



RETURN BIDS TO:

Parks Canada Agency Bid Receiving Unit
 National Contracting Services
 Bid Fax: 1-866-246-6893
 Bid E-mail Address:
soumissionsouest-bidswest@canada.ca

This is the only acceptable email address for responses to the bid solicitation. Bids submitted by email directly to the Contracting Authority or to any other email address will not be accepted.

The maximum email file size is 15 megabytes. The Parks Canada Agency (PCA) is not responsible for any transmission errors. Emails with links to bid documents will not be accepted.

REQUEST FOR QUOTATION

Quotation to: Parks Canada Agency

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

Issuing Office:

Parks Canada Agency
 National Contracting Services
 Calgary, Alberta

Title: Fire & Life Safety Equipment Inspections & Maintenance – Manitoba Field Unit	
Solicitation No.: 5P420-23-0242/A	Date: February 15, 2024
Client Reference No.: N/A	
GETS Reference No.: N/A	

Solicitation Closes: At: 14:00 On: 13 March 2024	Time Zone: MST
---	---------------------------------

F.O.B.: Plant: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other: <input type="checkbox"/>	
Address Enquiries to: Amy Barrett Lichter	
Email Address: amy.barrettlichter@pc.gc.ca	Telephone No.: 403-589-3402
Fax No.: 1-866-246-6893	
Destination of Goods, Services, and Construction: See herein	

TO BE COMPLETED BY THE BIDDER

Vendor/ Firm Name:	
Address:	
Telephone No.:	Email Address:
Name of person authorized to sign on behalf of the Vendor/ Firm (type or print):	
Signature:	Date:

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IMPORTANT NOTICE TO BIDDERS

BIDS RECEIVED BY FAX AND EMAIL WILL BE ACCEPTED AS OFFICIAL.

BIDS RECEIVED IN-PERSON OR BY COURIER WILL NOT BE ACCEPTED.

The only acceptable email address for responses to the bid solicitation is soumissionsouest-bidswest@canada.ca.

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Emails with links to bid documents will not be accepted. Bid documents must be sent as email attachments.

Security Requirements

There are security requirements associated with this requirement. For further instructions, consult Part 1 – General Information and Part 6 – Resulting Contract Clauses.

Direct Deposit

The Government of Canada has replaced cheques with direct deposit payment(s); an electronic transfer of funds deposited directly into a bank account. In order to receive payment, new vendors that are awarded a contract will be required to complete a direct deposit enrolment form to register their direct deposit information with Parks Canada.

Additional information on this Government of Canada initiative is available at: <http://www.directdeposit.gc.ca>

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PART 1 – INFORMATION AND INSTRUCTIONS

1.1. Security Requirements

New personnel security clearance requests require the fingerprinting of individuals to conduct a criminal record check. The validity of an existing personnel security clearance issued by the Government of Canada is not affected by this requirement of the criminal record check process. Contractors who require personnel security clearances to perform a contract for the Government of Canada are responsible for all costs associated with obtaining the security clearances.

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

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

1.1.2. 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.

1.2. Statement of Work

The Work to be performed is detailed under **Article 6.2** of the resulting contract clauses.

1.3. Mandatory Site Visit

It is mandatory 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 various Parks Canada facilities in and around Winnipeg, MB, on **February 27, 2024. The site visit will begin at 08:00 CST.**

1.3.1. Interested bidders are to meet at:

Lower Fort Garry National Historic Site
5925 Provincial Trunk Hwy 9, Saint Andrews, MB

Bidders are requested to communicate with the Contracting Authority no later than February 23, 2024 at 14:00 MST to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

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

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PART 2 – BIDDER INSTRUCTIONS

2.1. Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2023-06-08), Standard Instructions – Goods or Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

Subsection 2. entitled Canada Post Corporation's Connect service of section 08, Transmission by facsimile or by Canada Post Corporation's (CPC) Connect service of the Standard Instructions [2003](#) incorporated by reference above is deleted in its entirety.

2.2. Submission of Bids

Bids must be submitted only to the Parks Canada Agency (PCA) Bid Receiving Unit by the date and time indicated on page 1 of the bid solicitation.

Bids submitted in-person or by courier may not be accepted.

The only acceptable facsimile for responses to bid solicitations is 1-866-246-6893.

The only acceptable email address for responses to bid solicitations is soumissionsouest-bidswest@canada.ca

The maximum email file size that Parks Canada is capable of receiving is 15 megabytes. The Bidder is responsible for any failure attributable to the transmission or receipt of the emailed bid due to file size.

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Emails with links to bid documents will not be accepted. Bid documents must be sent as email attachments.

2.3. Enquiries – Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) 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

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

2.4. Applicable Laws

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

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

2.5. Bid Challenge and Recourse Mechanisms

2.5.1. Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.

2.5.2. 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)

2.5.3. 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.

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PART 3 – BID PREPARATION INSTRUCTIONS

3.1. Bid Preparation Instructions

Canada requests that the bid be gathered per section and separated as follows:

Section I: Financial Bid
Section II: Certifications

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

Section I: Financial Bid

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

3.1.1. Exchange Rate Fluctuation

SACC Manual clause [C3011T](#) (2013-11-06), Exchange Rate Fluctuation

Section II: Certifications

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

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PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1. Evaluation Procedures

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

4.1.1. Financial Evaluation

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

4.1.2. Basis of Selection

- 4.1.2.1.** A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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

5.1. Certifications Required with the Bid

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

5.1.1. Integrity Provisions – Declaration of Convicted Offences

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

5.2. Certifications Precedent to Contract Award and Additional Information

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

5.2.1. Integrity Provisions – Required Documentation

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

The Bidder, regardless of their status under the [Ineligibility and Suspension Policy](#), must provide the information requested at **Annex E to Part 5 of the Bid Solicitation** prior to contract award.

5.2.2. Former Public Servant

Contracts awarded to former public servants in receipt of a pension or 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 Former Public Servants, the Bidder must provide the information requested at **Annex F to Part 5 of the Bid Solicitation** prior to contract award.

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5.2.3. 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.

PART 6 – RESULTING CONTRACT CLAUSES

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

6.1. Security Requirements

6.1.1. The following security requirements apply to and form part of the Contract.

6.1.1.1. The Contractor/Offeror's personnel as well as their subcontractors that require unescorted access to work site(s) as well as access to sensitive assets or information must EACH hold and maintain a valid **RELIABILITY STATUS**, granted or approved by Parks Canada Agency Security Directorate (PCASD).

**Sensitive assets may include: Cash, artefacts, firearms, explosives, keys, vehicles, Historic sites and buildings, electronic equipment, IT networks, Critical installations and systems, etc.*

6.1.1.2. The Contractor/Offeror's personnel as well as their subcontractors MUST NOT remove any PCA information or assets from the identified work site(s) without consent from a PCA employee, and they must ensure that their personnel are made aware of and comply with this restriction.

6.2. Statement of Work

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

6.2.1. Work Authorization Process – As-and-when Requested Services

6.2.1.1 Work Authorization:

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Work Authorization (WA). The Work described in the WA must be in accordance with the scope of the Contract.

6.2.1.2 Work Authorization Process:

- (a) The Project Authority will provide the Contractor with a description of the work.
- (b) The WA will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables.
- (c) The Contractor must provide the *Project Authority*, within 1 day of receipt, the proposed total estimated cost for performing the work and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
- (d) The Contractor must not commence work until a WA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a WA has been received will be done at the Contractor's own risk.

6.2.2. Canada's Obligation – Portion of the Work – Work Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through work authorizations is limited to the total amount of the actual work performed by the Contractor.

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6.3. Standard Clauses and Conditions

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

6.3.1. General Conditions

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

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

6.3.2. Supplemental General Conditions

6.3.2.1. Compliance with On-site Measures, Standing Orders, Policies, and Rules

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

6.4. Term of Contract

6.4.1. Period of the Contract

The period of the Contract is from date of contract to January 31, 2025 inclusive.

6.4.2. Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year periods from February 1, 2025 to January 31, 2026, February 1, 2026 to January 31, 2027, February 1, 2027 to January 31, 2028 and February 1, 2028 to January 31, 2029 inclusive, 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 before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5. Authorities

6.5.1. Contracting Authority

The Contracting Authority for the Contract is:

Amy Barrett Lichter
Contracting Officer
Parks Canada Agency
National Contracting Services
Chief Financial Officer Directorate
Calgary, AB

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Facsimile: 1-866-246-6893
E-mail address: amy.barrettlichter@pc.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.

6.5.2. Project Authority

The Project Authority for the Contract is:

*** to be provided at contract award ***

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

6.5.3. Contractor's Representative ***to be completed by the Bidder***

The Contractor's Representative for the Contract is:

Representative's Name:		
Representative's Title:		
Legal Vendor/ Firm Name:		
Operating Vendor/ Firm Name (if different than above):		
Physical Address:		
City:	Province/ Territory:	Postal Code:
Telephone:	Facsimile:	
Email Address:		
Procurement Business Number (PBN) or Goods and Services Tax (GST) Number:		

6.6. Proactive Disclosure of Contracts with Former Public Servants

*** *SACC Manual* clause [A3025C](#) to be inserted at contract award, if applicable ***

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6.7. Payment

6.7.1. Basis of Payment – Firm Unit Prices

For the Work described in section 2.0 Required Services Work Description of the Statement of Work in Annex A.

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s), as specified in **Annex B** for a cost of \$ _____^{***} to be inserted at contract award^{***}. Customs duties are included, and Applicable Taxes are extra.

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

6.7.2. Basis of payment: Cost reimbursable – Limitation of expenditure – Work Authorizations

For the Work described in section 5.0 Work Authorization – As And When Requested Services of the Statement of Work in Annex A:

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 \$ _____^{***} to be inserted at contract award^{***}. Customs duties are included and Applicable Taxes are extra.

6.7.3. Limitation of Expenditure – Cumulative Total of all Work Authorizations

6.7.3.1. Canada's total liability to the Contractor under the Contract for all authorized Work Authorizations (WAs), inclusive of any revisions, must not exceed the sum of \$ _____^{**} to be inserted at contract award^{**}. Customs duties are included and Applicable Taxes are extra.

6.7.3.2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

6.7.3.3. 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 sum is inadequate for the completion of the Work required in all authorizes WAs, inclusive of any revisions,

whichever comes first.

6.7.3.4. 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.

6.7.4. Monthly Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

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- 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 delivered has been accepted by Canada

6.7.5. SACC Manual Clauses

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

6.8. Invoicing Instructions

6.8.1. 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.

Each invoice must be supported by:

- a. a copy of monthly service reports to confirm completed tasks;
- b. a copy of the work authorization, if applicable.

6.8.2. Invoices must be distributed as follows:

- a. Invoices must be forwarded electronically to the Project Authority for certification and payment.

6.9. Certifications and Additional Information

6.9.1. Compliance

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

6.10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in ***** to be inserted at contract award *****.

6.11. Priority of Documents

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

- (a) The Articles of Agreement;
- (b) The general conditions [2010C](#) (2022-12-01), General Conditions – Services (Medium Complexity);
- (c) Annex A Statement of Work;
- (d) Annex B Basis of Payment;
- (e) Annex C Insurance Requirements;
- (f) Annex D Attestation and Proof of Compliance with Occupational Health and Safety (OHS); and
- (g) The Contractor's bid dated ***** to be inserted at contract award *****.

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6.12. SACC Manual Clauses

[A1009C](#) (2008-05-12), Work Site Access
[A9039C](#) (2008-05-12), Salvage
[A9068C](#) (2010-01-11), Government Site Regulations
[B1501C](#) (2018-06-21), Electrical Equipment
[B6802C](#) (2007-11-30), Government Property
[B9028C](#) (2007-05-25), Access to Facilities and Equipment

6.13. Insurance Requirements

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

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

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

6.14. Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

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ANNEX A

STATEMENT OF WORK

1.0 PROJECT OBJECTIVE AND SCOPE OF WORK

1.1 OBJECTIVE

The Parks Canada Agency's Manitoba Field Unit requires a Contractor to perform the required inspection, testing and maintenance (ITM) of the Fire and Life Safety Equipment at Lower Fort Garry National Historic Site, St. Andrews Rectory National Historic Site, The Forks National Historic Site and Riel House National Historic Site in accordance with the most recent edition of the National Model Codes and applicable standards and to obtain certification of such an inspection.

1.2 SCOPE OF WORK

The Contractor must furnish all necessary tools, equipment, materials, labor, and any other resources required to inspect, test, maintain and do minor repairs (ITM) of the Fire and Life Safety equipment and systems located at Fire and Life Safety Equipment at Lower Fort Garry National Historic Site, St. Andrews Rectory National Historic Site, The Forks National Historic Site and Riel House National Historic Site.

The Contractor must perform the referenced ITM in compliance with the most current edition of the National Model Codes and referenced Standards available at the time of entering into the Contract.

Reference Appendix B: Equipment Lists and Locations

1.2.1 CODE AND STANDARD REFERENCES

The Contractor must ensure the following codes and standards are adhered to, as applicable to the fire and life safety equipment they are working on:

1.2.1.1	FIRE AND LIFE SAFETY EQUIPMENT/ SYSTEM:	Automatic Sprinkler System (Dry Pipe)
	STANDARD NAME:	Automatic Sprinkler System (Dry Pipe)
	FREQUENCY:	Weekly/ Monthly/ Quarterly/ Semi-Annual/ Annual/ 3-year/ 5-year
	CODE/ STANDARD REFERENCES:	National Fire Code of Canada (2020), Section 6.4.1.1. NFPA 25: Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems (2020)
1.2.1.2	FIRE AND LIFE SAFETY EQUIPMENT/ SYSTEM:	Backflow Preventers
	STANDARD NAME:	Backflow Preventers
	FREQUENCY:	Annually/ 5-year (Internal)
	CODE/ STANDARD REFERENCES:	National Plumbing Code (2020) CSA B64.10.1:17 Selection and Installation of Backflow Preventers/ Maintenance and Field Testing of Backflow Preventers (R2021)
1.2.1.3	FIRE AND LIFE SAFETY EQUIPMENT/ SYSTEM:	Commercial Cooking Equipment Systems
	STANDARD NAME:	Commercial Cooking Equipment Fire Protection System (Fire Protection Systems/ Exhaust and Hood Systems)
	FREQUENCY:	Semi-Annual/ Annual

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	CODE/ STANDARD REFERENCES:	National Fire Code of Canada (2020), Section 6.4.1.1 NFPA 96: Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations (2017)
1.2.1.4	Fire and Life Safety Equipment/ System:	Emergency Lighting
	Standard Name:	Self-Contained or Centralized Back-up Power System Emergency Lighting Unit Equipment
	Frequency:	Annual
	Code/ Standard References:	National Fire Code of Canada (2020), Section 6.5.1.6 (1)/ 6.5.1.6 (2) (a) and (b)/ 6.5.1.6 (3)/ 6.5.1.7
	Fire and Life Safety Equipment/ System:	Exit Signs
	Standard Name:	Exit Signs/ National Standard – Legislated
	Frequency:	Annual
	Code/ Standard References:	National Fire Code of Canada (2020), clause 6.5.1.8 (1)/ 6.5.1.8 (2) (a) and (b)
1.2.1.5	Fire and Life Safety Equipment/ System:	Fire Dampers and Fire Stop Flaps
	Standard Name:	Fire Dampers and Fire Stop Flaps
	Frequency:	4-year
	Code/ Standard References:	National Fire Code of Canada (2020), Section 2.2.2.4 (5) (a) and (b) NFPA 80: Standard for Fire Doors and other Opening Protectives (2019)
1.2.1.6	Fire and Life Safety Equipment/ System:	Fire Extinguishers
	Standard Name:	Fire Extinguishers, Portable
	Frequency:	Annual/ 3-year/ 5-year/ 6-year/ 10-year/ 12-year
	Code/ Standard References:	National Fire Code of Canada (2020), Section 6.2.1.1 NFPA 10: Standard for Portable Fire Extinguishers (2018), Section 7.3/ 7.4/ 7.7/ 8.1.1/ 8.3.1
1.2.1.7	Fire and Life Safety Equipment/ System:	Fire Hydrants
	Standard Name:	Piping Service Mains, Fire Hydrants
	Frequency:	Annual/ 5-year
	Code/ Standard References:	National Fire Code of Canada (2020), Section 6.4.1.1 NFPA 25: Standard for the Inspection, Testing and Maintenance of Water-Based Fire Protection Systems (2020)
1.2.1.8	Fire and Life Safety Equipment/ System:	Fire Pump – Diesel and Electric
	Standard Name:	Fire Pump
	Frequency:	Weekly/ Monthly/ Semi-Annual/ Annual/ 2-year (Diesel)

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	Code/ Standard References:	Weekly/ Monthly/ Annual (Electric) National Fire Code of Canada (2020), Section 6.4.1.1 NFPA 25: Standard for the Inspection, Testing and Maintenance of Water-Based Fire Protection Systems (2020)
1.2.1.9	Fire and Life Safety Equipment/ System:	Standpipes and Hose Cabinets
	Standard Name:	Standpipes and Hose Cabinets
	Frequency:	Quarterly/ Semi-Annual/ Annual/ 3-year/ 5-year
	Code/ Standard References:	National Fire Code of Canada (2020), Section 6.4.1.1. NFPA 25: Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems (2020)

2.0 DESCRIPTION OF THE WORK

The contractor must:

- 2.1 Perform the referenced ITM in compliance with the most current edition of the National Model Codes and referenced Standards available at the time of entering the Contract.
- 2.2 Supply all necessary equipment, tools and resources required to perform the inspection, testing, maintenance and complete any necessary minor repairs (ITM) to the fire and life safety equipment and systems.
- 2.3 Ensure system impairment procedures as per the National Fire Code of Canada (NFCC) (2020) Subsection 6.1.1, and Chapter 15 of NFPA 25 (2020). Are followed. The procedures must include provisions to notify the tenant, the fire department, and the fire alarm signal receiving centre “monitoring agency”. The mitigation measures must be approved by the Project/ Technical Authority prior to the commencement of the work.
- 2.4 The Contractor is responsible for the Health and Safety of his personnel while carrying out the requirements of this Statement of Work (SoW). The Contractor must also comply with Canada Labour Code Part II and applicable Provincial Health and Safety Regulations. Ensure that all equipment lock-out and safety practices are followed.
- 2.5 All work that involves isolation and/ or the lock-out of electrical circuits must be planned for and executed by suitably qualified and trained individuals possessing a lock-out/ tag-out certification from an accredited Occupational Health And Safety Act (OHSA) provider, using the appropriate tools, notices, and equipment.
- 2.6 **Dry Pipe Sprinkler Inspections:** The Semi-Annual service (end of October at the latest) for the Automatic Sprinkler System (Dry Pipe) must include, in addition to the regular legislated inspection:
 - a. The drainage of the system/ all the lines,
 - b. The re-pressuring of the system, and
 - c. A return visit to purge the system to reduce the chances of winter freeze-up as the buildings are not heated during the winter season.

3.0 QUALIFICATIONS/ CERTIFICATION REQUIREMENTS

The Contractor must ensure that all their staff and Sub-Contractor's staff, where applicable, have all the appropriate qualifications, licenses, and certifications to carry out the work in accordance with the requirements of the Province of Manitoba, as per Section 6.0 of Division B of the National Fire Code (M. Reg. 155/2011, as amended) and this statement of work (SOW), and as follows:

3.1 BACKFLOW PREVENTERS

Any person who undertakes the inspection, testing, maintenance, or minor repair/ modifications on the backflow preventers must be qualified as follows:

- a. Certified backflow prevention device tester by an accredited school and have license in good standing with AHJ and current liability insurance coverage. Local bylaws and/or provincial regulations must be consulted to ensure the person performing the backflow preventer maintenance is authorized to perform the required service on the applicable backflow preventer.
For example, local bylaws may restrict testing of a backflow preventer on a fire protection service to be performed by a fire protection contractor, but a fire protection contractor would not be authorized to perform service or testing on a backflow preventer serving a plumbing system.

3.2 EMERGENCY LIGHTING (CENTRALIZED BACK-UP POWER SYSTEM OR SELF-CONTAINED)

Any person who undertakes the inspection, testing, maintenance, or minor repair/ modifications on the emergency lighting must be qualified as follows:

- a. **For Centralized Back-up Power System Units:** Certified and registered electrician.
- b. **For Self-Contained Units:** Qualified person, that has knowledge of the design, operation, and maintenance requirements of the fire protection system they are inspecting and has all necessary equipment.

3.3 EXIT SIGNS (SELF-CONTAINED)

Any person who undertakes the inspection, testing, maintenance, or minor repair/ modifications on the exit signs must be qualified as follows:

- a. Qualified person, that has knowledge of the design, operation, and maintenance requirements of the fire protection system they are inspecting and has all necessary equipment.

3.4 FIRE DAMPERS

Any person who undertakes the inspection, testing, maintenance, or minor repair/ modifications on the fire dampers must be qualified as follows:

- a. Qualified person, that has knowledge of the design, operation, and maintenance requirements of the fire protection system they are inspecting and has all necessary equipment.

3.5 FIRE EXTINGUISHERS (PORTABLE)

Any person who undertakes the annual maintenance, hydrostatic tests, recharge, and internal examination on portable fire extinguishers must be qualified and satisfy one (1) of the following:

- a. Factory training and certification for the specific type and brand of portable fire extinguisher being serviced;
- b. Certification by an organization acceptable to the authority having jurisdiction;
- c. Registration, licensure, or certification by a Province or a local authority having jurisdiction; **OR**

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- d. Persons training to become certified shall be permitted to perform maintenance and recharging of extinguishers under the direct supervision and in the immediate presence of a certified person.

3.6 FIRE HYDRANTS

Any person who undertakes the inspection, testing, maintenance, or minor repair/ modifications on the fire hydrants/ private service mains must be qualified as follows:

- a. **For the Annual Inspection:** Qualified person, that has knowledge of the design, operation, and maintenance requirements of the fire protection system they are inspecting and has all necessary equipment.
- b. **For the 5-year Testing:** Red Seal certified as a sprinkler systems installer(s) or equivalent in the jurisdiction where work is being performed - NOC (72301), [Sprinkler Fitter (M. Reg. 124/2019, as amended)]

3.7 SPECIAL FIRE SUPPRESSION SYSTEMS (COMMERCIAL COOKING EQUIPMENT)

Any person who undertakes the inspection, testing, maintenance, or minor repair/ modifications on special fire suppression systems (kitchen fire suppression system, grease build-up and listed hoods) must be qualified as follows:

- a. Red Seal certified as a sprinkler systems installer(s) or equivalent in the jurisdiction where work is being performed – NOC (72301) [Sprinkler Fitter (M. Reg. 124/2019)]; **AND**
- b. Manufacturer's training and certificate for the specific fire protection system requiring maintenance and/ or testing.

3.8 WATER-BASED FIRE PROTECTION SYSTEMS

Any person who undertakes the inspection, testing, maintenance, or minor repair/ modifications on water-based fire protection systems (automatic sprinkler systems, fire pumps – electric and diesel, standpipe and hose system) must be qualified as follows:

- a. Red Seal certified as a sprinkler systems installer(s) or equivalent in the jurisdiction where work is being performed - NOC (72301), [Sprinkler Fitter (M. Reg. 124/2019, as amended)]

4.0 HOURS OF WORK AND SITE ACCESS

All scheduled work must be carried out during regular working hours 8:00am – 4:00pm, Monday through Friday excluding statutory holidays.

Site access must be coordinated with the Project/ Technical Authority, or their designate.

5.0 WORK AUTHORIZATION – AS AND WHEN REQUESTED SERVICES

5.1 EXTRA WORKS – WORK AUTHORIZATION

- 5.1.1 The Contractor must immediately inform the Project/ Technical Authority in writing within 24 hours of necessary repairs not included herein. Repair costs will be submitted for approval prior to the work and will show the cost of material and labour. Refer to *Annex B: Basis of Payment*.
- 5.1.2 The Contractor must replace any defective system components with components matching the original supplier's specifications to ensure system integrity. Replacement components must be new. If new replacement components are not available, alternative components must receive Project Authority approval prior to replacement.

5.2 EMERGENCY SERVICES – WORK AUTHORIZATION

- 5.2.1 In the event of a system malfunction occurring between regular inspections, a customer service representative will, at Parks Canada’s request, dispatch a technician to perform the emergency repairs or adjustments.
- 5.2.2 For calls placed within regular working hours, 8:00am – 4:00pm Monday through Friday excluding statutory holidays; the Contractor must report on site within three (3) hours. For calls placed outside regular hours; the Contractor must report on site within six (6) hours.
- 5.2.3 Service calls will be chargeable at the rates indicated in *Annex B: Basis of Payment* under Tables C-1 through C-5, provided the reasoning behind the repair/ service it is not the result of negligence by the Contractor.

6.0 SCHEDULE

- 6.1 The scheduling of weekly inspections should be completed at the beginning of the week, by Wednesday at the latest, to allow for adequate response times should any issues arise.
- 6.2 Multi-year, annual and semi-annual inspections, testing, and maintenance must be performed during the off-season(s), which is from approximately November 1st to the second week of May, and the Tuesday following Labour Day weekend to the Friday before Thanksgiving weekend.
 - 6.2.1 Some extinguishers will require 6-year maintenance prior to others. Quantity and exact dates will vary depending on when the last inspection was conducted. It is up to the Contractor to determine the next 6-year maintenance interval based on the last known year of inspection. Reference Appendix B - Equipment List and Locations for approximate dates (may not be fully accurate).
 - 6.2.2 Some extinguishers will require 12-year maintenance prior to others. Quantity and exact dates will vary depending on when the last inspection was conducted. It is up to the Contractor to determine the next 12-year maintenance interval based on the last known year of inspection. Reference Appendix B - Equipment List and Locations for approximate dates (may not be fully accurate).
- 6.3 The Inspection Schedule completion dates will be as follows:

Item No.	System	Inspection Type/ Frequency	Completed On or Before
6.3.1	Automatic Sprinkler System (Dry Pipe)	Weekly Inspection	Wednesday
		Monthly Inspection	The 26th of each month
		Quarterly Inspection	April 26th July 26th October 26th January 26th
		Semi-Annual Inspection	April 26th October 26th
		Annual Inspection	April 26th
		3-year Inspection	April 26th, 2025 April 26th, 2028

		5-year Inspection	April 26th, 2027	
6.3.2	Backflow Preventers	Annual Inspection	April 26th	
6.3.3	Commercial Cooking Equipment (Fire Protection, Exhaust and Hood Systems)	Semi-Annual Inspection	April 26th October 26th	
		Annual Inspection	April 26th	
6.3.4	Emergency Lighting	Annual Inspection	April 26th	
6.3.5	Exit Signs	Annual Inspection	April 26th	
6.3.6	Fire Dampers	4-year Inspection	April 26, 2027	
6.3.7	Fire Extinguishers	Annual Inspection	April 26th	
		CO2 Maintenance	April 26th	
		6-year Maintenance	Varies	
		12-year Maintenance	Varies	
6.3.8	Fire Hose Cabinets	Hydrostatic Testing	April 26th, 2025	
6.3.9	Fire Hydrants	Annual Inspection	July 26th	
		5-year Inspection	July 26th, 2026	
6.3.10	Fire Pump (Diesel)	Weekly Inspection	Wednesday	
		Quarterly Inspection	April 26th July 26th October 26th January 26th	
			Semi-Annual Inspection	April 26th October 26th
			Annual Inspection	April 26th
		2-year Inspection	April 26th, 2024 April 26th, 2026 April 26th, 2028	
6.3.11	Fire Pump (Electric)	Weekly Inspection	Wednesday	
		Monthly Inspection	The 26th of each month	
		Annual Inspection	April 26th	
6.3.12	Standpipe Systems	Quarterly Inspection	April 26th July 26th October 26th January 26th	
			Semi-Annual Inspection	April 26th October 26th
			Annual Inspection	April 26th
			3-year Inspection	April 26th, 2025 April 26th, 2028
		5-year Inspection	April 26th, 2024	

7.0 PROTECTION, HEALTH, AND SAFETY

The Contractor is responsible for:

1. The health and safety of all persons on and adjacent to the site.
2. The safety of all property on site, and
3. The environment to the extent that it may be affected by the conduct of the work.

The Contractor must comply with, and enforce compliance by employees, with the health and safety requirements as set out in the Contract, and applicable federal, provincial, territorial and local statutes, regulations and ordinances.

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The Contractor must ensure that all workers wear the appropriate safety equipment in accordance with the Employment Standards Code (Manitoba) and that all workers are covered by the Workers Compensation Board of Manitoba.

Any damage to adjacent portions of the building resulting from this work is to be repaired as directed by the Project/ Technical Authority and at no cost to the Parks Canada Agency.

8.0 REPORTING

The report(s) must be provided within thirty (30) calendar days of the ITM activity completion to the Project/ Technical Authority. The report(s) must also be used by the Contractor to record any system deficiencies. The report(s) must be signed by and include the identification number of the technician that carried out the work.

8.1 BACKFLOW PREVENTERS

The submitted reports for the backflow preventers must include as a minimum, the recommended requirements for each ITM activity as established in the NPC (2020) and CSA B64.10.1.17.

8.2 EMERGENCY LIGHTING AND EXIT SIGNS (CENTRALIZED BACK-UP POWER SYSTEM OR SELF-CONTAINED)

The submitted reports for the emergency lighting and exit signs must include as a minimum, the recommended requirements for each ITM activity as established in the NFC (2020) Sections 6.5.1.6/ 6.5.1.7 and 6.5.1.8.

8.3 FIRE DAMPERS

The submitted reports for the fire dampers must include as a minimum, the recommended requirements for each ITM activity as established in NFPA 80.

8.4 FIRE EXTINGUISHERS (PORTABLE)

The records and reports for portable fire extinguishers must meet, as a minimum, the requirements for each individual activity performed under NFPA 10 for Record Keeping or Recording. This includes, but is not limited to, the following:

1. Annual maintenance record keeping (labels and tags for annual inspections required under Chapter 7);
2. Labels for conductivity testing of carbon dioxide hose assemblies;
3. Maintenance and recharge service collar; and
4. Internal examination / recharge/ test labels (ex. 7.3.6.5).

8.5 SPECIAL FIRE PROTECTION SYSTEMS

The submitted reports for the special fire protection systems (including but not limited to, wet chemical, dry chemical, kitchen hood fire suppression, listed hoods and exhaust system or clean agent) must include as a minimum, the recommended requirements for each ITM activity as established in the respective NFPA Standards (ex. NFPA 96 for Commercial Cooking Equipment).

8.6 WATER-BASED FIRE PROTECTION SYSTEMS

The submitted reports for the water-based fire protection systems (including but not limited to, the automatic sprinkler system (dry pipe), fire hydrants/ private mains, fire pumps (electric and diesel) and standpipe and hose systems) must include as a minimum, the recommended requirements for each ITM activity as established in NFPA 25.

Acceptable report formats the NFPA 25_2020 eForms PDF or equivalent.

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9.0 DELIVERABLES

- 9.1 Upon completion, the Contractor must provide detailed reports for every system and component Inspected, tested, and maintained including a complete list of the deficiencies, including references and recommendations. Documentation must be one (1) electronic (PDF) copy provided within thirty (30) calendar days of the completed inspection.
- 9.2 The Contractor will be reimbursed for all such properly documented work in accordance with the labour and material rates set out in the Contract. Payment for any ITM activities will not be submitted until the Project/ Technical Authority has received and reviewed the applicable report(s).

10.0 MEETINGS

- 10.1 Upon Contract Award, the Contractor must contact the Project/ Technical Authority within two (2) business days to discuss the work required and clarify client expectations and needs.
- 10.2 The Contractor must meet with the Project/ Technical Authority, either in person, by phone or by email, within one (1) month of contract signing to discuss the scheduling of work on an annual basis.
- 10.3 The Contractor must meet with the Project/ Technical Authority on an as and when required basis to discuss scheduling, logistics and/ or other issues.

11.0 PARKS CANADA RESPONSIBILITIES

The Parks Canada Agency will:

- 11.1 Provide access to the site(s)
- 11.2 Provide drawings and equipment lists as noted in the Annexes below.

12.0 BUILDING LOCATIONS AND SYSTEM INFORMATION

Lower Fort Garry National Historic Site (5925 PTH#9, Saint Andrews, MB. R1A 4A8) encompasses approximately 80-acres and contains a variety of operational and historic buildings that are the base facilities for programming and visitor access to the site. Since 2015 extensive infrastructure upgrades and improvements have been performed at the site to upgrade many of the Historic and Operations Buildings.

St. Andrews Rectory National Historic Site (374 River Rd, Saint Andrews, MB. R1A 2Y1) is located across the road from the St. Andrews Anglican Church NHS and occupies a prominent hilltop overlooking the Red River. The site houses a large, two-storey, stone country home that was originally constructed in 1851-54 and was restored by the Parks Canada Agency in the 1980s.

The Forks National Historic Site (Forks Market Rd, Winnipeg, MB, R3C 4S8) is a 3.63-acre parcel of land located in downtown Winnipeg. The site is comprised of operational and administrative buildings, a play park, on-site interpretive displays, and multiple green spaces/ walking paths. The property borders the Forks North Portage Partnership (FNPP) property, which includes the Forks Market, and offers the Parks Canada Agency high profile and visibility.

Riel House National Historic Site (330 River Rd, Winnipeg, MB. R2M 3Z8) is located near the Red River in the south end of Winnipeg, off River Road. The site encompasses a two-storey home, an outdoor washroom facility and shed along with various on-site educational signage and displays. Riel House was originally built in 1880-81 and underwent restoration in 1979 to restore the building to its 1886 appearance.

Reference *Appendix A – Site Maps*.

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Appendix A – Site Maps

Appendix A – Site Maps is included under separate attachment Appendix A Site Maps.pdf

Appendix B – Equipment List and Locations

Appendix B – Equipment List and Locations is included under separate attachment Appendix B Equipment List.pdf

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ANNEX B

BASIS OF PAYMENT

Financial Bid Submission Requirements

- (a) Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.
- (b) Bidder must submit its financial bid in accordance with this Basis of Payment.
- (c) The bid must be submitted in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.
- (d) Total Combined Evaluated Estimated Bid Price Calculation:
 - a. For the purposes of evaluation, the evaluated bid price will be comprised of the combined total of Table A through Table E.

****To be completed by the Bidder****

Table A - Contract Year 1 – Contract Award to January 31, 2025 – Firm Unit Price(s)

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) in Canadian funds for all costs, including but not limited to all professional, technical, and administrative fees and costs as required to fulfill the requirements of *Annex A – Statement of Work* as defined.

1. Estimated Quantities

Note: Estimated quantities will reflect the total amount of inspections required on the site throughout the year. The requirements for the larger inspections (aka. multi-year and annual inspections) will include the requirements set out for smaller inspections (aka. weekly, monthly, etc. inspections), therefore the quantity may be smaller than expected.

Ex: item 1.1.4 Monthly – Automatic Sprinkler System. The total number of monthly inspections required for this system is 8 rather than 12. This is because the monthly requirements for the sprinkler system must also be completed in the quarterly, semi-annual and annual inspections. Since those inspections fall within the same timeframe as the monthly inspection you can replace the smaller inspection that month with the larger one that is also required.

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1. Required Services (Inspections, Testing and Maintenance):						
Item No.	Schedule	Description	Unit of Measure	Estimated Quantities (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
1.1	LOWER FORT GARRY NHSC					
1.1.1.	Weekly	Weekly – Automatic Sprinkler System (Dry Pipe)	Per Inspection	40	\$	\$
1.1.2.		Weekly – Diesel Fire Pump	Per Inspection	48	\$	\$
1.1.3.		Weekly – Electric Fire Pump	Per Inspection	40	\$	\$
1.1.4.	Monthly	Monthly – Automatic Sprinkler System (Dry Pipe) <i>Includes weekly requirements</i>	Per Inspection	8	\$	\$
1.1.5.		Monthly – Electric Fire Pump <i>Includes weekly requirements</i>	Per Inspection	11	\$	\$
1.1.6.	July 2024 January 2025	Quarterly – Automatic Sprinkler System (Dry Pipe) <i>Includes weekly and monthly requirements</i>	Per Inspection	2	\$	\$
1.1.7.		Quarterly – Diesel Fire Pump <i>Includes weekly requirements</i>	Per Inspection	2	\$	\$
1.1.8.		Quarterly – Standpipe and Hose Systems	Per Inspection	2	\$	\$
1.1.9.	October 2024	Semi-Annual – Automatic Sprinkler System (Dry Pipe) <i>Includes weekly, monthly, and quarterly requirements</i>	Per Inspection	1	\$	\$
1.1.10.		Semi-Annual – Commercial Cooking Equipment (Fire Protection System, Exhaust System and Listed Hoods)	Per Inspection	1	\$	\$
1.1.11.		Semi-Annual – Diesel Fire Pump <i>Includes weekly and quarterly requirements</i>	Per Inspection	1	\$	\$
1.1.12.		Semi-Annual – Standpipe and Hose Systems <i>Includes quarterly requirements</i>	Per Inspection	1	\$	\$
1.1.13.	April 2024	Annual – Automatic Sprinkler System (Dry Pipe) <i>Includes weekly, monthly, quarterly, and semi-annual requirements</i>	Per Inspection	1	\$	\$
1.1.14.	April 2024	Annual – Backflow Preventers	Per Inspection	1	\$	\$
1.1.15.		Annual – Commercial Cooking Equipment (Fire Protection System, Exhaust, Listed Hoods, and Grease Build-up) <i>Includes semi-annual requirements</i>	Per Inspection	1	\$	\$

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Client Reference No.:
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Title:
Fire & Life Safety Equipment Inspections & Maintenance – Manitoba Field Unit

1.1.16.		Annual – Electric Fire Pump <i>Includes weekly, and monthly requirements</i>	Per Inspection	1	\$	\$	
1.1.17.		Annual – Emergency Lighting (Centralized Back-up and/ or Self-Contained Units)	Per Inspection	1	\$	\$	
1.1.18.		Annual – Exit Signs (Self-Contained Units)	Per Inspection	1	\$	\$	
1.1.19.		Annual – Fire Extinguishers (Portable) Includes all 129 extinguishers	Per Inspection	1	\$	\$	
1.1.20.	July 2024	Annual – Fire Hydrant	Per Inspection	1	\$	\$	
1.1.21.	April 2024	2-year – Diesel Fire Pump <i>Includes weekly, quarterly, semi-annual, and annual requirements</i>	Per Inspection	1	\$	\$	
1.1.22.	April 2024	5-year – Standpipe and Hose Systems <i>Includes quarterly, semi-annual, and annual requirements</i>	Per Inspection	1	\$	\$	
1.1	TOTAL REQUIRED SERVICES FIRM UNIT PRICE(S) – LOWER FORT GARRY						
	Sum of Extended Total(s)						\$
1.2	ST. ANDREWS RECTORY						
1.2.1	April 2024	Annual – Exit Signs (Self-Contained Units)	Per Inspection	1	\$	\$	
1.2.2		Annual – Fire Extinguishers (Portable) Includes all 3 extinguishers	Per Inspection	1	\$	\$	
1.2	TOTAL REQUIRED SERVICES FIRM UNIT PRICE(S) – ST. ANDREWS RECTORY						
	Sum of Extended Total(s)						\$
1.3	THE FORKS NHSC						
1.3.1	April 2024	Annual – Backflow Preventers	Per Inspection	1	\$	\$	
1.3.2		Annual – Emergency Lighting (Centralized Back-up and/ or Self-Contained Units)	Per Inspection	1	\$	\$	
1.3.3		Annual – Fire Extinguishers (Portable) Includes all 3 extinguishers	Per Inspection	1	\$	\$	
1.3	TOTAL REQUIRED SERVICES FIRM UNIT PRICE(S) – THE FORKS						
	Sum of Extended Total(s)						\$
1.4	RIEL HOUSE NHSC						
1.4.1	April 2024	Annual – Emergency Lighting (Centralized Back-up and/ or Self-Contained Units)	Per Inspection	1	\$	\$	
1.4.2		Annual – Fire Extinguishers (Portable) Includes all 4 extinguishers	Per Inspection	1	\$	\$	
1.4	TOTAL REQUIRED SERVICES FIRM UNIT PRICE(S) – RIEL HOUSE						
	Sum of Extended Total(s)						\$

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Contracting Authority:
Amy Barrett Lichter

Client Reference No.:
N/A

Title:
Fire & Life Safety Equipment Inspections & Maintenance – Manitoba Field Unit

1.5 Work Authorizations - As and When Requested Services:

The Contractor will be paid for the actual hours worked 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 arrives on-site. All additional chargeable time, over and above the first half hour, will be rounded to the nearest quarter hour.

Item No.	Description	Estimated Quantity / Hours	Per Unit / Hourly Rate	Total
1.5.1.	Replacement Extinguisher – 2.5lb ABC	1 extinguisher	\$	\$
1.5.2.	Replacement Extinguisher – 5lb ABC	1 extinguisher	\$	\$
1.5.3.	Replacement Extinguisher – 10lb ABC	1 extinguisher	\$	\$
1.5.4.	Replacement Extinguisher – 20lb ABC	1 extinguisher	\$	\$
1.5.5.	Replacement Extinguisher – 10lb CABC	1 extinguisher	\$	\$
1.5.6.	Replacement Extinguisher – 5lb CO2	1 extinguisher	\$	\$
1.5.7.	Replacement Extinguisher – 10lb CO2	1 extinguisher	\$	\$
1.5.8.	Replacement Extinguisher – 6lb K-Class	1 extinguisher	\$	\$
1.5.9.	CO ₂ Recharge	3 extinguishers	\$	\$
1.5.10.	6-year Maintenance Service	15 extinguishers	\$	\$
1.5.11.	12-year Maintenance Service (Hydostat Testing)	9 extinguishers	\$	\$
1.5.12.	Service Call Regular Hours - Technician	10 hours	\$	\$
1.5.13.	Service Call Regular Hours - Apprentice	10 hours	\$	\$
1.5.14.	Service Call Outside Regular Hours - Technician	5 hours	\$	\$
1.5.15.	Service Call Outside Regular Hours - Apprentice	5 hours	\$	\$
1.5	TOTAL WORK AUTHORIZATIONS - AS AND WHEN REQUESTED SERVICES			
	FIRM UNIT PRICE(S)			\$
	Sum of Extended Total(s)			

1.6 Parts and Materials:

The provision of all materials, components and products as required to perform the Work in accordance with Annex A – Statement of Work, will be supplied at cost plus the firm % mark-up rate. These expenses must be supported by an itemized statement supported by receipt vouchers.

Item No.	Description	Firm Percent (a)	Estimated Cost Value (b)	Extended Estimated Cost(s) = (1+a) x b
	Example	5% (0.05)	\$2,000.00 of parts	\$2,100.00 [(1+0.05) x \$2,000.00]
1.6	Fixed markup cost on parts and materials		\$2,000.00	\$
A	COMBINED ESTIMATED TOTAL FIRM UNIT PRICE(S) (Items 1.1 + 1.2 + 1.3 + 1.4 + 1.5 + 1.6)			\$

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Contracting Authority:
Amy Barrett Lichter

Client Reference No.:
N/A

Title:
Fire & Life Safety Equipment Inspections & Maintenance – Manitoba Field Unit

Table B – Option Year 1 – February 1, 2025 to January 31, 2026 – Firm Unit Price(s)

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) in Canadian funds for all costs, including but not limited to all professional, technical, and administrative fees and costs as required to fulfill the requirements of *Annex A – Statement of Work* as defined.

2. Estimated Quantities

Note: Estimated quantities will reflect the total amount of inspections required on the site throughout the year. The requirements for the larger inspections (aka. multi-year and annual inspections) will include the requirements set out for smaller inspections (aka. weekly, monthly, etc. inspections), therefore the quantity may be smaller than expected.

Ex: item 1.1.4 Monthly – Automatic Sprinkler System. The total number of monthly inspections required for this system is 8 rather than 12. This is because the monthly requirements for the sprinkler system must also be completed in the quarterly, semi-annual and annual inspections. Since those inspections fall within the same timeframe as the monthly inspection you can replace the smaller inspection that month with the larger one that is also required.

2. Required Services (Inspections, Testing and Maintenance):						
Item No.	Schedule	Description	Unit of Measure	Estimated Quantities (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
2.1	LOWER FORT GARRY NHSC					
2.1.1.	Weekly	Weekly – Automatic Sprinkler System (Dry Pipe)	Per Inspection	40	\$	\$
2.1.2.		Weekly – Diesel Fire Pump	Per Inspection	48	\$	\$
2.1.3.		Weekly – Electric Fire Pump	Per Inspection	40	\$	\$
2.1.4.	Monthly	Monthly – Automatic Sprinkler System (Dry Pipe) <i>Includes weekly requirements</i>	Per Inspection	8	\$	\$
2.1.5.		Monthly – Electric Fire Pump <i>Includes weekly requirements</i>	Per Inspection	11	\$	\$
2.1.6.	July 2025 January 2026	Quarterly – Automatic Sprinkler System (Dry Pipe) <i>Includes weekly and monthly req'ts</i>	Per Inspection	2	\$	\$
2.1.7.		Quarterly – Diesel Fire Pump <i>Includes weekly requirements</i>	Per Inspection	2	\$	\$
2.1.8.		Quarterly – Standpipe and Hose Systems	Per Inspection	2	\$	\$
2.1.9.	October 2025	Semi-Annual – Automatic Sprinkler System (Dry Pipe) <i>Includes weekly, monthly, and quarterly requirements</i>	Per Inspection	1	\$	\$
2.1.10.		Semi-Annual – Commercial Cooking Equipment (Fire Protection System, Exhaust System and Listed Hoods)	Per Inspection	1	\$	\$
2.1.11.		Semi-Annual – Diesel Fire Pump <i>Includes weekly and quarterly req'ts</i>	Per Inspection	1	\$	\$

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Client Reference No.:
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Title:
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2.1.12.		Semi-Annual – Standpipe and Hose Systems <i>Includes quarterly requirements</i>	Per Inspection	1	\$	\$	
2.1.13.		Annual – Backflow Preventers	Per Inspection	1	\$	\$	
2.1.14.	April 2025	Annual – Commercial Cooking Equipment (Fire Protection System, Exhaust, Listed Hoods, and Grease Build-up) <i>Includes semi-annual requirements</i>	Per Inspection	1	\$	\$	
2.1.15.		Annual – Diesel Fire Pump <i>Includes weekly, monthly, and quarterly requirements</i>	Per Inspection	1	\$	\$	
2.1.16.		Annual – Electric Fire Pump <i>Includes weekly, and monthly requirements</i>	Per Inspection	1	\$	\$	
2.1.17.	April 2025	Annual – Emergency Lighting (Centralized Back-up and/ or Self-Contained Units)	Per Inspection	1	\$	\$	
2.1.18.		Annual – Exit Signs (Self-Contained Units)	Per Inspection	1	\$	\$	
2.1.19.		Annual – Fire Extinguishers (Portable) Includes all 129 extinguishers	Per Inspection	1	\$	\$	
2.1.20.	July 2025	Annual – Fire Hydrant	Per Inspection	1	\$	\$	
2.1.21.	April 2025	3-year – Automatic Sprinkler System (Dry Pipe) <i>Includes weekly, monthly, quarterly, semi-annual, and annual requirements</i>	Per Inspection	1	\$	\$	
2.1.22.	April 2025	3-year – Standpipe and Hose Systems <i>Includes quarterly, semi-annual, and annual requirements</i>	Per Inspection	1	\$	\$	
2.1	TOTAL REQUIRED SERVICES FIRM UNIT PRICE(S) – LOWER FORT GARRY						\$
	Sum of Extended Total(s)						
2.2	ST. ANDREWS RECTORY						
2.2.1	April 2025	Annual – Exit Signs (Self-Contained Units)	Per Inspection	1	\$	\$	
2.2.2		Annual – Fire Extinguishers (Portable) Includes all 3 extinguishers	Per Inspection	1	\$	\$	
2.2	TOTAL REQUIRED SERVICES FIRM UNIT PRICE(S) – ST. ANDREWS RECTORY						\$
	Sum of Extended Total(s)						
2.3	THE FORKS NHSC						
2.3.1	April 2025	Annual – Backflow Preventers	Per Inspection	1	\$	\$	
2.3.2		Annual – Emergency Lighting (Centralized Back-up and/ or Self-Contained Units)	Per Inspection	1	\$	\$	
2.3.3		Annual – Fire Extinguishers (Portable) Includes all 3 extinguishers	Per Inspection	1	\$	\$	
2.3	TOTAL REQUIRED SERVICES FIRM UNIT PRICE(S) – THE FORKS						\$
	Sum of Extended Total(s)						

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Client Reference No.:
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Title:
Fire & Life Safety Equipment Inspections & Maintenance – Manitoba Field Unit

2.4	RIEL HOUSE NHSC					
2.4.1	April 2025	Annual – Emergency Lighting (Centralized Back-up and/ or Self-Contained Units)	Per Inspection	1	\$	\$
2.4.2		Annual – Fire Extinguishers (Portable) Includes all 4 extinguishers	Per Inspection	1	\$	\$
2.4	TOTAL REQUIRED SERVICES FIRM UNIT PRICE(S) – RIEL HOUSE Sum of Extended Total(s)					\$

2.5 Work Authorizations - As and When Requested Services:
The Contractor will be paid for the actual hours worked 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 arrives on-site. All additional chargeable time, over and above the first half hour, will be rounded to the nearest quarter hour.

Item No.	Description	Estimated Quantity / Hours	Per Unit / Hourly Rate	Total	
2.5.1.	Replacement Extinguisher – 2.5lb ABC	1 extinguisher	\$	\$	
2.5.2.	Replacement Extinguisher – 5lb ABC	1 extinguisher	\$	\$	
2.5.3.	Replacement Extinguisher – 10lb ABC	1 extinguisher	\$	\$	
2.5.4.	Replacement Extinguisher – 20lb ABC	1 extinguisher	\$	\$	
2.5.5.	Replacement Extinguisher – 10lb CABC	1 extinguisher	\$	\$	
2.5.6.	Replacement Extinguisher – 5lb CO2	1 extinguisher	\$	\$	
2.5.7.	Replacement Extinguisher – 10lb CO2	1 extinguisher	\$	\$	
2.5.8.	Replacement Extinguisher – 6lb K-Class	1 extinguisher	\$	\$	
2.5.9.	CO ₂ Recharge	3 extinguishers	\$	\$	
2.5.10.	6-year Maintenance Service	15 extinguishers	\$	\$	
2.5.11.	12-year Maintenance Service (Hydostat Testing)	9 extinguishers	\$	\$	
2.5.12.	Service Call Regular Hours - Technician	10 hours	\$	\$	
2.5.13.	Service Call Regular Hours - Apprentice	10 hours	\$	\$	
2.5.14.	Service Call Outside Regular Hours - Technician	5 hours	\$	\$	
2.5.15.	Service Call Outside Regular Hours - Apprentice	5 hours	\$	\$	
2.5	TOTAL WORK AUTHORIZATIONS - AS AND WHEN REQUESTED SERVICES FIRM UNIT PRICE(S) Sum of Extended Total(s)				\$

2.6 Parts and Materials:
The provision of all materials, components and products as required to perform the Work in accordance with Annex A – Statement of Work, will be supplied at cost plus the firm % mark-up rate. These expenses must be supported by an itemized statement supported by receipt vouchers.

Item No.	Description	Firm Percent (a)	Estimated Cost Value (b)	Extended Estimated Cost(s) = (1+a) x b
	Example	5% (0.05)	\$2,000.00 of parts	\$2,100.00 [(1+0.05) x \$2,000.00]
2.6	Fixed markup cost on parts and materials		\$2,000.00	\$
B	COMBINED ESTIMATED TOTAL FIRM UNIT PRICE(S) (Items 2.1 + 2.2 + 2.3 + 2.4 + 2.5 + 2.6)			\$

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Contracting Authority:
Amy Barrett Lichter

Client Reference No.:
N/A

Title:
Fire & Life Safety Equipment Inspections & Maintenance – Manitoba Field Unit

Table C - Option Year 2 – February 1, 2026 to January 31, 2027 – Firm Unit Price(s)

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) in Canadian funds for all costs, including but not limited to all professional, technical, and administrative fees and costs as required to fulfill the requirements of *Annex A – Statement of Work* as defined.

3. Estimated Quantities

Note: Estimated quantities will reflect the total amount of inspections required on the site throughout the year. The requirements for the larger inspections (aka. multi-year and annual inspections) will include the requirements set out for smaller inspections (aka. weekly, monthly, etc. inspections), therefore the quantity may be smaller than expected.

Ex: item 1.1.4 Monthly – Automatic Sprinkler System. The total number of monthly inspections required for this system is 8 rather than 12. This is because the monthly requirements for the sprinkler system must also be completed in the quarterly, semi-annual and annual inspections. Since those inspections fall within the same timeframe as the monthly inspection you can replace the smaller inspection that month with the larger one that is also required.

3 Required Services (Inspections, Testing and Maintenance):						
Item No.	Schedule	Description	Unit of Measure	Estimated Quantities (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
3.1	LOWER FORT GARRY NHSC					
3.1.1.	Weekly	Weekly – Automatic Sprinkler System (Dry Pipe)	Per Inspection	40	\$	\$
3.1.2.		Weekly – Diesel Fire Pump	Per Inspection	48	\$	\$
3.1.3.		Weekly – Electric Fire Pump	Per Inspection	40	\$	\$
3.1.4.	Monthly	Monthly – Automatic Sprinkler System (Dry Pipe) <i>Includes weekly requirements</i>	Per Inspection	8	\$	\$
3.1.5.		Monthly – Electric Fire Pump <i>Includes weekly requirements</i>	Per Inspection	11	\$	\$
3.1.6.	July 2026 January 2027	Quarterly – Automatic Sprinkler System (Dry Pipe) <i>Includes weekly and monthly req'ts</i>	Per Inspection	2	\$	\$
3.1.7.		Quarterly – Diesel Fire Pump <i>Includes weekly requirements</i>	Per Inspection	2	\$	\$
3.1.8.		Quarterly – Standpipe and Hose Systems	Per Inspection	2	\$	\$
3.1.9.	October 2026	Semi-Annual – Automatic Sprinkler System (Dry Pipe) <i>Includes weekly, monthly, and quarterly requirements</i>	Per Inspection	1	\$	\$
3.1.10.		Semi-Annual – Commercial Cooking Equipment (Fire Protection System, Exhaust System and Listed Hoods)	Per Inspection	1	\$	\$
3.1.11.		Semi-Annual – Diesel Fire Pump <i>Includes weekly and quarterly req'ts</i>	Per Inspection	1	\$	\$

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Title:
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3.1.12.		Semi-Annual – Standpipe and Hose Systems <i>Includes quarterly requirements</i>	Per Inspection	1	\$	\$	
3.1.13.	April 2026	Annual – Automatic Sprinkler System (Dry Pipe) <i>Includes weekly, monthly, quarterly, and semi-annual requirements</i>	Per Inspection	1	\$	\$	
3.1.14.		Annual – Backflow Preventers	Per Inspection	1	\$	\$	
3.1.15.		Annual – Commercial Cooking Equipment (Fire Protection System, Exhaust, Listed Hoods, and Grease Build-up) <i>Includes semi-annual requirements</i>	Per Inspection	1	\$	\$	
3.1.16.		Annual – Electric Fire Pump <i>Includes weekly, and monthly requirements</i>	Per Inspection	1	\$	\$	
3.1.17.	April 2026	Annual – Emergency Lighting (Centralized Back-up and/ or Self-Contained Units)	Per Inspection	1	\$	\$	
3.1.18.		Annual – Exit Signs (Self-Contained Units)	Per Inspection	1	\$	\$	
3.1.19.		Annual – Fire Extinguishers (Portable) Includes all 129 extinguishers	Per Inspection	1	\$	\$	
3.1.20.		Annual – Standpipe and Hose Systems <i>Includes quarterly and semi-annual requirements</i>	Per Inspection	1	\$	\$	
3.1.21.	April 2026	2-year – Diesel Fire Pump <i>Includes weekly, quarterly, semi-annual, and annual requirements</i>	Per Inspection	1	\$	\$	
3.1.22.	July 2026	5-year – Fire Hydrant <i>Includes annual requirements</i>	Per Inspection	1	\$	\$	
3.1	TOTAL REQUIRED SERVICES FIRM UNIT PRICE(S) – LOWER FORT GARRY						\$
	Sum of Extended Total(s)						
3.2	ST. ANDREWS RECTORY						
3.2.1	April 2026	Annual – Exit Signs (Self-Contained Units)	Per Inspection	1	\$	\$	
3.2.2		Annual – Fire Extinguishers (Portable) Includes all 3 extinguishers	Per Inspection	1	\$	\$	
3.2	TOTAL REQUIRED SERVICES FIRM UNIT PRICE(S) – ST. ANDREWS RECTORY						\$
	Sum of Extended Total(s)						
3.3	THE FORKS NHSC						
3.3.1	April 2026	Annual – Backflow Preventers	Per Inspection	1	\$	\$	
3.3.2		Annual – Emergency Lighting (Centralized Back-up and/ or Self-Contained Units)	Per Inspection	1	\$	\$	
3.3.3		Annual – Fire Extinguishers (Portable) Includes all 3 extinguishers	Per Inspection	1	\$	\$	
3.3	TOTAL REQUIRED SERVICES FIRM UNIT PRICE(S) – THE FORKS						\$
	Sum of Extended Total(s)						
3.4	RIEL HOUSE NHSC						

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Contracting Authority:
Amy Barrett Licher

Client Reference No.:
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Title:
Fire & Life Safety Equipment Inspections & Maintenance – Manitoba Field Unit

3.4.1	April 2026	Annual – Emergency Lighting (Centralized Back-up and/ or Self-Contained Units)	Per Inspection	1	\$	\$
3.4.2		Annual – Fire Extinguishers (Portable) Includes all 4 extinguishers	Per Inspection	1	\$	\$
3.4	TOTAL REQUIRED SERVICES FIRM UNIT PRICE(S) – RIEL HOUSE					\$
Sum of Extended Total(s)						

3.5 Work Authorizations - As and When Requested Services:

The Contractor will be paid for the actual hours worked 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 arrives on-site. All additional chargeable time, over and above the first half hour, will be rounded to the nearest quarter hour.

Item No.	Description	Estimated Quantity / Hours	Per Unit / Hourly Rate	Total
3.5.1.	Replacement Extinguisher – 2.5lb ABC	1 extinguisher	\$	\$
3.5.2.	Replacement Extinguisher – 5lb ABC	1 extinguisher	\$	\$
3.5.3.	Replacement Extinguisher – 10lb ABC	1 extinguisher	\$	\$
3.5.4.	Replacement Extinguisher – 20lb ABC	1 extinguisher	\$	\$
3.5.5.	Replacement Extinguisher – 10lb CABC	1 extinguisher	\$	\$
3.5.6.	Replacement Extinguisher – 5lb CO2	1 extinguisher	\$	\$
3.5.7.	Replacement Extinguisher – 10lb CO2	1 extinguisher	\$	\$
3.5.8.	Replacement Extinguisher – 6lb K-Class	1 extinguisher	\$	\$
3.5.9.	CO2 Recharge	3 extinguishers	\$	\$
3.5.10.	6-year Maintenance Service	15 extinguishers	\$	\$
3.5.11.	12-year Maintenance Service (Hydostat Testing)	9 extinguishers	\$	\$
3.5.12.	Service Call Regular Hours - Technician	10 hours	\$	\$
3.5.13.	Service Call Regular Hours - Apprentice	10 hours	\$	\$
3.5.14.	Service Call Outside Regular Hours - Technician	5 hours	\$	\$
3.5.15.	Service Call Outside Regular Hours - Apprentice	5 hours	\$	\$
3.5	TOTAL WORK AUTHORIZATIONS - AS AND WHEN REQUESTED SERVICES			\$
FIRM UNIT PRICE(S)				
Sum of Extended Total(s)				

3.6 Parts and Materials:

The provision of all materials, components and products as required to perform the Work in accordance with Annex A – Statement of Work, will be supplied at cost plus the firm % mark-up rate. These expenses must be supported by an itemized statement supported by receipt vouchers.

Item No.	Description	Firm Percent (a)	Estimated Cost Value (b)	Extended Estimated Cost(s) = (1+a) x b
Example		5% (0.05)	\$2,000.00 of parts	\$2,100.00 [(1+0.05) x \$2,000.00]
3.6	Fixed markup cost on parts and materials		\$2,000.00	\$
C	COMBINED ESTIMATED TOTAL FIRM UNIT PRICE(S) (Items 3.1 + 3.2 + 3.3 + 3.4 + 3.5 + 3.6)			\$

Solicitation No.:
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Contracting Authority:
Amy Barrett Lichter

Client Reference No.:
N/A

Title:
Fire & Life Safety Equipment Inspections & Maintenance – Manitoba Field Unit

Table D - Option Year 3 – February 1, 2027 to January 31, 2028 – Firm Unit Price(s)

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) in Canadian funds for all costs, including but not limited to all professional, technical, and administrative fees and costs as required to fulfill the requirements of *Annex A – Statement of Work* as defined.

4. Estimated Quantities

Note: Estimated quantities will reflect the total amount of inspections required on the site throughout the year. The requirements for the larger inspections (aka. multi-year and annual inspections) will include the requirements set out for smaller inspections (aka. weekly, monthly, etc. inspections), therefore the quantity may be smaller than expected.

Ex: item 1.1.4 Monthly – Automatic Sprinkler System. The total number of monthly inspections required for this system is 8 rather than 12. This is because the monthly requirements for the sprinkler system must also be completed in the quarterly, semi-annual and annual inspections. Since those inspections fall within the same timeframe as the monthly inspection you can replace the smaller inspection that month with the larger one that is also required.

4 Required Services (Inspections, Testing and Maintenance):						
Item No.	Schedule	Description	Unit of Measure	Estimated Quantities (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
4.1	LOWER FORT GARRY NHSC					
4.1.1.	Weekly	Weekly – Automatic Sprinkler System (Dry Pipe)	Per Inspection	40	\$	\$
4.1.2.		Weekly – Diesel Fire Pump	Per Inspection	48	\$	\$
4.1.3.		Weekly – Electric Fire Pump	Per Inspection	40	\$	\$
4.1.4.	Monthly	Monthly – Automatic Sprinkler System (Dry Pipe) <i>Includes weekly requirements</i>	Per Inspection	8	\$	\$
4.1.5.		Monthly – Electric Fire Pump <i>Includes weekly requirements</i>	Per Inspection	11	\$	\$
4.1.6.	July 2027 January 2028	Quarterly – Automatic Sprinkler System (Dry Pipe) <i>Includes weekly and monthly requirements</i>	Per Inspection	2	\$	\$
4.1.7.		Quarterly – Diesel Fire Pump <i>Includes weekly requirements</i>	Per Inspection	2	\$	\$
4.1.8.		Quarterly – Standpipe and Hose Systems	Per Inspection	2	\$	\$
4.1.9.	October 2027	Semi-Annual – Automatic Sprinkler System (Dry Pipe) <i>Includes weekly, monthly, and quarterly requirements</i>	Per Inspection	1	\$	\$
4.1.10.		Semi-Annual – Commercial Cooking Equipment (Fire Protection System, Exhaust System and Listed Hoods)	Per Inspection	1	\$	\$
4.1.11.		Semi-Annual – Diesel Fire Pump <i>Includes weekly and quarterly requirements</i>	Per Inspection	1	\$	\$
4.1.12.		Semi-Annual – Standpipe and Hose Systems <i>Includes quarterly requirements</i>	Per Inspection	1	\$	\$

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Client Reference No.:
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4.1.13.	April 2027	Annual – Backflow Preventers	Per Inspection	1	\$	\$
4.1.14.		Annual – Commercial Cooking Equipment (Fire Protection System, Exhaust, Listed Hoods, and Grease Build-up) <i>Includes semi-annual requirements</i>	Per Inspection	1	\$	\$
4.1.15.		Annual – Diesel Fire Pump <i>Includes weekly, monthly, and quarterly requirements</i>	Per Inspection	1	\$	\$
4.1.16.	April 2027	Annual – Electric Fire Pump <i>Includes weekly, and monthly requirements</i>	Per Inspection	1	\$	\$
4.1.17.		Annual – Emergency Lighting (Centralized Back-up and/ or Self-Contained Units)	Per Inspection	1	\$	\$
4.1.18.		Annual – Exit Signs (Self-Contained Units)	Per Inspection	1	\$	\$
4.1.19.		Annual – Fire Extinguishers (Portable) Includes all 129 extinguishers	Per Inspection	1	\$	\$
4.1.20.		Annual – Standpipe and Hose Systems	Per Inspection	1	\$	\$
4.1.21.	July 2027	Annual – Fire Hydrant	Per Inspection	1	\$	\$
4.1.22.	April 2027	4-year – Fire Dampers Includes all 75 fire dampers	Per Inspection	1	\$	\$
4.1.23.	April 2027	5-year – Automatic Sprinkler System (Dry Pipe) <i>Includes weekly, monthly, quarterly, semi-annual, and annual requirements</i>	Per Inspection	1	\$	\$
4.1	TOTAL REQUIRED SERVICES FIRM UNIT PRICE(S) – LOWER FORT GARRY					\$
4.2	ST. ANDREWS RECTORY					
4.2.1	April 2027	Annual – Exit Signs (Self-Contained Units)	Per Inspection	1	\$	\$
4.2.2		Annual – Fire Extinguishers (Portable) Includes all 3 extinguishers	Per Inspection	1	\$	\$
4.2	TOTAL REQUIRED SERVICES FIRM UNIT PRICE(S) – ST. ANDREWS RECTORY					\$
4.3	THE FORKS NHSC					
4.3.1	April 2027	Annual – Backflow Preventers	Per Inspection	1	\$	\$
4.3.2		Annual – Emergency Lighting (Centralized Back-up and/ or Self-Contained Units)	Per Inspection	1	\$	\$
4.3.3		Annual – Fire Extinguishers (Portable) Includes all 3 extinguishers	Per Inspection	1	\$	\$
4.3.4	April 2027	4-year – Fire Dampers Includes all 5 fire dampers	Per Inspection	1	\$	\$
4.3	TOTAL REQUIRED SERVICES FIRM UNIT PRICE(S) – THE FORKS					\$
4.4	RIEL HOUSE NHSC					
4.4.1	April 2027	Annual – Emergency Lighting (Centralized Back-up and/ or Self-Contained Units)	Per Inspection	1	\$	\$

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4.4.2	Annual – Fire Extinguishers (Portable) Includes all 4 extinguishers	Per Inspection	1	\$	\$
4.4	TOTAL REQUIRED SERVICES FIRM UNIT PRICE(S) – RIEL HOUSE				\$
	Sum of Extended Total(s)				

4.5 Work Authorizations - As and When Requested Services:

The Contractor will be paid for the actual hours worked 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 arrives on-site. All additional chargeable time, over and above the first half hour, will be rounded to the nearest quarter hour.

Item No.	Description	Estimated Quantity / Hours	Per Unit / Hourly Rate	Total
4.5.1.	Replacement Extinguisher – 2.5lb ABC	1 extinguisher	\$	\$
4.5.2.	Replacement Extinguisher – 5lb ABC	1 extinguisher	\$	\$
4.5.3.	Replacement Extinguisher – 10lb ABC	1 extinguisher	\$	\$
4.5.4.	Replacement Extinguisher – 20lb ABC	1 extinguisher	\$	\$
4.5.5.	Replacement Extinguisher – 10lb CABC	1 extinguisher	\$	\$
4.5.6.	Replacement Extinguisher – 5lb CO2	1 extinguisher	\$	\$
4.5.7.	Replacement Extinguisher – 10lb CO2	1 extinguisher	\$	\$
4.5.8.	Replacement Extinguisher – 6lb K-Class	1 extinguisher	\$	\$
4.5.9.	CO ₂ Recharge	3 extinguishers	\$	\$
4.5.10.	6-year Maintenance Service	15 extinguishers	\$	\$
4.5.11.	12-year Maintenance Service (Hydostat Testing)	9 extinguishers	\$	\$
4.5.12.	Service Call Regular Hours - Technician	10 hours	\$	\$
4.5.13.	Service Call Regular Hours - Apprentice	10 hours	\$	\$
4.5.14.	Service Call Outside Regular Hours - Technician	5 hours	\$	\$
4.5.15.	Service Call Outside Regular Hours - Apprentice	5 hours	\$	\$
4.5	TOTAL WORK AUTHORIZATIONS - AS AND WHEN REQUESTED SERVICES			\$
	FIRM UNIT PRICE(S)			
	Sum of Extended Total(s)			

4.6 Parts and Materials:

The provision of all materials, components and products as required to perform the Work in accordance with Annex A – Statement of Work, will be supplied at cost plus the firm % mark-up rate. These expenses must be supported by an itemized statement supported by receipt vouchers.

Item No.	Description	Firm Percent (a)	Estimated Cost Value (b)	Extended Estimated Cost(s) = (1+a) x b
	Example	5% (0.05)	\$2,000.00 of parts	\$2,100.00 [(1+0.05) x \$2,000.00]
4.6	Fixed markup cost on parts and materials		\$2,000.00	\$
D	COMBINED ESTIMATED TOTAL FIRM UNIT PRICE(S) (Items 4.1 + 4.2 + 4.3 + 4.4 + 4.5 + 4.6)			\$

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Table E - Option Year 4– February 1, 2028 to January 31, 2029 – Firm Unit Price(s)

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) in Canadian funds for all costs, including but not limited to all professional, technical, and administrative fees and costs as required to fulfill the requirements of *Annex A – Statement of Work* as defined.

5. Estimated Quantities

Note: Estimated quantities will reflect the total amount of inspections required on the site throughout the year. The requirements for the larger inspections (aka. multi-year and annual inspections) will include the requirements set out for smaller inspections (aka. weekly, monthly, etc. inspections), therefore the quantity may be smaller than expected.

Ex: item 1.1.4 Monthly – Automatic Sprinkler System. The total number of monthly inspections required for this system is 8 rather than 12. This is because the monthly requirements for the sprinkler system must also be completed in the quarterly, semi-annual and annual inspections. Since those inspections fall within the same timeframe as the monthly inspection you can replace the smaller inspection that month with the larger one that is also required.

5. Required Services (Inspections, Testing and Maintenance):						
Item No.	Schedule	Description	Unit of Measure	Estimated Quantities⁵ (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
5.1	LOWER FORT GARRY NHSC					
5.1.1.	Weekly	Weekly – Automatic Sprinkler System (Dry Pipe)	Per Inspection	40	\$	\$
5.1.2.		Weekly – Diesel Fire Pump	Per Inspection	48	\$	\$
5.1.3.		Weekly – Electric Fire Pump	Per Inspection	40	\$	\$
5.1.4.	Monthly	Monthly – Automatic Sprinkler System (Dry Pipe) <i>Includes weekly requirements</i>	Per Inspection	8	\$	\$
5.1.5.		Monthly – Electric Fire Pump <i>Includes weekly requirements</i>	Per Inspection	11	\$	\$
5.1.6.	July 2028 January 2029	Quarterly – Automatic Sprinkler System (Dry Pipe) <i>Includes weekly and monthly requirements</i>	Per Inspection	2	\$	\$
5.1.7.		Quarterly – Diesel Fire Pump <i>Includes weekly requirements</i>	Per Inspection	2	\$	\$
5.1.8.		Quarterly – Standpipe and Hose Systems	Per Inspection	2	\$	\$
5.1.9.	October 2028	Semi-Annual – Automatic Sprinkler System (Dry Pipe) <i>Includes weekly, monthly, and quarterly requirements</i>	Per Inspection	1	\$	\$
5.1.10.		Semi-Annual – Commercial Cooking Equipment (Fire Protection System, Exhaust System and Listed Hoods)	Per Inspection	1	\$	\$
5.1.11.		Semi-Annual – Diesel Fire Pump <i>Includes weekly and quarterly requirements</i>	Per Inspection	1	\$	\$
5.1.12.		Semi-Annual – Standpipe and Hose Systems <i>Includes quarterly requirements</i>	Per Inspection	1	\$	\$

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5.1.13.	April 2028	Annual – Backflow Preventers	Per Inspection	1	\$	\$	
5.1.14.		Annual – Commercial Cooking Equipment (Fire Protection System, Exhaust, Listed Hoods, and Grease Build-up) <i>Includes semi-annual requirements</i>	Per Inspection	1	\$	\$	
5.1.15.		Annual – Electric Fire Pump <i>Includes weekly, and monthly requirements</i>	Per Inspection	1	\$	\$	
5.1.16.	April 2028	Annual – Emergency Lighting (Centralized Back-up and/ or Self-Contained Units)	Per Inspection	1	\$	\$	
5.1.17.		Annual – Exit Signs (Self-Contained Units)	Per Inspection	1	\$	\$	
5.1.18.		Annual – Fire Extinguishers (Portable) Includes all 129 extinguishers	Per Inspection	1	\$	\$	
5.1.19.	July 2028	Annual – Fire Hydrant	Per Inspection	1	\$	\$	
5.1.20.	April 2028	2-year – Diesel Fire Pump <i>Includes weekly, quarterly, semi-annual, and annual requirements</i>	Per Inspection	1	\$	\$	
5.1.21.	April 2028	3-year – Automatic Sprinkler System (Dry Pipe) <i>Includes weekly, monthly, quarterly, semi-annual, and annual requirements</i>	Per Inspection	1	\$	\$	
5.1.22.	April 2028	3-year – Standpipe and Hose Systems <i>Includes quarterly, semi-annual, and annual requirements</i>	Per Inspection	1	\$	\$	
5.1	TOTAL REQUIRED SERVICES FIRM UNIT PRICE(S) – LOWER FORT GARRY						\$
5.2	ST. ANDREWS RECTORY						
5.2.1	April 2028	Annual – Exit Signs (Self-Contained Units)	Per Inspection	1	\$	\$	
5.2.2		Annual – Fire Extinguishers (Portable) Includes all 3 extinguishers	Per Inspection	1	\$	\$	
5.2	TOTAL REQUIRED SERVICES FIRM UNIT PRICE(S) – ST. ANDREWS RECTORY						\$
5.3	THE FORKS NHSC						
5.3.1	April 2028	Annual – Backflow Preventers	Per Inspection	1	\$	\$	
5.3.2		Annual – Emergency Lighting (Centralized Back-up and/ or Self-Contained Units)	Per Inspection	1	\$	\$	
5.3.3		Annual – Fire Extinguishers (Portable) Includes all 3 extinguishers	Per Inspection	1	\$	\$	
5.3	TOTAL REQUIRED SERVICES FIRM UNIT PRICE(S) – THE FORKS						\$

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Item No.	Description	Estimated Quantity / Hours	Per Unit / Hourly Rate	Total		
5.4	RIEL HOUSE NHSC					
5.4.1	April 2028	Annual – Emergency Lighting (Centralized Back-up and/ or Self-Contained Units)	Per Inspection	1	\$	\$
5.4.2		Annual – Fire Extinguishers (Portable) Includes all 4 extinguishers	Per Inspection	1	\$	\$
5.4	TOTAL REQUIRED SERVICES FIRM UNIT PRICE(S) – RIEL HOUSE				\$	
5.5 Work Authorizations - As and When Requested Services:						
The Contractor will be paid for the actual hours worked 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 arrives on-site. All additional chargeable time, over and above the first half hour, will be rounded to the nearest quarter hour.						
5.5	TOTAL WORK AUTHORIZATIONS - AS AND WHEN REQUESTED SERVICES				FIRM UNIT PRICE(S)	\$
						Sum of Extended Total(s)
5.6 Parts and Materials:						
The provision of all materials, components and products as required to perform the Work in accordance with Annex A – Statement of Work, will be supplied at cost plus the firm % mark-up rate. These expenses must be supported by an itemized statement supported by receipt vouchers.						
Item No.	Description	Firm Percent (a)	Estimated Cost Value (b)	Extended Estimated Cost(s) = (1+a) x b		
	Example	5% (0.05)	\$2,000.00 of parts	\$2,100.00 [(1+0.05) x \$2,000.00]		
5.6	Fixed markup cost on parts and materials		\$2,000.00	\$		
E	COMBINED ESTIMATED TOTAL FIRM UNIT PRICE(S)				\$	
						(Items 5.1 + 5.2 + 5.3 + 5.4 + 5.5 + 5.6)

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Table F – Total of ALL Contract Years - Firm Unit Price(s)

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) in Canadian funds for all costs, including but not limited to all professional, technical, and administrative fees and costs as required to fulfill the requirements of *Annex A – Statement of Work* as defined.

Total of All Tables/ Contract Years		
Table No.	Description	Firm Unit Price(s)
A	Contract Year 1 – Contract Award – January 31, 2025	\$
B	Option Year 1 – February 1, 2025 – January 31, 2026	\$
C	Option Year 2 – February 1, 2026 – January 31, 2027	\$
D	Option Year 3 – February 1, 2027 – January 31, 2028	\$
E	Option Year 4 – February 1, 2028 – January 31, 2029	\$
F	TOTAL OF ALL CONTRACT YEARS FIRM UNIT PRICE(S) Sum of Extended Total(s)	\$

Notes:

- (a) Unidentified costs will not be allowable under the Contract unless there is a change to the work requirements and addressed by a contract amendment issued by the Contracting Authority;
- (b) Additional payment terms and conditions will not apply to the contract; and
- (c) Customs duties are included and Applicable Taxes are extra.

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ANNEX C

INSURANCE REQUIREMENTS – COMMERCIAL GENERAL LIABILITY INSURANCE

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

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ANNEX D

ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS)

*** to be completed after contract award ***

The following form must be completed and signed prior to commencing work on Parks Canada Sites.

Submission of this completed form, satisfactory to Parks Canada, is a condition of gaining access to the work place.

Parks Canada recognizes that federal OHS legislation places certain specific responsibilities upon Parks Canada as owner of the work place. In order to meet those responsibilities, Parks Canada is implementing a contractor safety regime that will ensure that roles and responsibilities assigned under Part II of the Canada Labour Code and the Canada Occupational Health and Safety Regulations are implemented and observed when involving contractor(s) to undertake works in Parks Canada work places.

Parks Canada Responsible Authority/Project Lead	Address	Contact Information
Project Manager		
Prime Contractor		
Subcontractor(s) (add additional fields as required)		

Location of Work

General Description of Work to be Completed

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Mark “Yes” where applicable.

	A meeting has been held to discuss hazards and access to the work place and all known and foreseeable hazards have been identified to the contractor and/or subcontractor(s)
	The contractor and/or its subcontractor(s) will comply with all federal and provincial/territorial legislation and Parks Canada's policies and procedures, regarding occupational health and safety.
	The contractor and/or its subcontractor(s) will provide all prescribed safety materials, equipment, devices and clothing.
	The contractor and/or its subcontractor(s) will ensure that its employees are familiar with and use all prescribed safety materials, equipment, devices and clothing at all times.
	The contractor and/or its subcontractor(s) will ensure that its activities do not endanger the health and safety of Parks Canada employees.
	The contractor and/or its subcontractor(s) has inspected the site and has carried out a hazard assessment and has put in place a health and safety plan and informed its employees accordingly, prior to the commencement of the work.
	Where a contractor and/or its subcontractor(s) will be storing, handling or using hazardous substances in the work place, it will place warning signs at access points warning persons of the presence of the substances and any precautions to be taken to prevent or reduce any hazard of injury or death.
	The contractor and/or its subcontractor(s) will ensure that its employees are instructed in respect of any emergency procedures applicable to the site.

I, _____ (*contractor*), certify that I have read, understood and attest that my firm, employees and all sub-contractors will comply with the requirements set out in this document and the terms and conditions of the contract.

Name: _____

Signature: _____

Date: _____

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ANNEX E TO PART 5 OF THE BID SOLICITATION

LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

Requirements

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

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

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

Supplier Information

Supplier's Legal Name:		
Organizational Structure: () Corporate Entity () Privately Owned Corporation () Sole Proprietor () Partnership		
Supplier's Legal Address:		
City:	Province / Territory:	Postal Code:
Supplier's Procurement Business Number (optional):		

List of Names

Name	Title

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Client Reference No.:
N/A

Title:
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Declaration

I, _____, (*name*)

_____, (*position*) of

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

Signature: _____

Date: _____

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Amy Barrett Lichter

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ANNEX F TO PART 5 OF THE BID SOLICITATION

FORMER PUBLIC SERVANT

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 (<input type="checkbox"/>) No (<input type="checkbox"/>)

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

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published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-1](#) 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.