



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS A :**

Bid Receiving/Réception des sousmissions
RCMP - F Division
Procurement & Contracting Services
c/o Commissionaires, F Division
6101 Dewdney Ave
Regina, SK S4P 3K7

Fax No. - N° de FAX:
(306) 780-5232

**REQUEST FOR
PROPOSAL**

**DEMANDE DE
PROPOSITION**

Proposal to: Royal Canadian Mounted Police

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

Proposition aux : Gendarmerie royale du Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT

Title – Sujet: Fire Suppression System Inspection and Maintenance		Date May 21, 2015
Solicitation No. – N° de l’invitation M5000-6-0288/A		
GETS Reference No. - No. De Référence du SEAG PW-15-00684436		
Solicitation Closes – L’invitation prend fin		
At /à :	2 :00 pm	Central Standard Time (CST)
On / le :	June 30, 2015	
Delivery - Livraison See herein — Voir aux présentes	Taxes - Taxes See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services Royal Canadian Mounted Police, Depot Division, F Division Headquarters and Regina Laboratory Building Regina, SK		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Teresa Hengen		
Telephone No. – No. de téléphone 306-780-8179		Facsimile No. – No. de télécopieur 306-780-5232
Delivery Required – Livraison exigée See herein — Voir aux présentes	Delivery Offered – Livraison proposée See Herein Voir aux présentes	
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l’entrepreneur:		
Telephone No. – No. de téléphone		Facsimile No. – No. de télécopieur
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l’entrepreneur (taper ou écrire en caractères d’imprimerie)		
Signature		Date



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PART 1 - GENERAL INFORMATION

1. Security Requirement

There is a security requirement associated with the requirement. For additional information, consult Part 4 - Evaluation Procedures and Basis of Selection, and Part 6 - Resulting Contract Clauses.

2. Statement of Work

The Work to be performed is detailed under Annex A of the resulting contract clauses.

3. Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at Fort Dufferin which is accessible through the Bonner Drive gate on June 2nd, 2015 at 01:30 p.m.

Security identification tags are to be picked up from the Security Administration Unit at Fort Dufferin. Government issued photo identification must be provided when picking up security identification tags.

Bidders may be requested to sign an attendance form. Bidders who do not attend or send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

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.

5. Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.

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](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.



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 (2014-09-25) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Section 01 – Code of Conduct and Certification – Bid of 2003 referenced above is amended as follows:

Delete subsection 1.4 and 1.5 in their entirety.

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

Delete: sixty (60) days

Insert: ninety (90) days

2. Submission of Bids

Bids must be submitted only to Royal Canadian Mounted Police (RCMP) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

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

3. Enquiries - Bid Solicitation

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

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

4. Applicable Laws

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

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.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:



Type or legibly print the Bidder's full business name, address, telephone number, fax number and sign and date the offer form in the space provided for that purpose on page 1 of the Request for Proposal and submit along with the Financial Bid.

Section I: Financial Bid (one hard copy)
Section II: Certifications (one hard copy)

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Financial Bid

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

For a building list and inventory summary please contact the Contracting Authority.

1.1 Exchange Rate Fluctuation

C3011T (2010-01-11), Exchange Rate Fluctuation

Section II: Certifications

Bidders must submit the certifications 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 Canada will evaluate the bids.

1.1 Financial Evaluation

Year One 1+2+3+4+5+6+7+8+9+(10x2)+(11x2)+(12x2)+(13x2)+(14x2)+(15x2)
Year Two 1+2+3+4+5+6+7+8+9+(10x2)+(11x2)+(12x2)+(13x2)+(14x2)+(15x2)
Option Year One 1+2+3+4+5+6+7+8+9+(10x2)+(11x2)+(12x2)+(13x2)+(14x2)+(15x2)



Evaluated Price for Year One+ Evaluated Price for Year Two+ Evaluated Price for Year Three=Total Evaluated Price

Item 16 will not be evaluated.

These numbers are estimated usage for cost evaluation purposes only and do not constitute a guarantee or commitment on behalf of Canada of the quantity or amount to be used under the Contract.

SACC Manual Clause A0220T (2013-04-25), Evaluation of Price

2. Basis of Selection

2.1 A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price on an aggregate basis will be recommended for award of a contract.

3. Security Requirement

1. Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid security clearance as indicated in Part 6 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the [Departmental Standard Procurement Documents](#) Website.

PART 5 - CERTIFICATIONS

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. 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 during the bid evaluation period or during the contract period.

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

1. Mandatory Certifications Required Precedent to Contract Award



1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in the Standard Instructions identified in this solicitation. The related documentation therein required will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Human Resources and Skills Development Canada \(HRSDC\) - Labour's](http://www.hrsdc.gc.ca) 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](http://www.hrsdc.gc.ca)" list at the time of contract award.

2. Additional Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

2.1 Former Public Servant Certification

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 FPS, 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 FPS 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: 2012-2](#) 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.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

1.1 The following security requirement (SRCL and related clauses) applies and form part of the Contract.

The Contractor must:

- a) Provide personal data including the full name, date of birth, present address and other data as requested by the RCMP representative, for each person working on this project if requested. This information will be used for security clearance purposes. Fingerprinting may be required. This information is required to be provided within three (3) days of request.



- b) Ensure that one person working on site holds a Reliability Status Security Clearance and all other persons working onsite hold a valid Facility Access with Escort Security Clearance issued by RCMP Departmental Security.
- c) Ensure security identification tags are picked up each morning and dropped off each night at Fort Dufferin during the performance of all work on RCMP grounds, if required. Government issued photo identification must be provided when picking up security identification tags.

The contractor SHALL NOT remove or make copies of any DESIGNATED or CLASSIFIED information or assets from the identified work site(s).

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](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual)(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

3.1 General Conditions

2010C (2014-09-25), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 27 - Code of Conduct and Certifications - Contract of 2010C referenced above is amended as follows:

Delete subsection 27.4 in its entirety.

4. Term of Contract

4.1 Period of the Contract

Period of Contract is from award date for a two (2) year period.

4.2 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities



5.1 Contracting Authority

The Contracting Authority for the Contract is:

Teresa Hengen
Procurement Officer
Royal Canadian Mounted Police
Corporate Management Branch
5600 - 11th Ave
Regina, SK S4P 3K7
Telephone: 306-780-8179/Facsimile: 306-780-5232

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.

5.2 Project Authority (to be completed upon award of contract)

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone : ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

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

5.3 Contractor's Representative (to be completed upon award of contract)

6. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

7. Payment

7.1 Basis of Payment

Refer to Annex B, Basis of Payment



7.2 Limitation of Price

SACC Manual clause C6000C (2011-05-16) Limitation of Price

7.3 Multiple Payments

SACC Manual clause H1001C (2008-05-12) Multiple Payments

7.4 SACC Manual Clauses

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

8. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

2. Invoices must be distributed as follows:

- (a) The original must be forwarded to the attention of the Project Manager at the address below for certification and payment:

RCMP Depot Division
Attn: Works
PO Box 6500, 5600 – 11th Ave
Regina, SK S4P 2K7

(b) The costs must be broken down between locations, as follows:

1. Depot-all TBU and TPR numbers
2. F Division Headquarters-FBU324 and FBU278 (including ERT Building, trailer and link)
3. Regina Laboratory Building-FBU323

9. Certifications

9.1 Compliance

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

10. Applicable Laws

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

11. Priority of Documents

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



- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2014-09-25), General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Checklists;
- (f) Annex D, Security Requirements Check List;
- (g) the Contractor's bid dated _____ (to be completed upon award)

12. Procurement Ombudsman

12.1 Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term or condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

12.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [*the supplier or the contractor or the name of the entity awarded this contract*] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

13. SACC Manual Clauses

- A9019C (2011-05-16) Hazardous Waste Disposal
- A9068C (2010-01-11) Government Site Regulations
- B1501C (2006-06-16) Electrical Equipment
- G1005C (2008-05-12) Insurance



Annex A Statement of Work

Work under this contract will involve, but is not limited to the following: supply of all labour, material, tools, equipment, transportation, and supervision necessary for testing, maintenance, inspection and annual certification of the fire alarm systems including all end devices, annual certification of all backflow preventers located on site (approximately 133), bi-annual flushing of the fire hydrants (approximately 36), annual flushing of the stand pipe and hose systems and the annual certification of the fire sprinkler systems (approximately 31 wet systems, 11 dry systems, and 7 Pre-action systems) as per the Mandated Inspection Work Orders, located at the Depot Training Academy, Regina Laboratory Building, and F Division Headquarters, Regina, Saskatchewan. Upon completion of annual certification, the Contractor must submit a written report within 30 days.

All maintenance and inspection service will be performed once a year, during the month of June and fire hydrants will be flushed in April, and again in September unless otherwise stated. All issued Mandated Inspection Work Orders must be completed and returned back to the Project Manager within one (1) business day of completing the work.

All testing, maintenance and inspections must be completed by qualified Journey Persons' in accordance to the type of equipment and worked being performed.

Work will be scheduled through the Project Manager (contact will be provided upon contract award) and completed during regular working hours; Monday to Friday 0700 – 1630. Prior to commencement of work a minimum three (3) day notice must be provided to the Project Manager for scheduling purposes.

A) FIRE SPRINKLERS

Fire Sprinklers

1. Test sprinkler alarms- wet systems through inspector's test connection, others through by-pass.
2. Test supervisory service alarm devices. (i.e.: flow switches)
3. Test water supply through sprinkler drain and record normal and flowing pressures.
4. Test operation of excess pressure pump and/or air compressor.
5. Check priming water level in dry pipe valves.
6. Check to ensure control valves are opened and sealed.
7. Check supply of spare sprinklers and wrenches.
8. Check fire department pumper connection for accessibility. Ensure plugs and caps are in place.
9. Test and adjust the antifreeze solutions.
10. Check exposed sprinkler piping hangers for good repair.
11. Test operation of dry-pipe, pre-action, and deluge systems (trip test).
12. Replace sprinklers in ventilation hoods and spray booths.
13. Clean strainer in alarm line to mechanical sprinkler alarm.



14. Change oil in air compressor.
15. Check premises for obstructions to sprinklers or the omission of sprinklers.
16. Check sprinkler heads where visible from the floor and ensure they appear free from damage, corrosion, grease, dust, paint or whitewash, and recommend replacement where necessary.
17. Check if any sprinklers need guards to protect against a possibility of mechanical damage.
18. Remove plugs from fire department connection and inspect threads for wear, rust, or obstruction. Re-secure plugs- wrench tight.
19. Lubricate water motor or mechanical sprinkler alarm.
20. Examine dry pipe entry to freezers for ice formation.
21. Stand pipe and hose systems will be flushed once annually.

B) FIRE ALARM

Fire Alarm Control Panel

1. Test supervision and alarms of all initiating and signal circuits.
2. Inspect all module components, lamps, connectors, and wiring.
3. Test ground detection circuit
4. Test standby power system and batteries.
5. Test circuit to Andover Fire monitoring system.

Remote Annunciator Panels

1. Test lamps and wiring.
2. Verify correct zoning to control panel.

Fire Alarm Devices (Approximately 1826 devices in total)

Test, clean, and adjust all of the following:

1. Manual pull stations
2. Alarm bells
3. Rate-of-rise heat detectors
4. Fixed temperature heat detectors
5. Self restoring smoke detectors
6. Standalone smoke alarms
7. Smoke detectors-duct mounted
8. Door hold-open devices
9. Indicator lights
10. Sprinkler alarm supervisory devices



11. Phones

Wiring Circuitry

1. Test zone fire alarm circuits
2. Test zone trouble alarm circuits
3. Test for correct voltage
4. Test and check line resistors

C) BACK FLOW PREVENTOR'S

1. Annual certification testing of all backflow preventor devices and associated components, to be completed annually.

D) VENTILATION HOODS AND SPRAY BOOTHS

1. Check sprinklers in ventilation hoods and spray booths for cleanliness and protective coatings. Perform a complete test of all of the mechanics within the system as well as replace the fusible links during each inspection. These systems must be tested bi-annually.

E) FIRE HYDRANTS

1. Inspect, maintain, and flush all fire hydrants in April, and again in September where they will be drained or pumped down in order to ensure they are ready for winter.

ANNUAL REPORT

Upon completion of annual certification, the Contractor must submit a written report within 30 days. The report must include: a Certification Report, a Deficiency Report including corrective recommendations, repair quotation, and date the repair can be completed. The Annual Report will be provided in a pdf format electronically as well as one (1) hard copy for Depot Training Academy, and one (1) hard copy for F Division Headquarters which includes the Regina Laboratory Building as a separate section.

NOTE: No corrective actions or repairs, that are not covered under the testing, maintenance, inspection of this contract, will be done without the prior approval from the Project Manager.

INVOICING PROCEDURES

The costs must be broken down between locations, as follows:

1. Depot (all TBU Buildings)
2. F Division Headquarters (All FBU Building except FBU323)
3. Regina Laboratory Building (FBU323)

Contact the Contracting Authority by email at teresa.hengen@rcmp-grc.gc.ca to obtain a list of equipment.



**Annex B
Basis of Payment**

All rates are to be provided in Canadian Dollars, GST/HST extra. Rates to include labour, material, tools, equipment, transportation, supervision, travel time and vehicle surcharge/costs.

Period of Contract is from award date for a two (2) year period plus one (1) additional twelve (12) month option period.

		Year One	Year Two	Option Year One
1.	Firm inclusive price for the annual Fire Sprinkler testing and certification, Depot Division	\$_____ annually	\$_____ annually	\$_____ annually
2.	Firm inclusive price for the Fire Sprinkler testing and certification, F Division Headquarters	\$_____ annually	\$_____ annually	\$_____ annually
3.	Firm inclusive price for the Fire Sprinkler testing and certification, Regina Laboratory Building	\$_____ annually	\$_____ annually	\$_____ annually
4.	Firm inclusive price for the Fire Alarm testing and certification, Depot Division	\$_____ annually	\$_____ annually	\$_____ annually
5.	Firm inclusive price for the Fire Alarm testing and certification, F Division Headquarters	\$_____ annually	\$_____ annually	\$_____ annually
6.	Firm inclusive price for the Fire Alarm testing and certification, Regina Laboratory Building	\$_____ annually	\$_____ annually	\$_____ annually
7.	Firm inclusive price for the certification of backflow preventers, Depot Division	\$_____ annually	\$_____ annually	\$_____ annually
8.	Firm inclusive price for the certification of the backflow preventers, F Division Headquarters	\$_____ annually	\$_____ annually	\$_____ annually
9.	Firm inclusive price for the certification of the backflow preventers, Regina Laboratory Building	\$_____ annually	\$_____ annually	\$_____ annually
10.	Firm inclusive price for the flushing of the ventilation hoods and spray booths fire hydrants, Depot Division	\$_____ bi-annually	\$_____ bi-annually	\$_____ bi-annually
11.	Firm inclusive price for the certification of the ventilation hoods and spray booths, F Division Headquarters	\$_____ bi-annually	\$_____ bi-annually	\$_____ bi-annually
12.	Firm inclusive price for the			



	certification of the ventilation hoods and spray booths, Regina Laboratory Building	\$_____ bi-annually	\$_____ bi-annually	\$_____ bi-annually
13.	Firm inclusive price for the flushing of the fire hydrants, Depot Division	\$_____ bi-annually	\$_____ bi-annually	\$_____ bi-annually
14.	Firm inclusive price for the flushing of the fire hydrants, F Division Headquarters	\$_____ bi-annually	\$_____ bi-annually	\$_____ bi-annually
15.	Firm inclusive price for the flushing of the fire hydrants, Regina Laboratory Building	\$_____ bi-annually	\$_____ bi-annually	\$_____ bi-annually
16.		Material and Replacement Parts (except for free issue) at a laid down cost, plus a mark-up of _____% (or published price list less a discount of _____%). A suppliers parts list/catalogue to be provided upon award of contract.	Material and Replacement Parts (except for free issue) at a laid down cost, plus a mark-up of _____% (or published price list less a discount of _____%). A suppliers parts list/catalogue to be provided upon award of contract.	Material and Replacement Parts (except for free issue) at a laid down cost, plus a mark-up of _____% (or published price list less a discount of _____%). A suppliers parts list/catalogue to be provided upon award of contract.



Annex C

Checklists

Checklist: 311-003-1-006 Fire Suppression/Extinguisher System –Halon-every six months

At least semi-annually, all systems shall be thoroughly inspected, tested and documented for proper operation by trained competent personnel. Tests shall be in accordance with the appropriate NFPA or Canadian Standards (NFPA 12A - 6.1 .1).

Some protected area conditions could require inspections more frequent than semi-annually. A service contract with an approved fire protection contractor is recommended. The inspection and test is to be conducted in accordance with the manufacturer's recommendations and procedures and appropriate NFPA standards and guides. Inspection criteria include but are not limited to the following (NFPA 12A-A.6.1):

1. *Detection.* All detectors are to be checked for proper alarm, supervision, and trouble functions.
2. *Actuation*
 - a) Remove automatic actuation controls from agent containers. Test detection system to operate the necessary circuit(s) to simulate agent release.
 - b) Operate all manual devices to simulate agent release.
 - c) After testing, reset and reinstall all actuation controls.
3. *Containers*
 - a) Examine all containers for evidence of corrosion or mechanical damage.
 - b) Check container bracketing and supports to determine that their condition is satisfactory.
4. *Piping and Nozzles*
 - a) Examine piping for evidence of corrosion.
 - b) Examine pipe hangers and straps to see that the piping is securely supported.
 - c) Check nozzles for proper position and alignment and determine that the orifices are clear and unobstructed.
 - d) Check nozzle seals, if applicable, for signs of deterioration and replace if necessary.
5. *Auxiliary Equipment*
 - a) Operate all auxiliary and supplementary components such as switches, door and window releases, interconnected valves, fire and smoke damper releases, air-handling equipment shutdown, and supplementary alarms to ensure that they are in proper operating condition.
 - b) Return all devices to normal "operating" condition after testing.



Code References

Code Description

NFC 6.6 (2010) Special Fire Suppression Systems

NFPA 12A (2009) Standard on Halon 1301 Fire Extinguishing Systems



Checklist: 311-006-1-006 Wet Chemical Extinguishing Systems -every six months

March 2013

General Note: The maintenance procedures below shall be followed in conjunction with the manufacturer's instruction manual and recommendations. Ensure all safety precautions are followed as directed by the manufacturer.

General Note: A service technician who performs maintenance on an extinguishing system shall be trained and shall have passed a test that is acceptable to the authority having jurisdiction. The service technician shall possess a certification document confirming these requirements and issued by the manufacturer or testing organization acceptable by the authority having jurisdiction.

General Note: Each wet chemical system shall have a tag or label securely attached, indicating the month and year the maintenance is performed and identifying the person performing the service. Only the current tag or label shall remain in place.

1. At least semi-annually, maintenance shall be conducted in accordance with the manufacturer's listed installation and maintenance manual.
2. Maintenance shall include the following:
 - a) A check to see that the hazard has not changed.
 - b) An examination of all detectors, the expellant gas container(s), the agent container(s), releasing devices, piping, hose assemblies, nozzles, signals, all auxiliary equipment, and the liquid level of all non-pressurized wet chemical containers.
 - c) Verification that the agent distribution piping is not obstructed. This can be done by: disassembly of all piping, conducting a full or partial discharge test, or utilizing other methods recommended by the manufacturer.
3. Where semi-annual maintenance of any wet chemical containers or system components reveals conditions such as, but not limited to, corrosion or pitting in excess of the manufacturer's limits, structural damage or fire damage, or repairs by soldering, welding, or brazing, the affected part(s) shall be replaced or hydrostatically tested in accordance with recommendations of the manufacturer or the listing agency.
4. All wet chemical systems shall be tested, which shall include the operation of the detection system signals, and releasing devices, including manual stations and other associated equipment. A discharge of the wet chemical normally is not part of this test.
5. Where the maintenance of the system(s) reveals defective parts that could cause an impairment or failure of proper operation of the system(s), the affected parts shall be replaced or repaired in accordance with the manufacturer's recommendations.
6. Until such repairs are accomplished, the systems shall be tagged as noncompliant, and the owner or owner's representative responsible for the system and the authority having jurisdiction shall be notified of the impairment.
7. When all repairs have been accomplished and the system has been restored to full operation conditions, all previously noted parties shall be informed that the system is in fully operating condition.



8. Fixed temperature-sensing elements of the fusible metal alloy type shall be replaced at least semi-annually from the date of installation or more frequently, if necessary. They shall be destroyed when removed. (Note: The date of manufacture marked on fusible metal alloy-temperature sensing elements does not limit when they can be used. These devices have -unlimited shelf life. This note is to require replacement of fusible metal alloy-temperature sensing elements that have been installed for up to 1 year in environments subjecting them to contaminant loading, such as grease in restaurant hoods and ducts that could adversely affect their proper operation.

9. After any discharge or if insufficient charge is noted during an inspection or maintenance procedure, the following procedures shall be conducted in accordance with the manufacturer's design, installation, and maintenance manual:

(1) The system shall be recharged.

(2) The system shall be placed in the normal operating condition.

(3) Following a discharge, the piping shall be flushed and blown out with dry air or nitrogen in accordance with the manufacturer's design, installation, and maintenance manual.

10. Systems shall be recharged in accordance with the manufacturer's design, installation, and maintenance manual.

11. After any discharge, the system piping shall be flushed and blown out with dry air or nitrogen in accordance with the procedures detailed in the manufacturer's design, installation, and maintenance manual.

Code Description

NFC 6.6 (2010) Special Fire Suppression Systems

NFPA 17A (2013) Standard for Wet Chemical Extinguishing Systems



Checklist: 311-008-1-006 Fire Suppression/Extinguisher System - Clean Agent -every six months

1. Check the agent cylinders or spheres for weight loss greater than 5% or pressure loss greater than 10%. Refill or replace the containers.
2. Cylinder pressure gauge should read 2500 kPa @ 20 degrees Celsius. Record this pressure information and/or weight of cylinder on date tag attached to container. Sign and date the tag.
3. Check that manual emergency release controls are unobstructed.
4. Check piping and nozzles are secure and heat and smoke detectors are clean.
5. Complete the Inspection Report and forward to Building Manager and Property-Manager.

Code References

Code Description

NFC 6.6 (2010) Special Fire Suppression Systems

NFPA 12A (2009) Standard on Halon 1301 Fire Extinguishing Systems



Annex D
Security Requirement Checklist
(Attached as separate document)