with NFCC 2020, NBCC 2020, NFPA 10, 17, 17A, 25, 96, 1962, CAN/ULC S536, CAN/ULC S552 and CSA B64.10.1-11.

1.3 Tasks: The Contractor must provide all labour, parts and materials, tools and equipment such as genie lifts/scissor lifts, transportation and supervision necessary to provide semi annual and annual testing and inspection services for the following aspects of the Fire Protection and Life Safety Systems:

- 1.3.1. Annual testing of the main fire alarm system and all components/devices
- 1.3.2. Annual testing of the wet, dry, and pre action fire sprinkler systems
- 1.3.3. Annual testing of emergency lighting and exit signs in all buildings
- 1.3.4. Annual external examination of all portable fire extinguishers
- 1.3.5. Annual inspection, testing and maintenance of fire hydrants
- 1.3.6. Annual inspection and testing of back flow prevention assemblies
- 1.3.7 . Annual inspection, testing and maintenance of standpipe, hose and cabinet systems.
- 1.3.8 Semi-annual testing and inspection of kitchen vent hood chemical sprinkler suppression systems and exhaust systems fire damper assemblies
- 1.3.9 Annual testing of the Vesda smoke alarm system (applicable only to Kent Institution)
- 1.3.10 *Three year tests on dry pipe sprinkler systems and valves ****(not to be completed until Year 4)***
- 1.3.11 *Five year tests/inspections on sprinkler/standpipe systems and related devices, valves etc. ****(Must be completed in YEAR ONE of this contract)***



1.3.1 Testing of fire alarm systems shall be conducted in accordance with CAN/ULC S536-2019 and CAN/ULC S552-2014 including but not limited to:

- Control units, transponders, power supplies, batteries, battery testing, ancillary devices, annunciators, printers, field devices, signal devices etc.

*CAN/ULC S536-2019 now dictates the documentation form and format for all test and inspection reports. The inspection and tests required by this standard shall be documented in accordance with the template shown in section 20-Annual Fire Alarm System Test and Inspection Record of CAN/ULC S536-19.

1.3.1(a) Note:

-Testing of all smoke detectors, combination smoke detectors and smoke alarms must be conducted utilizing the methods and equipment recommended by the manufacturer instructions for each detector.

-Testing of all fixed temperature heat detectors, rate of rise heat detectors and combination heat detectors must be conducted utilizing the methods and equipment recommended by the manufacturer instructions for each detector.

- Utilization of hand held uncontrolled quantity smoke canisters and open flame and/or uncontrolled temperature heat sources (i.e. heat gun) will not be deemed as acceptable choices of equipment and methods to be implemented in the testing of any fire detector under this contract. At a minimum all heat and smoke testing sources and products must be listed and labelled products acceptable to the manufacturer or in accordance with their published instructions.

- The Correctional Service Canada as the authority having jurisdiction will accept the use of the Solo brand detector testing equipment approved by UL/ULC (e.g. model 330 aerosol dispenser with Solo A10, C3 aerosols and model 460/461 heat detector tester) as acceptable testing methods and equipment for all fire detectors. If these devices fail to accurately initiate a detector alarm as so described by the manufacturer's detector documentation, then the only other acceptable testing procedures shall be each manufacturer's recommended methods and equipment for each specific fire detector.

1.3.1(b) Note:

- Sensitivity of all smoke detectors shall be tested to confirm that each detector is within their rated operating range as per CAN/ULC S536-19 section 14.4 Smoke Detectors paragraphs 14.4.1.3 thru 14.4.1.6. The results of each test shall be documented in the annual report as per Deliverables 1.4.1. of this Annex A Statement of Work.

- If it is determined that a particular smoke detector's sensitivity cannot be measured, it shall be noted as such in the devices' deficiency report so that the client is made aware and can address the issue as soon as possible.

1.3.2 Testing of the fire sprinkler systems shall be conducted in accordance with NFPA 25-2017 as follows but not limited to:

- a. Flow test of wet sprinkler systems and testing of the following devices:
 - i. Flow switches
 - ii. Tamper/Supervisory Switches
 - iii. Pressure Switches
 - iv. Valves and valve components
- b. Test of the pre action sprinkler system(s)
- c. Test of dry sprinkler system(s)



1.3.3 Test emergency lighting and exit signs in all buildings: NFCC 2020.

- a. Test the emergency lighting in accordance with NFCC 2020 Division B Part 6 Section 6.5. paragraphs 6.5.1.6 and 6.5.1.7 and NBCC 2020 Division B Part 3 Section 3.2 paragraph 3.2.7.4.
- b. Test exit signs on battery backup in accordance with NFCC 2020 Division B Part 6 Section 6.5. paragraph 6.5.1.8.

1.3.4 Annual external examination of all Fire Extinguishers shall be conducted in accordance with NFPA 10 -2013:

- a. Annual external examination of all portable fire extinguishers shall be conducted in accordance with NFPA 10-2013 section 7.3.2.
- b. If any maintenance procedures, repairs or testing outside of the scope of the annual external examination are recommended or required such as internal examinations or hydrostatic testing, that additional work shall be noted in the deficiency report for follow up and future completion outside of this contract.

1.3.5 Inspection, Testing and Maintenance of Fire Hydrants shall be conducted in accordance with NFPA 25-2017. Dechlorination of fire hydrant water discharge in accordance with all applicable legislation including the Fisheries Act and the Greater Vancouver Regional District (GVRD) Municipal Water Use Guidelines:

- a. When conducting annual inspections and maintenance servicing of fire hydrants, all consumables that may require replacing during these procedures shall be included as part of the work. Such consumables include but not limited to: Cap gaskets, "O" rings (multiple), lubricant. The Contractor is to individually list these items and charge to CSC on a cost plus 15% markup
- b. During the fire hydrant flow test (minimum of one minute) and /or hydrant flushing, the Contractor shall dechlorinate all water discharge from ALL fire hydrants on site as per the GVRD Municipal Water Use Guidelines and all applicable municipal, provincial and federal bylaws, acts and legislation including the Fisheries Act.

*All equipment, consumables and labour associated with fire hydrant water discharge dechlorination processes shall be included in the contract.

1.3.6 Inspection and Testing of backflow prevention assemblies shall be conducted in accordance with the manufacturers' instructions, NFPA 25-2017 section 13.7- Backflow Prevention Assemblies and with guidance from CSA B64.10.1-11 (R2016).

1.3.6(a) Note:

- At the time the contractor is conducting the annual inspection and testing of backflow prevention assemblies, in the event of a failure on initial test; if it is suspected that the initial failure is due to debris and/or dirt, the Contractor is required to disassemble, clean, and reassemble and then retest the backflow assemblies a second time.
- The Contractor will be paid for the actual hours worked, (the time above and beyond the time taken to conduct the initial backflow test), at the hourly rate indicated in the contract award. The Contractor will be paid an initial half hour minimum charge calculated from the time the Contractor's technician commences the disassembly. All additional chargeable time over and above the first half hour will be rounded to the nearest quarter hour.



1.3.6(b) Note:

- Contractor must provide to the Correctional Service Canada designate a confined space entry safety plan/program prior to the start of any confined space contract work, for the purposes of conducting testing procedures on backflow prevention assemblies located in work spaces identified as confined spaces. Correctional Service Canada will provide documentation of identified confined spaces to the contractor.

1.3.7 Inspection, testing and maintenance of standpipe, hose and cabinet systems shall be conducted in accordance with NFPA 25-2017.

- a. Annual inspection, testing and maintenance as per table 6.1.1.2 of NFPA 25-2017.

1.3.8 Testing and inspection of Kitchen Vent Hood(s) chemical sprinkler suppression systems' and exhaust systems' fire damper assemblies to be completed in six month intervals and shall be conducted in accordance with NFPA 17-2017, NFPA 17A-2017 and NFPA 96-2014.

- a. All fusible links for the suppression system and fire damper assemblies shall be replaced upon each semi annual maintenance service as per 7.3.4, 7.3.4.1, 7.3.4.2 of NFPA 17A; 11.3.2, 11.3.2.1, 11.3.2.2 of NFPA 17 and 11.3.2.1 of NFPA 96. All parts and labour associated with the replacement of fusible links shall be included in the contract.
- b. Inspection and testing of fire dampers contained within kitchen vent hood exhaust systems shall be conducted every 6 months or as recommended by the manufacturer as per 11.3.1 and 11.5 of NFPA 96-2014
- c. The contractor must provide a maintenance report including any recommendations and deficiencies found after each maintenance (inspection and test) service visit of each separate kitchen hood suppression system and related fire damper assemblies.
- d. The contractor shall affix a tag or label to the system to indicate the date the service was conducted and the person who performed the service.

1.3.9 Annual testing of the Vesda smoke alarm system (applicable only to Kent Institution) shall be conducted in accordance with CAN/ULCS536-19 and the manufacturer's annual testing recommendations.

- a. All air filter cartridges shall be replaced upon each annual testing of the Vesda smoke alarm systems. The Client shall be responsible to supply all air filter cartridges.

1.3.10 THREE YEAR Tests on dry pipe sprinkler systems and valves shall be conducted in accordance with NFPA 25-2017 as follows:

3 Year Tests- *(to be completed in Year 4 of this contract, not before.)*

- a. Testing -Every 3 years and whenever the system is altered, the dry pipe valve shall be trip tested with the control valve fully open and the quick-opening device, if provided, in service as per 13.4.5.2.2.2
- b. Testing -Dry pipe systems shall be tested once every 3 years for gas leakage, using one of two test methods as per 13.4.5.2.9



1.3.11 FIVE YEAR Tests and Inspections on sprinkler and standpipe systems, valves, devices etc. shall be conducted in accordance with NFPA 25-2017 as follows:

5 Year Tests/Inspections- **(All "5 year tests/inspections" Must be completed in YEAR ONE of this service contract)*

- a. Assessment of Internal Condition of Piping - an assessment of the internal condition of piping shall be conducted in the first year of this contract and every 5 years thereafter as per section 14.2- Assessment of Internal Condition of piping of NFPA 25-2017. A full written report detailing the findings of each system assessment and any recommendations for any further investigations or assessments shall be completed and form part of the overall final testing and inspection report for all system aspects.
- b. Pre-action Valves - strainers, filters, restricted orifices and diaphragm chambers shall be inspected internally every 5 years unless tests indicate a greater frequency is necessary as per 13.4.3.1.5
- c. Deluge Valves - strainers, filters, restricted orifices and diaphragm chambers shall be inspected internally every 5 years unless tests indicate a greater frequency is necessary as per 13.4.4.1.5
- d. Dry Pipe Valves/Quick-Opening Devices – strainers, filters and restricted orifices shall be inspected internally every 5 years unless tests indicate a greater frequency is necessary as per 13.4.5.1.5
- e. Sprinkler Pressure Reducing Valves - a full flow test shall be conducted on each valve at 5 year intervals and shall be compared to previous test results as per 13.5.1.2.
- f. Hose Connection Pressure–Regulating Devices – a full flow test shall be conducted on each valve at 5 year intervals and shall be compared to previous test results as per 13.5.2.2
- g. Hose Rack Assembly Pressure–Regulating Devices - a full flow test shall be conducted on each device at 5 year intervals and compared to previous test results as per 13.5.3.2
- h. Inspection of Alarm Valves- alarm valves and their associated strainers, filters and restriction orifices shall be inspected internally every 5 years unless tests indicate a greater frequency is necessary as per 13.4.1.2
- i. Check Valves- valves shall be inspected internally every 5 years to verify that all of the valve's components operate correctly as per 13.4.2.1
- j. Gauges -***Replace** all gauges once every 5 years as per 13.2.7.2- no testing, replacement only. Contractor is to supply and install all gauges throughout each site.

***NOTE:** - Only gauges in Matsqui Complex (Matsqui Institution, Pacific Institution, Fraser Valley Institution and RSD) are to be replaced in year one of this contract.

- Gauges in Agassiz and Mission Complexes have just recently been changed and are NOT to be replaced under section j. in this contract.

(Table 13.1.1.2 of NFPA 25-2017 – Summary of Valves, Valve Components and Trim Inspection, Testing and Maintenance summarizes 5 year tests and inspections b. thru j. above.)



- k. Flow Tests -a flow test shall be conducted every 5 years on all automatic standpipe systems to verify that the required flow and pressure are available at the hydraulically most remote hose valve outlet(s) while flowing the standpipe system demand as per 6.3.1.1

- l. Hydrostatic Tests- Hydrostatic tests of not less than 200 psi (13.8 bar) pressure for 2 hrs or at 50 psi (3.4 bar) in excess of the maximum pressure, where maximum pressure is in excess of 150 psi (10.3 bar) shall be conducted every 5 years on manual standpipe systems and semiautomatic dry standpipe systems, **including piping in the fire department connection as per 6.3.2.1.** *(the intent is to ascertain whether the system retains its integrity under fire conditions. Minimum leakage existing only under test pressure is not cause for repair)*

- m. Standpipe Occupant-Use Fire Hose Replacement (every 5 year requirement)- in order to satisfy the requirement of NFPA 1962-2013 paragraph 4.2.2., **the Contractor shall Supply and Install brand new occupant use fire hoses of the same length, diameter and material as currently in place on each standpipe at each site in the FIRST YEAR of this contract.** The year of the date of manufacture of each new hose supplied and installed must be no older than the current year with which each hose is supplied and installed by the contractor under this contract. No service testing of hoses will be required as of a result of this action.

1.4 Deliverables:

- 1.4.1 a. The Contractor must fully complete all annual and semi annual services as so described in the Statement of Work Annex A in accordance with the Yearly Regional Institution Coordination Work Schedule (attached as Appendix D) in each calendar. This work schedule applies to all institutions in each complex that the Contractor has been awarded a Fire Protection and Life Safety Systems test and inspection service contract with CSC.
 - b. Note that item 1.3.11 of the statement of work “Five Year Test and Inspections” items a. through m. must be fully completed at each institution in Year One of the contract.

- 1.4.2 a. The Contractor must provide separate, thorough electronic final reports on USB stick for each institution detailing all testing and inspection data and results for each system aspect covered by this contract. The client will not require any hard copies of these reports.
 - b. Each electronic report for each institution must be delivered to the Chief of Facilities Maintenance at each Complex within 30 calendar days of the completion of each system aspect test/inspection covered by this contract.

 - c. All reports must reference the CSC real property line drawings building index identifiers (provided after contract award) and statement of work Aspect numbering (ie 1.3.1, 1.3.5, 1.3.7 etc) for file naming so that each individual sub report can be easily, quickly and logically located and separated from the main electronic report file by the institution staff.

- 1.4.3 Each electronic report for each system aspect tested/inspected will also contain:
 - a. A deficiency section that individually refers to each device/component that is deemed deficient by the technician and the explanation why that device/component is deemed deficient.



b. Quoted pricing to repair/correct deficiencies is not to form part of this deficiency report and shall not delay the completion and delivery of the electronic report of each system aspect for each institution.

- 1.4.4 At the beginning of each report for each separate fire protection systems aspect tested and/or inspected, the report shall bear the full name and ASTTBC certification number and if applicable the BCWWA backflow assembly tester certificate numbers of the technician(s) who completed that test/inspection on that date.
- 1.4.5 All necessary inspection tags are to be affixed to the units tested to reflect current year of testing.

1.5 Contractor/Technician Qualifications:

1.5.1 The Contractor/Technician must not engage in any testing, inspection and service work under this contract that the Contractor/Technician does not hold the necessary training, in field experience and qualifications and/or certifications in Canada in accordance with the requirements of the National Fire Code of Canada (NFC) and the National Fire Protection Association (NFPA).

1.6 Client Support:

1.6.1 Client will provide escort(s) at each institution to assist the Contractor with some silencing of alarms and moving about the site during the execution of the contract work. Details can be found in the Site Constraint documents titled Appendix C.

1.7 Location of work:

- 1.7.1 The Contractor must perform the work at all institutions/sites as listed in Appendix A.
- 1.7.2 **Note:** Site Constraint documents (Appendix C) detail specialized equipment the Contractor will be required to provide at the Contractor's expense such as scissor or Genie lifts to complete certain tasks in the statement of work within the different institutions.

1.8 Language of Work:

1.8.1 The contractor must perform all work in English.



APPENDIX A – Site Contacts, Address and Location

	Site Name and Address (Also for Invoices)	Site Authority
Departmental Authority		
AGASSIZ COMPLEX		
1	Mountain Institution PO Box 1600, 4732 Cemetery Rd. Agassiz BC V0M 1A0	Brent England Brent.England@csc-scc.gc.ca 604-897-4664
2	Kent Institution PO Box 1500, 4732 Cemetery Rd. Agassiz BC V0M 1A0	Brent England Brent.England@csc-scc.gc.ca 604-897-4664
3	Chilliwack Community Corrections 45914 Rowat Avenue, Chilliwack, BC V2P 1J3	Brent England Brent.England@csc-scc.gc.ca 604-897-4664
MISSION COMPLEX		
4	Mission Minimum 33737 Dewdney Trunk Rd. Mission BC V2V 4L8	Andrew McKnight-Yeates Andrew.McKnight-Yeates@csc-scc.gc.ca 778-344-3671
5	Mission Medium PO Box 60, 8751 Stave Lake St. Mission BC V2V 4L8	Andrew McKnight-Yeates Andrew.McKnight-Yeates@csc-scc.gc.ca 778-344-3671
6	Kwikwexwelhp Healing Village PO Box 110, Harrison Mills BC V0M 1L0	Andrew McKnight-Yeates Andrew.McKnight-Yeates@csc-scc.gc.ca 778-344-3671
Matsqui COMPLEX		
7	Matsqui Institution PO Box 2500, 33344 King Rd, Abbotsford BC V2S 4P3	Brian Baines Brian.Baines@csc-scc.gc.ca 604-855-3680
8	Regional Supply Depot and CHP out Buildings PO Box 3333, 33344 King Road Abbotsford BC, V2S 5X7	Brian Baines Brian.Baines@csc-scc.gc.ca 604-855-3680
9	Fraser Valley Institution 33344 King Rd. Abbotsford BC V2S 6J5	Brian Baines Brian.Baines@csc-scc.gc.ca 604-855-3680
10	Pacific Institution 33344 King Rd. Abbotsford BC V2S 6J5	Brian Baines Brian.Baines@csc-scc.gc.ca 604-855-3680



APPENDIX B – General Contractor Site Safety

Canada Labour Code and Worksafe B.C. Regulations

The institutional and federal staff are regulated under the Canada Labour Code and Canada Occupational Health and Safety Regulations. Contractors are regulated under the provincial authority of Worksafe B.C. Regulations.

Contractors have a duty to ensure that the work performed at an institution is completed while respecting the federal and provincial authorities safety provisions for persons on the work site and adjacent to the work site.

Within the Canada Labour Code Part II OHS section 125(1) (y) it states “ensure that the activities of every person granted access to the work place do not endanger the health and safety of employees” Should a contractor’s work effect the health and safety of the institutional CSC staff and/or the daily operations of the institution, CSC retains the right to stop the work and have the contractor removed from the institution.

Also within the Canada Labour Code Part II OHS section 125(1) (z.14) CSC is responsible to “take all reasonable care to ensure that all of the persons granted access to the work place, other than the employers’ employees, are informed of every known or foreseeable health or safety hazard to which they are likely to be exposed in the work place”.

COVID 19 Risk Management

CSC has implemented a risk management protocol that contains 5 risk levels for transmission of Covid-19 within an institution. Contractors work may be impacted and altered or halted all together based on the level of risk change within an institution at any moment in time. Contractors shall be prepared to don PPE and modify or stop their work upon notice by the site authority.

Site Safety Plans

Each Institution has a number of worker safety plans in place that must be reviewed and followed by the contractor while working on site. These plans will be located in the Maintenance Office at each institution.

*Prior to any work commencing under this Regional Contract, a start up meeting shall be conducted to discuss site orientation, security and health and safety hazards and requirements of contractors working in federally regulated facilities.

A list of site safety plans and a brief summary of each are as a follows:

Fall Protection

- Contractors and other provincially regulated persons shall be required to use their own fall arrest personal protective equipment and to ensure users are properly trained.
- Contractors and other provincially regulated persons shall not be permitted to secure themselves to a CSC provided anchoring system unless both CSC and the contractor are satisfied the CSC anchoring system meets WorkSafe BC requirements.



Confined space

COSH Part XI (11.1)

IN ACCORDANCE WITH PART XI OF THE OCCUPATIONAL SAFETY AND HEALTH REGULATIONS, A CONFINED SPACE IS "AN ENCLOSED OR PARTIALLY ENCLOSED SPACE THAT IS NOT DESIGNED OR INTENDED FOR HUMAN OCCUPANCY EXCEPT FOR THE PURPOSE OF PERFORMING WORK, HAS RESTRICTED MEANS OF ACCESS AND EGRESS, AND MAY BECOME A HAZARD TO AN EMPLOYEE ENTERING IT DUE TO ITS DESIGN, CONSTRUCTION, LOCATION OR ATMOSPHERE; THE MATERIALS OR SUBSTANCES IN IT; OR ANY OTHER CONDITIONS RELATING TO IT".

The **WorkSafeBC** definition of a confined space is an area, other than an underground working (e.g. underground mine entrance, tunnel, underground excavation, chamber, caisson, raise, shaft, or natural entry), that possess the following characteristics:

- *is enclosed or partially enclosed,*
- *is not designed or intended for continuous human occupancy,*
- *has limited or restricted means for entry or exit that may complicate the provision of first aid, evacuation, rescue or other emergency response service, and*
- *is large enough and so configured that a worker could enter to perform assigned work.*

Each institution has compiled an inventory of identified confined spaces (available on site) and has conducted a hazard assessment of each space. From that study, a written confined space entry procedure has been developed that must be followed prior to the start of any work in a confined space.

Contractors must provide their own atmospheric testing equipment and will be required to provide proof that all their employees are adequately trained to work within a confined space environment. Training must have been conducted to ensure that all workers are familiar with all confined space entry procedures. All contractors must supply all equipment that is required with confined space entry. Confined space entry procedures, including the provision of a safety watch person, is to be provided by the contractor as prescribed. Failure to do so may result in the termination of their agreement with the institution.

CONTRACTORS ARE RESPONSIBLE FOR ALL CONFINED SPACE RESCUE OF THEIR PERSONNEL. THIS INCLUDES ALL MODERATE AND HIGH HAZARD CONFINED SPACES. CORRECTIONAL SERVICE CANADA (CSC) ARE NOT LIABLE FOR ANY ASPECT OF CONFINED SPACES RESCUE.

Lock Out/Tag Out Procedures

Each Institution has in place a lock out/tag out procedure that applies to all government trade workers working on machines and equipment within each Institution.

Contractors shall follow applicable Provincial regulations in regards to electrical or mechanical lock out/tag out safety procedures to isolate machines or equipment from any energy sources when working within each federal Institution or on federal property.

Any lockout of systems will affect the operation of an institution; the Contractor cannot lockout equipment without some interaction with institutional staff.

- The Contractor shall communicate with the site contract authority regarding any equipment or system proposed to be locked out, the duration of the lockout, identification of the Person In Charge and their contact information.



- The site contract authority shall provide to the Contractor up to date electrical Single Line Diagrams if requested; they may not be required for isolation of Minor Low Voltage Circuits such as a single motor.
- Locks and tags shall clearly indicate the identity of the contractor.
- For high voltage and major low voltage circuits, the Contractor shall meet with qualified institutional staff to inspect the existing infrastructure. The Contractor shall submit an information copy of their isolation and re-energization plan to the site contract authority.

Spill Containment

Each Institution has spill containment supplies to manage emergency spills both inside the institution and in out buildings around each complex. The locations where emergency spill supplies are kept in the maintenance office.

Hazardous Building Materials

Within the Maintenance office at each institution, is a Hazardous Building Materials Management Plan (HBMMP) that complies with the Canada Labour Code and the BC regulations governing the safe work environment for employees, public and contractors visiting or working in buildings containing hazardous building materials associated with each specific institution.

Hazardous building materials considered in this HBMMP include Asbestos Containing Materials (ACM's), lead containing materials, PCB's, mercury containing items, ozone depleting substances, silica and mould or moisture affected building materials.

WHMIS

Any products to be used during the execution of the contract work must be approved by the site contract authority prior to entry into the institution.

A current and Canadian version of MSDS Sheets is required for all WHMIS regulated products entering the institution. Do not bring in any more product than is required.

PPE

It is the contractor's responsibility to ensure that all their employees are provided all Personal Protective Equipment (PPE) necessary to perform all work while on site.

****Should an institutional security or emergency situation arise, the escort and/or CSC security staff will instruct the contractor and their workers on the direction to take at that moment.***



APPENDIX C – Site Constraints (Agassiz, Mission and Matsqui Complexes)

A1 Kent Institution Constraints

Access to Kent Institution is Monday to Friday 07:00 – 15:30hrs

Movement

Institution is on count routine from 10:45 -13:00

During this time there will be no cell access.

Tools and Vehicle Access

Kent Institution is Maximum Security Classification and has its own security regulations. The Contractor must become familiar with these regulations, where tool control and vehicle access is concerned.

Tools:

Tool list must be supplied prior to entering/departing the Institution(s)

Contractor required to provide a complete inventory of tools and equipment to be used during the work. This inventory list must be maintained during the work. This inventory must be available for inspection upon request.

Keep all tools and equipment under constant supervision.

Lock all tool boxes when not in use. Keys are to remain in the possession of the employees of the Contractor.

Store all tools and equipment in approved secure location. A secure area within the institution for overnight storage of tools is available via contractor request to the departmental representative.

All missing or lost tools or equipment shall be reported immediately to the Departmental Representative.

Contractor required to provide equipment for highpoints max height 30 feet.

Submittal of proposed schedule of work to be approved by Maintenance Department Representative

Current MSDS documentation is the responsibility of the Contractor

Note: The Vesda fire protection systems (2) will require the contractor to supply 3 contract employees to successfully test and inspect these two unique fire protection systems.

Vehicle:

Escorted commercial vehicles will be allowed to enter or leave the institution through the vehicle access gate during the following hours: 07:30-10:45 and 12:00 to 15:30

Commercial vehicles will only be allowed access to Institutional property when their contents are certified by the contractor or his representative as being necessary to the execution of the work.

A1.1 Client Support

Escorts:

The Correctional Service Canada will provide a maximum of two escorts at any one time to assist the contractor to move about the site.



Facility Management Department Representative will be authorizing the final completion of the work for quality of workmanship and professionalism standards.

A1.2 Mountain Institution Constraints

Access to Mountain Institution is Monday to Friday 07:30hrs – 16:00hrs

Movement

Institution is on count routine from 10:45 -1:15.

During this time there will be no cell access.

Tools and Vehicle Access

Mountain Institution is a Medium Security Classification Institution and it has its own security regulations.

The Contractor must become familiar with these regulations, where tool control and vehicle access is concerned.

Tools:

Contractor required to provide a complete inventory of tools and equipment to be used during the Work, **contractor must use site supplied tool inventory list for all tool records**. This inventory list must be maintained during the work. This inventory must be available for inspection upon request.

Keep all tools and equipment under constant supervision.

Lock all tool boxes when not in use. Keys are to remain in the possession of the employees of the Contractor. All missing or lost tools or equipment shall be reported immediately to the Departmental

Representative. If that individual is not available then immediately report the missing tool(s) to the desk correctional manager on duty in building D.

Store all tools and equipment in approved secure location.

Contractor required to provide equipment for highpoints, max height 32 ft. The gym has the highest ceiling and a 32 foot scissor lift will reach the Q decking, gym entrance is through a set of double doors so there is no issue getting the lift into the gym. Living unit ceilings can be reached using a 28 foot scissor lift, the living units single front door only allows a maximum width of 32 inches to enter.

Submittal of proposed schedule of work to be approved by Maintenance Department Representative

Current MSDS documentation is the responsibility of the Contractor

Vehicle:

Escorted commercial vehicles will be allowed to enter or leave the institution through the vehicle access gate. There is no vehicle traffic through the well during counts only. There is a lunch count that commences at 11:00 and then a dinner count that commences at 16:00. Counts usually take approximately 20 minutes to clear.

Commercial vehicles will only be allowed access to Institutional property when their contents are certified by the contractor or his representative as being necessary to the execution of the work.



A1.3 **Client Support**

Escorts:

The Correctional Service Canada will provide a maximum of two escorts at any one time to assist the contractor to move about the site.

Facility Management Department Representative will be authorizing the final completion of the work for quality of workmanship and professionalism standards.

A1.4 **Chilliwack Community Correctional Centre Constraints**

Access to the Chilliwack Community Correctional Centre is Monday to Friday 07:30hrs – 16:00hrs

Movement

There are no restrictions.

Tools and vehicle access:

Tools:

Tool list shall be provided to Commissionaire upon arrival to the site. No tools shall be loaned to any person within these premises. Tools shall remain secure or in contractor control at all times.

Vehicle:

Vehicle shall be locked and secured in parking lot at all times.

Submittal of proposed schedule of work to be approved by Maintenance Department Representative

Current MSDS documentation is the responsibility of the Contractor

A1.5 **Client Support**

Escorts:

The Correctional Service Canada will provide one escort to assist the contractor to move about the site.

Client will make provision for the silencing of all device testing alarms at the Central Control alarm panel only if needed. Two Contractors are recommended at this site. Staff will escort only.



B1 Mission Medium Institution Constraints

Access to Institution is Monday to Friday 07:30 – 16:00 hrs

Movement

Institution is on count routine from: 10:30 -11:15 and 15:30-16:15

During this time there will be no cell access.

Tools and Vehicle Access:

Tools

Keep all tools and equipment under constant supervision.

Lock all tools boxes when not in use. Keys are to remain in the possession of the employees of the Contractor.

All missing or lost tools or equipment shall be reported immediately to the Departmental Representative.

Contractor is required to provide a complete inventory of tools and equipment to be used during the work. This inventory list must be maintained during the work. This inventory must be available for inspection upon request.

Overnight storage of tools and equipment is available at: the facilities office

Contractor required to provide equipment for highpoints to a maximum of 12 feet. Can be reached with a conventional ladder.

Vehicle

Escorted commercial vehicles will be allowed to enter or leave the institution through the vehicle access gate. Commercial vehicles will only be allowed access to Institutional property when their contents are certified by the contractor or his representative as being necessary to the execution of the work and at certain times as indicated by the Departmental Representative.

Vehicles must have a locking gas cap. If not equipped vehicle may not be granted access within Security.

Submittal of proposed schedule of work to be approved by Maintenance Department Representative

Current MSDS documentation is the responsibility of the Contractor

B1.1 Client Support

Contractor Safety Briefing will commence prior to work starting

Escorts:

The Correctional Service Canada will provide a maximum of 2 escorts at any one time to assist the contractor to move about the site.

Facility Management Department Representative will be authorizing the final completion of the work for quality of workmanship and professionalism standards.

B1.2 Mission Minimum Institution Constraints

Access to Institution is Monday to Friday 07:30 – 16:00 hrs



Movement

Institution Count is conducted at the duty office not at the housing units.

Tools and Vehicle Access:

Tools:

Keep all tools and equipment under constant supervision.

Lock all tools boxes when not in use. Keys are to remain in the possession of the employees of the Contractor.

All missing or lost tools or equipment shall be reported immediately to the Departmental Representative.

Contractor is required to provide a complete inventory of tools and equipment to be used during the work. This inventory list must be maintained during the work. This inventory must be available for inspection upon request.

Overnight storage of tools and equipment is available at: the facilities compound.

Contractor required to provide equipment for highpoints to a maximum of 20 feet. Can be reached with a conventional ladder.

Vehicles:

Vehicles brought onto the institutional property must remain locked at all times.

Submittal of proposed schedule of work to be approved by Maintenance Department Representative

Current MSDS documentation is the responsibility of the Contractor

B1.3 Client Support

Contractor Safety Briefing will commence prior to work starting

Escorts:

The Correctional Service Canada will provide a maximum of 2 escorts at any one time to assist the contractor to move about the site.

Facility Management Department Representative will be authorizing the final completion of the work for quality of workmanship and professionalism standards.

B1.4 Kwikwexwelhp Healing Lodge Facility Constraints

Access to Institution is Monday to Friday 07:30 – 16:00 hrs

Movement

Institution Count is conducted at the duty office not at the housing units.

Tools and Vehicle Access:

Tools:

Keep all tools and equipment under constant supervision.



Lock all tools boxes when not in use. Keys are to remain in the possession of the employees of the Contractor.

All missing or lost tools or equipment shall be reported immediately to the Departmental Representative.

Contractor is required to provide a complete inventory of tools and equipment to be used during the work. This inventory list must be maintained during the work. This inventory must be available for inspection upon request.

Overnight storage of tools and equipment is available at: the facilities management building.

Contractor required to provide equipment for highpoints to a maximum of 20 feet. Can be reached with a conventional ladder.

Vehicles brought onto the institutional property must remain locked at all times.

Submittal of proposed schedule of work to be approved by Maintenance Department Representative

Current MSDS documentation is the responsibility of the Contractor.

*For the **3 year dry sprinkler system services** in building E, G, and D, the exterior 3' x 3' access hatch is about 20' off of the ground. The Contractor would be required to supply a minimum 20'-40' genie lift as well as any fall protection equipment necessary.

One of the buildings has a small sloped roof below the hatch and will also need to have the genie lift leveled as there is sloped ground below.

There is no doorway or width restrictions for the lift.

B1.5 Client Support

Contractor Safety Briefing will commence prior to work starting

Escorts:

The Correctional Service Canada will provide a maximum of 2 escorts at any one time to assist the contractor to move about the site.

Facility Management Department Representative will be authorizing the final completion of the work for quality of workmanship and professionalism standards.



C1 Matsqui Institution, CHP and out buildings Constraints

Access to Institution is Monday to Friday 07:30hrs – 15:30hrs

Movement

Institution is on count routine from: 11:00 – 12:00 hrs

During this time there will be no cell access.

Tools and Vehicle Access:

Tools

Keep all tools and equipment under constant supervision.

Lock all tools boxes when not in use. Keys are to remain in the possession of the employees of the Contractor.

All missing or lost tools or equipment shall be reported immediately to the Departmental Representative.

Contractor is required to provide a complete inventory of tools and equipment to be used during the work. This inventory list must be maintained during the work. This inventory must be available for inspection upon request.

Current MSDS documentation is the responsibility of the Contractor

Overnight storage of tools and equipment is available: Matsqui Institution – East Compound pending prior approval.

Contractor required to provide equipment for highpoints to a maximum of 32 feet. A scissor lift if used, would be required to fit through a single wide door of 34" in gymnasium and in bldg M16, to fit through two single doors 36" x 80"

Vehicle

Escorted commercial vehicles will be allowed to enter or leave the institution through the vehicle access gate. Commercial vehicles will only be allowed access to Institutional property when their contents are certified by the contractor or his representative as being necessary to the execution of the work and at certain times as indicated by the Departmental Representative.

Submittal of proposed schedule of work to be approved by Maintenance Department Representative

Current MSDS documentation is the responsibility of the Contractor

C1.1 Client Support

Contractor Safety Briefing will commence prior to work starting

Escorts:

The Correctional Service Canada will provide a maximum of three escorts (pending an institutional emergency) at any one time to assist the contractor to move about the site.

Facility Management Department Representative will be authorizing the final completion of the work for quality of workmanship and professionalism standards.

C1.2 Pacific Institution Constraints

Access to Institution is Monday to Friday 07:30hrs – 15:30hrs



Movement

Institution is on count routine from: 1030 -1230 hrs

During this time there will be no cell access.

Tools and Vehicle Access:

Tools

Keep all tools and equipment under constant supervision.

Lock all tools boxes when not in use. Keys are to remain in the possession of the employees of the Contractor.

All missing or lost tools or equipment shall be reported immediately to the Departmental Representative.

Contractor is required to provide a complete inventory of tools and equipment to be used during the work. This inventory list must be maintained during the work. This inventory must be available for inspection upon request.

Current MSDS documentation is the responsibility of the Contractor

Overnight storage of tools and equipment is available: Pacific Institution - Facilities area of Building F -pending prior approval.

Contractor required to provide equipment for highpoints to a maximum of 24 ft in living unit and 32 feet in gymnasium. Lift to be able to fit through a 38" door in LU's and 6 ft door in gym.

Vehicle

Escorted commercial vehicles will be allowed to enter or leave the institution through the vehicle access gate. Commercial vehicles will only be allowed access to Institutional property when their contents are certified by the contractor or his representative as being necessary to the execution of the work and at certain times as indicated by the Departmental Representative.

Submittal of proposed schedule of work to be approved by Maintenance Department Representative

Current MSDS documentation is the responsibility of the Contractor

C1.3 Client Support

Contractor Safety Briefing will commence prior to work starting

Escorts:

The Correctional Service Canada will provide up to a maximum of three escorts at any one time (pending an institutional emergency) to assist the contractor to move about the site.

Facility Management Department Representative will be authorizing the final completion of the work for quality of workmanship and professionalism standards.

C1.4 Fraser Valley Institution Constraints

Access to Institution is Monday to Friday 08:00 – 15:30hrs

Movement

Institution is on count routine from: 12:00 – 12:30hrs

During this time there will be no cell/house access.



Tools and Vehicle Access:

Tools

Keep all tools and equipment under constant supervision.

Lock all tools boxes when not in use. Keys are to remain in the possession of the employees of the Contractor.

All missing or lost tools or equipment shall be reported immediately to the Departmental Representative.

Contractor is required to provide a complete inventory of tools and equipment to be used during the work. This inventory list must be maintained during the work. This inventory must be available for inspection upon request.

Current MSDS documentation is the responsibility of the Contractor

Overnight storage of tools and equipment is available pending prior approval.

Contractor required to provide equipment for highpoints to a maximum of 25 feet

Vehicle

Escorted commercial vehicles will be allowed to enter or leave the institution through the vehicle access gate. Commercial vehicles will only be allowed access to Institutional property when their contents are certified by the contractor or his representative as being necessary to the execution of the work and at certain times as indicated by the Departmental Representative.

Submittal of proposed schedule of work to be approved by Maintenance Department Representative

Current MSDS documentation is the responsibility of the Contractor

C1.5 **Client Support**

Contractor Safety Briefing will commence prior to work starting

Escorts:

The Correctional Service Canada will provide a maximum of two escorts at any one time (pending an institutional emergency) to assist the contractor to move about the site.

Facility Management Department Representative will be authorizing the final completion of the work for quality of workmanship and professionalism standards.



APPENDIX D – Yearly Regional Institution Coordination Work Schedule

AGASSIZ COMPLEX

- A/ Kent Institution – March
- B/ Mountain Institution – February
- C/ Chilliwack CCC – January

MISSION COMPLEX

- A/ Kwikwexwelhp Healing Lodge – August/September
- B/ Mission Minimum – September/October
- C/ Mission Medium – October/November

MATSQUI COMPLEX

- A/ Fraser Valley Institution – May/June
- B/ Matsqui Institution, RSD and various out buildings – June/July
- C/ Pacific Institution – July/August



APPENDIX E – FPS Systems Inventory

Attached as separate Excel Files



ANNEX B – Proposed Basis of Payment

1.0 Contract Period

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to this Contract.

For the provision of services as described in Annex A - Statement of Work, the Contractor will be paid the all inclusive firm per diem rate(s) below in the performance of this Contract, Applicable Taxes extra.

If, during the performance of the Work, the Contractor encounters number(s) of devices that are substantially different from the numbers of devices listed in Appendix C supplied to the Contractor, the Contractor shall give notice to Canada immediately upon becoming

AGASSIZ COMPLEX:

Mountain:

Site Name and Tasks Group	Unit of Issue	YEAR 1 All Inclusive Firm Fixed Price 2024-05-06 – 2025-05-05	YEAR 2 All Inclusive Firm Fixed Price 2025-05-06 – 2026-05-05	YEAR 3 All Inclusive Firm Fixed Price 2026-05-06 – 2027-05-05	YEAR 4 All Inclusive Firm Fixed Price 2027-05-06 – 2028-05-05	YEAR 5 All Inclusive Firm Fixed Price 2028-05-06 - 2029-05-05
Mountain Institution Fire Alarm System -Task 1.3.1 Sprinkler System – Task 1.3.2 Emergency Lighting- Task 1.3.3 Fire Extinguishers – Task 1.3.4 Fire Hydrants – Task 1.3.5 Back Flow Preventers – Task 1.3.6 Standpipe/Hose Cabinet systems –Task 1.3.7	LOT	\$	\$	\$	\$	\$
TOTAL 5 Year (GST EXTRA)						\$



Site Name and Tasks Group	Unit of Issue	YEAR 1 All Inclusive Firm Fixed Price 2024-05-06 – 2025-05-05	YEAR 2 All Inclusive Firm Fixed Price 2025-05-06 – 2026-05-05	YEAR 3 All Inclusive Firm Fixed Price 2026-05-06 – 2027-05-05	YEAR 4 All Inclusive Firm Fixed Price 2027-05-06 – 2028-05-05	YEAR 5 All Inclusive Firm Fixed Price 2028-05-06 - 2029-05-05
Mountain Institution First Semi Annual Kitchen Hood Inspection/Test – Task 1.3.8	LOT	\$	\$	\$	\$	\$
Mountain Institution Second Semi Annual Kitchen Hood Inspection/Test – Task 1.3.8	LOT	\$	\$	\$	\$	\$
TOTAL 5 Year (GST EXTRA)						\$

Site Name and Tasks Group	Unit of Issue	All Inclusive Firm Fixed Price
Mountain Institution 5 YEAR TESTS AND INSPECTIONS (As per SOW) Needs to be Completed in 2024-2025	LOT	\$

Kent:

Site Name and Tasks Group	Unit of Issue	YEAR 1 All Inclusive Firm Fixed Price 2024-05-06 – 2025-05-05	YEAR 2 All Inclusive Firm Fixed Price 2025-05-06 – 2026-05-05	YEAR 3 All Inclusive Firm Fixed Price 2026-05-06 – 2027-05-05	YEAR 4 All Inclusive Firm Fixed Price 2027-05-06 – 2028-05-05	YEAR 5 All Inclusive Firm Fixed Price 2028-05-06 - 2029-05-05
Kent Institution Fire Alarm System -Task 1.3.1 Sprinkler System – Task 1.3.2 Emergency Lighting- Task 1.3.3 Fire Extinguishers – Task 1.3.4 Fire Hydrants – Task 1.3.5 Back Flow Preventers – Task 1.3.6 Standpipe/Hose Cabinet systems –Task 1.3.7 Vesda – Task 1.3.9	LOT	\$	\$	\$	\$	\$
TOTAL 5 Year (GST EXTRA)						\$



Site Name and Tasks Group	Unit of Issue	YEAR 1 All Inclusive Firm Fixed Price 2024-05-06 – 2025-05-05	YEAR 2 All Inclusive Firm Fixed Price 2025-05-06 – 2026-05-05	YEAR 3 All Inclusive Firm Fixed Price 2026-05-06 – 2027-05-05	YEAR 4 All Inclusive Firm Fixed Price 2027-05-06 – 2028-05-05	YEAR 5 All Inclusive Firm Fixed Price 2028-05-06 – 2029-05-05
Kent Institution First Semi Annual Kitchen Hood Inspection/Test – Task 1.3.8	LOT	\$	\$	\$	\$	\$
Kent Institution Second Semi Annual Kitchen Hood Inspection/Test – Task 1.3.8	LOT	\$	\$	\$	\$	\$
TOTAL 5 Year (GST EXTRA)						\$

Site Name and Tasks Group	Unit of Issue	All Inclusive Firm Fixed Price
Kent Institution 3 YEAR TESTS (As per SOW) Needs to be Completed in 2027-2028	LOT	\$
Kent Institution 5 YEAR TESTS AND INSPECTIONS (As per SOW) Needs to be Completed in 2024-2025	LOT	\$

Chilliwack Community Corrections Centre:

Site Name and Tasks Group	Unit of Issue	YEAR 1 All Inclusive Firm Fixed Price 2024-05-06 – 2025-05-05	YEAR 2 All Inclusive Firm Fixed Price 2025-05-06 – 2026-05-05	YEAR 3 All Inclusive Firm Fixed Price 2026-05-06 – 2027-05-05	YEAR 4 All Inclusive Firm Fixed Price 2027-05-06 – 2028-05-05	YEAR 5 All Inclusive Firm Fixed Price 2028-05-06 – 2029-05-05
Chilliwack Community Corrections Centre Fire Alarm System -Task 1.3.1 Sprinkler System – Task 1.3.2 Emergency Lighting- Task 1.3.3 Fire Extinguishers – Task 1.3.4 Back Flow Preventers – Task 1.3.6	LOT	\$	\$	\$	\$	\$
TOTAL 5 Year (GST EXTRA)						\$



Site Name and Tasks Group	Unit of Issue	YEAR 1 All Inclusive Firm Fixed Price 2024-05-06 – 2025-05-05	YEAR 2 All Inclusive Firm Fixed Price 2025-05-06 – 2026-05-05	YEAR 3 All Inclusive Firm Fixed Price 2026-05-06 – 2027-05-05	YEAR 4 All Inclusive Firm Fixed Price 2027-05-06 – 2028-05-05	YEAR 5 All Inclusive Firm Fixed Price 2028-05-06 - 2029-05-05
Chilliwack Community Corrections Centre First Semi Annual Kitchen Hood Inspection/Test – Task 1.3.8	EACH	\$	\$	\$	\$	\$
Chilliwack Community Corrections Centre Second Semi Annual Kitchen Hood Inspection/Test – Task 1.3.8	EACH	\$	\$	\$	\$	\$
TOTAL 5 Year (GST EXTRA)						\$

Site Name and Tasks Group	Unit of Issue	All Inclusive Firm Fixed Price
Chilliwack Community Corrections Centre 3 YEAR TESTS (As per SOW) Needs to be Completed in 2027-2028	LOT	\$
Chilliwack Community Corrections Centre 5 YEAR TESTS AND INSPECTIONS (As per SOW) Needs to be Completed in 2024-2025	LOT	\$



MISSION COMPLEX:

Mission Minimum:

Site Name and Tasks Group	Unit of Issue	YEAR 1 All Inclusive Firm Fixed Price 2024-05-06 – 2025-05-05	YEAR 2 All Inclusive Firm Fixed Price 2025-05-06 – 2026-05-05	YEAR 3 All Inclusive Firm Fixed Price 2026-05-06 – 2027-05-05	YEAR 4 All Inclusive Firm Fixed Price 2027-05-06 – 2028-05-05	YEAR 5 All Inclusive Firm Fixed Price 2028-05-06 - 2029-05-05
Mission Minimum Institution Fire Alarm System -Task 1.3.1 Sprinkler System – Task 1.3.2 Emergency Lighting- Task 1.3.3 Fire Extinguishers – Task 1.3.4 Fire Hydrants – Task 1.3.5 Back Flow Preventers – Task 1.3.6	LOT	\$	\$	\$	\$	\$
TOTAL 5 Year (GST EXTRA)						\$

Site Name and Tasks Group	Unit of Issue	All Inclusive Firm Fixed Price
Mission Minimum Institution 3 YEAR TESTS (As per SOW) Needs to be Completed in 2027-2028	LOT	\$
Mission Minimum Institution 5 YEAR TESTS AND INSPECTIONS (As per SOW) Needs to be Completed in 2024-2025	LOT	\$



Mission Medium:

Site Name and Tasks Group	Unit of Issue	YEAR 1 All Inclusive Firm Fixed Price 2024-05-06 – 2025-05-05	YEAR 2 All Inclusive Firm Fixed Price 2025-05-06 – 2026-05-05	YEAR 3 All Inclusive Firm Fixed Price 2026-05-06 – 2027-05-05	YEAR 4 All Inclusive Firm Fixed Price 2027-05-06 – 2028-05-05	YEAR 5 All Inclusive Firm Fixed Price 2028-05-06 – 2029-05-05
Mission Medium Institution Fire Alarm System -Task 1.3.1 Sprinkler System – Task 1.3.2 Emergency Lighting- Task 1.3.3 Fire Extinguishers – Task 1.3.4 Fire Hydrants – Task 1.3.5 Back Flow Preventers – Task 1.3.6 Standpipe/Hose Cabinet systems –Task 1.3.7	LOT	\$	\$	\$	\$	\$
TOTAL 5 Year (GST EXTRA)						\$

Site Name and Tasks Group	Unit of Issue	YEAR 1 All Inclusive Firm Fixed Price 2024-05-06 – 2025-05-05	YEAR 2 All Inclusive Firm Fixed Price 2025-05-06 – 2026-05-05	YEAR 3 All Inclusive Firm Fixed Price 2026-05-06 – 2027-05-05	YEAR 4 All Inclusive Firm Fixed Price 2027-05-06 – 2028-05-05	YEAR 5 All Inclusive Firm Fixed Price 2028-05-06 – 2029-05-05
Mission Medium Institution First Semi Annual Kitchen Hood Inspection/Test – Task 1.3.8	LOT	\$	\$	\$	\$	\$
Mission Medium Institution Second Semi Annual Kitchen Hood Inspection/Test – Task 1.3.8	LOT	\$	\$	\$	\$	\$
TOTAL 5 Year (GST EXTRA)						\$

Site Name and Tasks Group	Unit of Issue	All Inclusive Firm Fixed Price
Mission Medium Institution 3 YEAR TESTS (As per SOW) Needs to be Completed in 2027-2028	LOT	\$
Mission Medium Institution 5 YEAR TESTS AND INSPECTIONS (As per SOW) Needs to be Completed in 2024-2025	LOT	\$



Kwikwèxwelhp Healing Village:

Site Name and Tasks Group	Unit of Issue	YEAR 1 All Inclusive Firm Fixed Price 2024-05-06 – 2025-05-05	YEAR 2 All Inclusive Firm Fixed Price 2025-05-06 – 2026-05-05	YEAR 3 All Inclusive Firm Fixed Price 2026-05-06 – 2027-05-05	YEAR 4 All Inclusive Firm Fixed Price 2027-05-06 – 2028-05-05	YEAR 5 All Inclusive Firm Fixed Price 2028-05-06 – 2029-05-05
Kwikwèxwelhp Healing Village Fire Alarm System -Task 1.3.1 Sprinkler System – Task 1.3.2 Emergency Lighting- Task 1.3.3 Fire Extinguishers – Task 1.3.4 Fire Hydrants – Task 1.3.5 Back Flow Preventers – Task 1.3.6	LOT	\$	\$	\$	\$	\$
TOTAL 5 Year (GST EXTRA)						\$

Site Name and Tasks Group	Unit of Issue	YEAR 1 All Inclusive Firm Fixed Price 2024-05-06 – 2025-05-05	YEAR 2 All Inclusive Firm Fixed Price 2025-05-06 – 2026-05-05	YEAR 3 All Inclusive Firm Fixed Price 2026-05-06 – 2027-05-05	YEAR 4 All Inclusive Firm Fixed Price 2027-05-06 – 2028-05-05	YEAR 5 All Inclusive Firm Fixed Price 2028-05-06 – 2029-05-05
Kwikwèxwelhp Healing Village First Semi Annual Kitchen Hood Inspection/Test – Task 1.3.8	EACH	\$	\$	\$	\$	\$
Kwikwèxwelhp Healing Village Second Semi Annual Kitchen Hood Inspection/Test – Task 1.3.8	EACH	\$	\$	\$	\$	\$
TOTAL 5 Year (GST EXTRA)						\$

Site Name and Tasks Group	Unit of Issue	All Inclusive Firm Fixed Price
Kwikwèxwelhp Healing Village 3 YEAR TESTS (As per SOW) Needs to be Completed in 2027-2028	LOT	\$
Kwikwèxwelhp Healing Village 5 YEAR TESTS AND INSPECTIONS (As per SOW) Needs to be Completed in 2024-2025	LOT	\$



MATSQUI COMPLEX:

Matsqui:

Site Name and Tasks Group	Unit of Issue	YEAR 1 All Inclusive Firm Fixed Price 2024-05-06 – 2025-05-05	YEAR 2 All Inclusive Firm Fixed Price 2025-05-06 – 2026-05-05	YEAR 3 All Inclusive Firm Fixed Price 2026-05-06 – 2027-05-05	YEAR 4 All Inclusive Firm Fixed Price 2027-05-06 – 2028-05-05	YEAR 5 All Inclusive Firm Fixed Price 2028-05-06 - 2029-05-05
Matsqui Institution Fire Alarm System -Task 1.3.1 Sprinkler System – Task 1.3.2 Emergency Lighting- Task 1.3.3 Fire Extinguishers – Task 1.3.4 Fire Hydrants – Task 1.3.5 Back Flow Preventers – Task 1.3.6 Standpipe/Hose Cabinet systems –Task 1.3.7	LOT	\$	\$	\$	\$	\$
TOTAL 5 Year (GST EXTRA)						\$

Site Name and Tasks Group	Unit of Issue	YEAR 1 All Inclusive Firm Fixed Price 2024-05-06 – 2025-05-05	YEAR 2 All Inclusive Firm Fixed Price 2025-05-06 – 2026-05-05	YEAR 3 All Inclusive Firm Fixed Price 2026-05-06 – 2027-05-05	YEAR 4 All Inclusive Firm Fixed Price 2027-05-06 – 2028-05-05	YEAR 5 All Inclusive Firm Fixed Price 2028-05-06 - 2029-05-05
Matsqui Institution First Semi Annual Kitchen Hood Inspection/Test – Task 1.3.8	LOT	\$	\$	\$	\$	\$
Matsqui Institution Second Semi Annual Kitchen Hood Inspection/Test – Task 1.3.8	LOT	\$	\$	\$	\$	\$
TOTAL 5 Year (GST EXTRA)						\$

Site Name and Tasks Group	Unit of Issue	All Inclusive Firm Fixed Price
Matsqui Institution 3 YEAR TESTS (As per SOW) Needs to be Completed in 2027-2028	LOT	\$
Matsqui Institution 5 YEAR TESTS AND INSPECTIONS (As per SOW) Needs to be Completed in 2024-2025	LOT	\$



Regional Supply Depot and CHP out Buildings:

Site Name and Tasks Group	Unit of Issue	YEAR 1 All Inclusive Firm Fixed Price 2024-05-06 – 2025-05-05	YEAR 2 All Inclusive Firm Fixed Price 2025-05-06 – 2026-05-05	YEAR 3 All Inclusive Firm Fixed Price 2026-05-06 – 2027-05-05	YEAR 4 All Inclusive Firm Fixed Price 2027-05-06 – 2028-05-05	YEAR 5 All Inclusive Firm Fixed Price 2028-05-06 - 2029-05-05
Regional Supply Depot/CHP Buildings Fire Alarm System -Task 1.3.1 Sprinkler System – Task 1.3.2 Emergency Lighting- Task 1.3.3 Fire Extinguishers – Task 1.3.4 Fire Hydrants – Task 1.3.5 Back Flow Preventers – Task 1.3.6 Standpipe/Hose Cabinet systems –Task 1.3.7	LOT	\$	\$	\$	\$	\$
TOTAL 5 Year (GST EXTRA)						\$

Site Name and Tasks Group	Unit of Issue	All Inclusive Firm Fixed Price
Regional Supply Depot/CHP Buildings 5 YEAR TESTS AND INSPECTIONS (As per SOW) Needs to be Completed in 2024-2025	LOT	\$



Fraser Valley Institution:

Site Name and Tasks Group	Unit of Issue	YEAR 1 All Inclusive Firm Fixed Price 2024-05-06 – 2025-05-05	YEAR 2 All Inclusive Firm Fixed Price 2025-05-06 – 2026-05-05	YEAR 3 All Inclusive Firm Fixed Price 2026-05-06 – 2027-05-05	YEAR 4 All Inclusive Firm Fixed Price 2027-05-06 – 2028-05-05	YEAR 5 All Inclusive Firm Fixed Price 2028-05-06 – 2029-05-05
Fraser Valley Institution Fire Alarm System -Task 1.3.1 Sprinkler System – Task 1.3.2 Emergency Lighting- Task 1.3.3 Fire Extinguishers – Task 1.3.4 Fire Hydrants – Task 1.3.5 Back Flow Preventers – Task 1.3.6 Standpipe/Hose Cabinet systems –Task 1.3.7	LOT	\$	\$	\$	\$	\$
TOTAL 5 Year (GST EXTRA)						\$

Site Name and Tasks Group	Unit of Issue	YEAR 1 All Inclusive Firm Fixed Price 2024-05-06 – 2025-05-05	YEAR 2 All Inclusive Firm Fixed Price 2025-05-06 – 2026-05-05	YEAR 3 All Inclusive Firm Fixed Price 2026-05-06 – 2027-05-05	YEAR 4 All Inclusive Firm Fixed Price 2027-05-06 – 2028-05-05	YEAR 5 All Inclusive Firm Fixed Price 2028-05-06 – 2029-05-05
Fraser Valley Institution First Semi Annual Kitchen Hood Inspection/Test – Task 1.3.8	EACH	\$	\$	\$	\$	\$
Fraser Valley Institution Second Semi Annual Kitchen Hood Inspection/Test – Task 1.3.8	EACH	\$	\$	\$	\$	\$
TOTAL 5 Year (GST EXTRA)						\$

Site Name and Tasks Group	Unit of Issue	All Inclusive Firm Fixed Price
Fraser Valley Institution 3 YEAR TESTS (As per SOW) Needs to be Completed in 2027-2028	LOT	\$
Fraser Valley Institution 5 YEAR TESTS AND INSPECTIONS (As per SOW) Needs to be Completed in 2024-2025	LOT	\$



Pacific Institution:

Site Name and Tasks Group	Unit of Issue	YEAR 1 All Inclusive Firm Fixed Price 2024-05-06 – 2025-05-05	YEAR 2 All Inclusive Firm Fixed Price 2025-05-06 – 2026-05-05	YEAR 3 All Inclusive Firm Fixed Price 2026-05-06 – 2027-05-05	YEAR 4 All Inclusive Firm Fixed Price 2027-05-06 – 2028-05-05	YEAR 5 All Inclusive Firm Fixed Price 2028-05-06 – 2029-05-05
Pacific Institution Fire Alarm System -Task 1.3.1 Sprinkler System – Task 1.3.2 Emergency Lighting- Task 1.3.3 Fire Extinguishers – Task 1.3.4 Fire Hydrants – Task 1.3.5 Back Flow Preventers – Task 1.3.6 Standpipe/Hose Cabinet systems –Task 1.3.7	LOT	\$	\$	\$	\$	\$
TOTAL 5 Year (GST EXTRA)						\$

Site Name and Tasks Group	Unit of Issue	YEAR 1 All Inclusive Firm Fixed Price 2024-05-06 – 2025-05-05	YEAR 2 All Inclusive Firm Fixed Price 2025-05-06 – 2026-05-05	YEAR 3 All Inclusive Firm Fixed Price 2026-05-06 – 2027-05-05	YEAR 4 All Inclusive Firm Fixed Price 2027-05-06 – 2028-05-05	YEAR 5 All Inclusive Firm Fixed Price 2028-05-06 – 2029-05-05
Pacific Institution First Semi Annual Kitchen Hood Inspection/Test – Task 1.3.8	EACH	\$	\$	\$	\$	\$
Pacific Institution Second Semi Annual Kitchen Hood Inspection/Test – Task 1.3.8	EACH	\$	\$	\$	\$	\$
TOTAL 5 Year (GST EXTRA)						\$

Site Name and Tasks Group	Unit of Issue	All Inclusive Firm Fixed Price
Pacific Institution 3 YEAR TESTS (As per SOW) Needs to be Completed in 2027-2028	LOT	\$
Pacific Valley Institution 5 YEAR TESTS AND INSPECTIONS (As per SOW) Needs to be Completed in 2024-2025	LOT	\$



Materials and Hourly Rates

For the work described in Task 1.3.5 Materials, and for the work described in Task 1.3.6 Labour, of the Statement of Work.

For Task 1.3.5

The Contractor is to individually list consumable items as detailed in Task 1.3.5 and charge to CSC on a cost plus 15% markup.

For Task 1.3.6

The Contractor will be paid for the actual hours worked second test, as per task 1.3.6 at the firm hourly rates detailed below. The Contractor will be paid an initial half hour minimum charge calculated from the time the Contractor's technician commences the disassembly. All additional chargeable time will be paid the hourly rates provided below.

Please Provide an Hourly Rate Below For Years 1 through 5

YEAR 1 HOURLY RATE 2024-05-06 – 2025-05-05	YEAR 2 HOURLY RATE 2025-05-06 – 2026-05-05	YEAR 3 HOURLY RATE 2026-05-06 – 2027-05-05	YEAR 4 HOURLY RATE 2027-05-06 – 2028-05-05	YEAR 5 HOURLY RATE 2028-05-06 - 2029-05-05
\$	\$	\$	\$	\$

Total Estimated Cost – Limitation of Expenditure **\$5,000.00 per annum** GST extra.

2.0 Applicable Taxes

- 2.1 All prices and amounts of money in the contract are exclusive of Applicable Taxes, unless otherwise indicated. Applicable Taxes are extra to the price herein and will be paid by Canada.
- 2.2 The estimated Applicable Taxes of \$ To Be Inserted at Contract Award are included in the total estimated cost shown on page 1 of this Contract. The estimated Applicable Taxes will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which taxes do not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of Applicable Taxes paid or due.



ANNEX C Evaluation Criteria

1.0 Technical Evaluation:

1.1 The following elements of the proposal will be evaluated and scored in accordance with the following evaluation criteria.

- Mandatory Technical Criteria

It is **imperative** that the proposal **address each of these criteria** to demonstrate that the requirements are met.

1.2 LISTING EXPERIENCE WITHOUT PROVIDING ANY SUBSTANTIATING DATA TO SUPPORT WHERE, WHEN AND HOW SUCH EXPERIENCE WAS OBTAINED WILL RESULT IN THE STATED EXPERIENCE NOT BEING CONSIDERED FOR EVALUATION PURPOSES.

1.3 All experience must be strictly work-related. Time spent during education and/or training will not be considered, unless otherwise indicated.

1.4 Experience must be demonstrated through a history of past projects, either completed or on-going.

1.5 References must be provided for each project/employment experience.

I. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a Public Servant**, the reference must be a Public Servant who had a supervisory role over the proposed resource during the stated employment.

II. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a consultant**, the reference must be the Public Servant who was identified as the Project Authority of the project on which the proposed resource acquired the experience.

III. References must be presented in this format:

- a. Name;
- b. Organization;
- c. Current Phone Number; and
- d. Email address if available

1.6 Response Format

I. In order to facilitate evaluation of proposals, it is recommended that bidders' proposals address the mandatory criteria in the order in which they appear in the Evaluation Criteria and using the numbering outlined.

II. Bidders are also advised that the month(s) of experience listed for a project or experience whose timeframe overlaps that of another referenced project or experience will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

III. For any requirements that specify a particular time period (e.g., 2 years) of work experience, CSC will disregard any information about experience if the technical bid does not include the required month and year for the start date and end date of the experience claimed.

IV. CSC will also only evaluate the duration that the resource actually worked on a project or projects (from the start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.



MANDATORY TECHNICAL CRITERIA - Fire Alarm and Life Safety Systems

#	Mandatory Technical Criteria	Bidder Response Description (include location in bid)	Met/Not Met
M1	<p>Bidder must provide proof of certification for a minimum of 3 (three) technicians who are employed with the company and will be engaged in the testing, inspection, maintenance and servicing requirements as per the SOW.</p> <p>Certification must be a current and valid Registered Fire Protection Technician (RFPT) with the Applied Science Technologists and Technicians of BC (ASTTBC) with the necessary endorsements for the systems being tested/inspected: AL, EX, EM, WA, SP.</p> <p>Bidder must provide a minimum of 3 (three) technician's names and their current and valid RFPT- FP certification numbers.</p>		
M2	<p>Bidder must provide proof of certification for a minimum of 1 (one) technician who is employed with the company and will be engaged in the testing, inspection, maintenance and servicing requirements as per the SOW.</p> <p>Certification must be a certified Sprinkler Fitter registered with Skilled Trades BC/ITA BC in the province of BC.</p> <p>Bidder must provide the technician's full name and their current and valid trade certificate number and/or a legible photocopy of their current and valid trade certificate displaying their full name and certificate number.</p>		
M3	<p>Bidder must provide proof of certification for a minimum of 1 (one) technician who is employed with the company and will be engaged in the testing, inspection and servicing of backflow prevention assemblies.</p> <p>Certification must be a current and valid British Columbia Water and Waste Association (BCWWA) Backflow Assembly Tester Certificate.</p> <p>Bidder must provide a legible photocopy of the technician's current and valid BCWWA backflow assembly tester certificate of qualification. The certificate must not be expired.</p>		



#	Mandatory Technical Criteria	Bidder Response Description (include location in bid)	Met/Not Met
M4	<p>(Required only for bidding on Agassiz Complex contract- Kent Institution)</p> <p>Bidder must provide proof of certification for a minimum of 1 (one) technician who is employed with the company and will be engaged in the testing, inspecting, maintenance and servicing of VESDA smoke alarm systems.</p> <p>Certification must be a current and valid VESDA Certification certificate for a Certified VESDA training course.</p> <p>Bidder must provide a legible photocopy of the technician's current and valid VESDA Certification certificate for a Certified VESDA training course.</p>		