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## **ANNEX A**

### **STATEMENT OF WORK (SOW)**

**FOR**

**2022-25 Supplemental Maintenance Program**

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**Code Compliance Inspections, Testing and  
Maintenance**

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**Fire Protection and Life Safety**

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## List of Appendices

The following appendices contain detailed information concerning the project and shall be consulted to clarify the requirements included in the Statement of Work.

**Appendix 1** - List of Assets with Components and Selected Inspection Procedures

**Appendix 2** - Supplier’s Qualification Form, List of Inspection Procedures, Code Reference, Certification Required, Notes

**Appendix 3** – Parks Canada Fire Protection Systems Impairment Procedures

## 1. Definitions and Acronyms

1.1. Following is a list of definitions and acronyms related to this Statement of Work (SOW) and all the associated Annexes, Appendices and Attachments.

Agency	Parks Canada Agency
Asset	Refer to definition for Built Asset and Heritage Asset
Built Asset	Built assets are real property assets with a physical existence. They are fixed, durable in nature and have a lifespan greater than one year. Such assets are material in value and are managed within a specific category and type and may include one or more components.
Component	A grouping of individual pieces of equipment work together to fulfill a common function. Each component type is part of a larger assembly that is part of the overall asset.
Consultant	Refer to definition for Supplier.
Contractor	Refer to definition for Supplier.
Contemporary asset	Built asset that has not been assessed as having heritage value.
Field Unit	A geographically based management unit that is responsible for the operation and maintenance of National Parks and National Historic Sites within its boundaries. There are 34 field units in Parks Canada.
Heritage Asset	Built asset assessed to possess heritage value, where that value is directly associated with an important aspect or aspects of human history and culture. The heritage value is embodied in tangible and/or intangible character-defining elements.
Inspection Procedure	Pre-defined inspection procedures recorded in Maximo that provide a library of national inspection procedures associated with identified component types.
Impairment coordinator	The impairment coordinator should be someone who is on site and thoroughly familiar with the building layout, operations, and systems. In addition, they should have the authority and means to initiate proper notification when a system impairment is planned. The impairment coordinator is usually someone from the Assets group. In the absence of a specific designee, the Asset Manager or the onsite building/site manager shall be considered the impairment coordinator.
ITM	Inspection, Testing, Maintenance and Minor Repair
Maximo	Maximo is an enterprise asset management software (IBM product) that has been configured as Parks Canada's built asset portfolio database. It includes asset tombstone data, project information and asset work orders for operations, maintenance, improvement and rehabilitation.
Must	When the word “Must” is used in a requirement it indicates that the requirement is Mandatory, and the Supplier has to provide or meet the described requirement.

Maintenance	Work performed against assets to keep assets in an acceptable condition and to preserve their original serviceability and to reach the end of their useful life. Maintenance typically refers to activities aimed at retaining an asset's functionality (e.g. replacement of components that have reached their useful life), while repair activities are aimed at restoring an asset's functionality (e.g. replacement of damaged components so that the asset can be brought back to a normal operating condition). Maintenance expenditures are non-capitalized.
Canada's National Model Codes	The 2020 Canadian National Model Codes include the National Building Code of Canada 2020, the National Fire Code of Canada 2020, the National Plumbing Code of Canada 2020, and the National Energy Code of Canada for Buildings 2020.
Operations	Work performed against assets during the normal course of an asset's life cycle as the asset functions and performs as intended. Operating activities usually have a short term effect and are repeated in order to provide the defined level of service.
Repair	Work performed to repair and replace components at end of predicted useful life or to address damage caused by unpredicted events.
PCA	Parks Canada Agency
Project Authority	PCA representative for whom the Work is being carried out under the contract and is responsible for all matters concerning the delivery of the services and resources under the contract.
Project Technical Authority	The Technical Authority is the Manager, Fire Safety under the Real Property & Assets Directorate and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority, however the Technical 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.
Shall	Refer to definition for Must.
Should	When the word "Should" is used in a requirement it indicates that the requirement is not mandatory, and the Supplier does not have to meet or provide the described requirement.
SOW	Statement of Work
Supplier	The successful company that is awarded a Contract as a result of this procurement.
Will	Refer to definition for Must.

## 2. Project Overview

- 2.1. As one of the largest federal custodians, Parks Canada manages a variety of real property and infrastructure assets supporting 46 national parks and park reserves, 1 national urban park, 5 national marine conservation areas, and 171 national historic sites, including 9 historic canals. Parks Canada's built asset portfolio is wide-ranging and includes assets such as highways, bridges, locks

and dams; cultural (heritage) resources such as fortifications and historic buildings; and contemporary assets such as campgrounds, visitor centres, offices, and maintenance and operations compounds. The breadth in variety and widespread location of Parks Canada’s asset portfolio present unique management challenges.

Generally, as part of operations and maintenance, individual Field Units carryout mandatory inspections, testing and maintenance. However, a need to increase the compliance rate for strategically selected mandatory inspections was identified to enhance the level of the program delivery. As a result, heritage and contemporary assets and selected inspection procedures that would benefit from increased ITM expertise were identified to be carried out by external suppliers in the Fiscal Year 2023-24.

This Statement of Work describes the services and deliverables required for the ITM Systems and Components identified further in this document.

### 3. Objectives

- 3.1. To complete the required inspections, testing, maintenance and minor repairs of selected systems and components identified in **Appendix 1** in accordance with the most recent edition of the National Model Codes and applicable Standards and to obtain certification of such an inspection.

### 4. Work Description

- 4.1. The Supplier shall furnish all necessary tools, equipment, materials, labour and any other resources required to inspect, test, maintain and do minor repairs to the systems and components in Assets as identified in **Appendix 1**.
- 4.2. Provide ITM in compliance with the 2020 Edition of the National Model Codes and the most recent edition of referenced ITM Standards available at the time of entering into the Contract. A list of inspection procedures, including applicable code references and qualifications required, is in **Appendix 2**. Any deviation to the applicable Codes and Standards aforementioned, is strictly prohibited unless the Supplier has approval from the Project and Technical Authorities in writing to confirm which Code will be applicable.
- 4.3. The Supplier will be responsible for all of its travel, meals and accommodation requirements. Any requirement for PCA to provide travel support, e.g. within a PCA site, will be identified by the Supplier in advance of any site visit for agreement and coordination by PCA.
- 4.4. Where system components need to be removed and taken off-site for testing or replacement, the Supplier must provide and install spare components that are compatible with the affected system, suitable for the type of hazard being protected and shall be of at least equal rating, to temporarily replace the existing component(s). Systems must be maintained in service unless authorized by the PCA site representative.
- 4.5. System impairment procedures are the responsibility of the Supplier as per the National Fire Code of Canada Subsection 6.1.1 and also CAN/ULC S536-19, Section 4 and Chapter 15 of NFPA 25 (2020) as applicable. The supplier shall follow the procedures as established in the Parks Canada Fire Protection System Impairment Procedures (**Appendix 3**). The mitigation measures shall be approved by the local responsible authority prior to the commencement of work.

- 4.6. At no time shall any system be left impaired after the ITM activities without informing the Authority Having Jurisdiction and the receiving approval from the Authority Having Jurisdiction.

## 5. Qualifications

- 5.1. The Supplier shall ensure that all their staff and sub-contractor's staff, where applicable, have all appropriate qualifications, licenses and certifications to carry out the work in accordance with the requirements in this Statement of Work, in the jurisdiction (Province or Territory) in which the work is undertaken and as listed in **Appendix 2**.
- 5.2. The Supplier will submit to the Project Authority the Supplier's Qualification Form [**Appendix 2**] with indicated Supplier's qualification related to inspection procedures to be performed, as requested in **Appendix 1**. Supplier's Qualification Form is to be submitted with the Contract Bid Documents.
- 5.3. The Supplier will submit to the Project Authority a list of personnel expected to conduct work at each site and component a minimum 5 calendar days before coordinating site visits with the PCA Site Representative.
- 5.4. The Supplier will provide copies of qualifications/certification personnel expected to conduct work at each site upon request of the Project Authority.

## 6. Supplier's Lead Level of Authority Requirements

The Supplier must appoint the following individuals with authority to make decisions related to the delivery of the Work under the Contract.

- 6.1. Senior Manager - A senior manager with overall responsibility, on behalf of the Supplier, for all obligations under this Contract, including the timely and efficient delivery of the services. The Senior Manager is the escalation point for issues that cannot be resolved through lower-level mechanisms.
- 6.2. Project Manager - The Supplier shall maintain a competent project manager who will be responsible for overseeing and direct the efforts of all activities of the Supplier throughout the various stages and locations of the work. The project manager shall be the single point of contact for the Project Authority for the duration of the contract.
- 6.3. Site Supervisor - The Supplier will assign a supervisor for each site (may be fulfilled by the Project Manager). The site supervisor will be the primary point of contact for the PCA site representative on each site.

## 7. Meetings and Communications

### 7.1. Meetings

- 7.1.1. The Supplier will be required to attend and provide minutes for all meetings, including kick-off meetings.
- 7.1.2. The Supplier must initiate a kickoff meeting with the Project Authority within 14 calendar days of contract award.
- 7.1.3. During the kickoff meeting, the Supplier must confirm the scope of work and determine if there are any additional information and/or activities required.

7.1.4. The Supplier will organize progress meetings at times mutually agreed upon by the parties following the contract award. The progress meetings shall be scheduled at least once a month.

7.1.5. The Supplier will meet with PCA site representative(s) to review maintenance records and interview PCA site representatives, as necessary, regarding the performance of the component to be inspected.

## 7.2. Communications

7.3. All communications and direction will be through the Supplier's project manager and the PCA Project Authority unless authorized otherwise by the Project Authority.

## 8. Reporting

8.1. The Supplier shall submit templates for all reports for review and acceptance by the PCA within 7 calendar days of the kick-off meeting.

8.2. Upon completion, the Supplier must provide detailed reports for every system and component inspected, tested and maintained, including a complete list of the deficiencies, references, minor repair work completed, and recommendations to consider for future system and component enhancement. Documentation shall be electronic (PDF) copy provided within 30 calendar days of the completed inspection.

8.3. The report(s) shall be signed by and include the identification number of the technician that carried out the work.

8.4. The Supplier is to submit an Inspections Record Summary with overview of all inspections requested and delivered within 30 calendar days of any completed inspection and updated anytime there is another scheduled ITM activity. The Inspections Record Summary is to include at least: The Service Company's Name, the Name of Technician Conducting the Test/Inspection and CFAA or ID Number, Field Unit, National Park or National Historic Site, Asset Name and Maximo Asset Number, Component, Inspection Procedure, Inspection Date, Inspection Result (Pass/Fail), Required Repairs, Recommendations, Comments.

8.5. Deficiency Repair Estimate: An estimate shall be submitted for each deficiency identified in the inspection reports. The Deficiency Repair Estimate shall be submitted within 30 calendar days of completion of the scheduled inspection, separate from the Inspection reports, however could be part of the Inspection Records Summary. The Deficiency Repair Estimate shall include at least the following: Field Unit, National Park or National Historic Site, Asset Name and Maximo Asset Number, Component, Inspection Procedure, Inspection Date, Deficiency Description including a Code Reference, Repair Estimate for Material and Labour, Comments, The Service Company's Name, the Name of Technician Conducting the Test/Inspection and Certification/License ID Number.

8.6. The Supplier shall ensure that submitted reports for the Fire Alarm System meet as a minimum the requirement of CAN/ULC-S536-19-REV1, "Standard for Inspection and Testing of Fire Alarm Systems". The reports shall be similar to that shown in Sections 20 to 23 "Annual Fire Alarm System Test and Inspection Record".

8.7. The Supplier shall ensure that submitted reports for Fire Signal Receiving Centres meet, as a minimum, the test record format similar to Test and Inspection Reports, in CAN/ULC-S561-13,

Standard for Installation and Services for Fire Signal Receiving Centres.

- 8.8. The submitted reports for water based fire protection systems, including but not limited to automatic sprinkler systems, fire pumps, standpipe and hose systems or hydrants, shall include, as a minimum, the recommended requirements for each ITM activity as established in NFPA 25. Acceptable report formats include the NFPA 25\_20120 eForms PDF or equivalent acceptable by the Project and Technical Authorities.
- 8.9. The submitted reports for the special fire protection systems, including but not limited to wet chemical, dry chemical, kitchen hood suppression, or clean agent, shall include, as a minimum, the recommended requirements for each ITM activity as established in the respective NFPA Standards.

## 9. Schedule

- 9.1. The Supplier shall make the best effort to ensure that all systems and components located in a single asset are inspected and tested at the same time.
- 9.2. The Supplier shall submit a preliminary schedule of ITM activities for all systems and all buildings for each field unit within 30 days of the contract award. The schedule is not expected to have specific dates for each building but a weekly and monthly picture of the sites, buildings and associated systems to be inspected. The schedule shall include an approximate duration for each ITM activity and any potential impact that the ITM activity can have on the operation.
- 9.3. The Project Authority will coordinate with the local field unit to review the preliminary schedule and provide comments to the Supplier. The field unit may request changes to the schedule to better accommodate their operational activities.
- 9.4. The Supplier shall submit a final schedule of ITM activities with the level of detail provided in Clause 9.2 within 7 calendar days of receipt of the comments on the Draft ITM Schedule from the Project Authority.
- 9.5. The Supplier will coordinate site visits for each Asset with PCA site representatives a minimum of 14 calendar days before the ITM activities to allow the building occupiers to prepare for the inspection, testing, maintenance or repair. Coordination will include specific dates and times for the planned ITM work, names and contact information of the personnel carrying out the work, and any special transportation (e.g. boat or helicopter) required to access the asset, at minimum.
- 9.6. A minimum of five days prior to coordinating the site visits, the Supplier will issue a Draft Detailed ITM Schedule including the proposed dates, times, systems or components included in each asset inspection for each site.
- 9.7. Within five days of receipt of the comments on the Draft Detailed ITM Schedule, the Supplier will submit the final detailed schedule of ITM activities by site.
- 9.8. An acceptable ITM schedule as referred in Clause 9.4 is to be completed, and work is to commence within 45 calendar days of award.
- 9.9. The Supplier shall make all necessary arrangements for applicable site specific notifications/permits prior to the applicable site activities commencing.
- 9.10. As a minimum, the Supplier will be required to check in with the local Fire Department at the



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beginning and end of each work day.

- 9.11. The Supplier shall notify the local Fire Department of any fire protection system impairment and when the system is returned to service.
- 9.12. Any changes to the Final Detailed ITM Schedule must be submitted to the Project Authority for approval in writing without delay, supported with an updated ITM Schedule.
- 9.13. The Project Authority will authorize the updated Final Detailed ITM Schedule. Without this authorization, the updated ITM Schedule is not considered approved.
- 9.14. Any additional costs resulting from changing the Final Detailed ITM Schedule are not the responsibility of PCA.
- 9.15. All activities identified in this SoW are to be completed before February 15th, 2024.
- 9.16. Contract Milestones. The following milestones have been established for the implementation of this Contract (may be adjusted based on the Contract Award date):

No.	Milestone	Timeframe
1.0	Contract Award	Day 0
2.0	Kick-off Meeting	To be scheduled within 14 calendar days of contract award.
3.2	Submission of Report Templates	To be submitted within 7 calendar days of the kick-off meeting.
4.0	Application for Business Licences, Restricted Activity Permits and Site Access Passes	To be applied for within 21 calendar days of contract award.
5.1	Draft ITM Schedule	To be submitted by the Supplier to the Project Authority within 30 calendar days of contract award.
5.2	Final ITM Schedule	To be submitted by the Supplier to the Project Authority within 7 calendar days of receipt of the comments on the Draft ITM Schedule.
6.1	ITM Services Begin	An acceptable ITM schedule will be completed, and work is to commence within 45 calendar days of award.
6.2	Coordination of Site Visits	Minimum 14 calendar days before site work commences, coordinate site visits with PCA Site Representative.
6.3	Draft Detailed ITM Schedule by Site	To be submitted by the Supplier to the Project Authority minimum five days prior to coordinating site visits with PCA Site Representative.
6.4	Final Detailed ITM Schedule by Site	To be submitted by the Supplier to the Project Authority within five days of receipt of the comments on the Draft Detailed ITM Schedule.
6.5	Progress Meetings	At times mutually agreed by the parties following contract award. At least once a month.
6.6	Inspection and Testing Reports Provided to Project Authority	Signed reports are to be submitted by the Supplier to the Project Authority within 30 calendar days of activity completion.

7.0	Project Completion	February 15 <sup>th</sup> , 2024
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## 10. Deliverables/Submittals

- 10.1. The Supplier is required to provide a detailed cost breakdown for each site by building and system, with the travel and other costs separate to facilitate payment as inspections are completed. The cost breakdown is to be submitted with the Contract Bid Documents, Annex B.
- 10.2. The Supplier shall provide all document deliverables as detailed in this SOW. Some of the key Supplier’s deliverables/submittals are listed in the table below:

Submittal	Description	Copies	Purpose	Target Date
Cost Breakdown	Provide as described in Clause 10.1	1 soft copy in MS Word, Excel or PDF	PCA Review	Submit with Contract Bid Documents.
Supplier’s Qualification Form [Appendix 2]	Provide as described in Section 5.	1 soft copy in Excel	PCA Review	Submit with Contract Bid Documents.
Report Templates	Submission of Report Templates.	1 soft copy in MS Word, Excel or PDF	PCA Review/ Acceptance	Within 7 calendar days of the kick-off meeting.
Draft and Final ITM Schedule	A general weekly/monthly inspection schedule showing all sites, components and ITM activities.	1 soft copy in MS Word, Excel or PDFs	PCA Review/ Acceptance	Draft within 30 calendar days of contract award.  Final within 7 calendar days of draft comments.
Draft and Final Detailed ITM Schedule	Detailed inspection schedule including assets and components to be inspected, and time and date for each inspection, for each site.	1 soft copy in MS Word, Excel or PDFs	PCA Review/ Acceptance	Draft minimum 5 calendar days before coordinating site visits with PCA Site Representative.  Final within 5 calendar days of draft comments.
Inspection and Testing service reports	Reports for each system and each building as described in the SOW.	1 PDF soft copy	PCA Acceptance	Within 30 calendar days of completion of the scheduled ITM activity.
Inspections Record	Provide as described in detail in Section 8.	1 soft copy in Excel	PCA Acceptance	Within 30 calendar days of completion of

Summary				the scheduled ITM activity.
Deficiency Repair Estimate	Provide as described in detail in Section 8.	1 soft copy in Excel	PCA Review	Within 30 calendar days of completion of the scheduled ITM activity.
Health and Safety Plan	Site specific H&S Plan	1 PDF soft copy per site	PCA Review	Within 30 calendar days of contract award.
Risk Management Plan	Risk Management Plan	1 PDF soft copy per site	PCA Review	Within 30 calendar days of contract award.
Application for Permits and Licences	Application for Business Licence, Restricted Activity Permits, Site Access passes (as required by site and/or work to be carried out) in locations ITM to be performed.	1 PDF soft copy per site	PCA Review	Within 21 calendar days of contract award.

- 10.3. All photographs taken in support of inspection requirements must be embedded with the related inspection report.
- 10.4. Upon request, and where available, PCA will supply the Supplier with a summary of the relevant inspection and maintenance history of the contracted components. In cases where there are discrepancies between the Supplier’s observations and any reported activities, the Supplier shall provide a detailed summary of the discrepancies in the ITM report for the system.

## 11. Minor Repairs and Extra Work

- 11.1. Where system or component deficiencies or impairments are found during the inspection and testing, the Supplier may rectify the deficiency or impairment if the work is a minor repair estimated to cost less than \$500 per component inspection as identified in **Appendix 1**, including all costs for materials, labour, equipment, and other associated expenses.
- 11.2. The Supplier shall make every effort to complete minor deficiency repairs during the ITM activities. Disruptions to the operation of systems and equipment extending beyond the date of the inspection, return visits specifically for the purpose of completing minor repairs, or repair work requiring specialized parts to be ordered will require approval in writing from the Project Authority prior to proceeding with such work.
- 11.3. While undertaking minor repairs, the Supplier shall:
  - a) Undertake repairs in accordance with the appropriate and applicable standard and/or code,
  - b) Ensure personnel performing the work are sufficiently qualified, and
  - c) Undertake all work whilst minimizing all possible interference, disturbance or damage to PCA facilities and equipment, building occupants, and/or public and activities/operations.

- 11.4. System components used for minor repair or replacement of existing components shall be new, system compatible, ULC, CSA listed, matching the original supplier's specifications and comply with the applicable provisions of the codes and standards.
- 11.5. The Supplier shall include a summary of minor repair work performed, including materials used, manufacturer and model number of any parts replaced, and the cost of the work in the inspection report.
- 11.6. The above applies to deficiencies that must be repaired in order to operate the system or equipment as originally designed only. Recommendations for extra work such as system enhancements, regardless of value, must be indicated in the inspection report.

## **12. Hours of Work and Site Access**

- 12.1. All work shall be carried out during regular working hours [8h00 - 16h00, Monday to Friday], excluding statutory holidays.
- 12.2. The Supplier shall coordinate with the PCA site representative to be accompanied by PCA staff while onsite and be provided with access to each site and building.
- 12.3. In rare instances, some buildings may not be accessible during normal working hours. In these instances, the Supplier shall undertake the ITM at an alternative time agreed upon with the Project Authority.

## **13. Constraints and Risk Management**

### **13.1. PCA Operating Season**

- 13.1.1. From May 1 through September 30, PCA field units are focused on preparing sites for the summer visitor season, accommodating visitors, and executing projects that require warmer weather conditions. Field unit personnel will have limited ability to provide information, accompany the Supplier on site visits, and provide other support during this time. In addition, accommodations near many PCA sites become more difficult and expensive to procure during the visitor season. For this reason, ITM should be scheduled to avoid the prime summer tourism months from July 1 through September 5 when it is feasible to do so, and carried out as efficiently as possible if summer inspections are required.

### **13.2. Limited Background Information**

- 13.2.1. Record-keeping practices and onsite expertise vary greatly throughout the PCA network, and staff turnover rates may be high for some locations. While existing documents such as record drawings, specifications and maintenance logs will be provided where possible, the Supplier should not rely on or assume the availability of this information or experienced subject matter experts at all of the targeted asset inspection locations.

### **13.3. COVID-19 Prevention**

- 13.3.1. The Government of Canada and provincial government COVID-19 pandemic responses are constantly evolving and may be difficult to predict. The Supplier is required to comply with PCA's COVID-19 health and safety requirements as described in the Contract Documents. Should additional federal

or provincial restrictions come into force during the execution of the contract which affects the Supplier's ability to travel to assessment sites or access PCA workplaces, it may be necessary to alter the work plan, with approval from the Project Authority. The Supplier will review and comply with all federal and provincial public health orders upon executing the asset assessments. If it is not possible to meet the approved project schedule due to changes in public health orders, the Supplier will inform the Project Authority to discuss a mitigation strategy.

#### **13.4. Weather Conditions and Access to Sites**

13.4.1. Should weather conditions necessitate alternate modes of transportation or postponement of asset assessments, as advised by field unit personnel, transportation accommodations and/or adjustments to the project schedule must be coordinated with and approved by the Project Authority.

#### **13.5. Risk Management**

13.5.1. The Supplier is to provide a risk management plan, which will outline proposed mitigations to reduce the impact of the risks/constraints listed above, as well as any other risks that the Supplier has identified in reviewing the Statement of Work.

13.5.2. The Supplier's risk management plan must be submitted to the Project Authority within 30 calendar days of contract award.

### **14. Other Requirements**

#### **14.1. General**

14.1.1. The Supplier shall provide all necessary labour, material and other resources to fulfill the terms of the Contract. For the avoidance of doubt, this includes, but is not limited to: all necessary qualified personnel, management, supervision, access equipment, vehicles, fuel, materials including small parts such as lamps, fuses and pilot lights, fusible links; tools, equipment, office and storage space, reference documents, data-processing supplies, computers, specific software, firmware for each type of fire alarm, control units, cleaning materials, overhead, travel, accommodation, disbursements and other incidentals.

14.1.2. The Supplier is legally and professionally responsible and accountable for the proper execution of all work identified in this SOW. PCA review and acceptance of the Supplier's work shall not relieve the Supplier of responsibility for the completeness and accuracy of their work.

14.1.3. The Supplier must take all reasonable measures to protect PCA property, including but not limited to aircrafts, vehicles, mechanical and electrical equipment, building systems and sub-systems from damage or malfunction during the conduction of ITM activities.

14.1.4. The Supplier shall pay the costs associated with the clean-up and any damage resulting from the unauthorized or negligent caused by the Supplier or sub-contractors.

#### **14.2. Project Management**

14.2.1. The Supplier must apply project management best practices which, at a minimum, must include the:

- a) Regularly scheduled project meetings that include documented agendas and records of decisions

& discussions.

- b) Document and review of action items with due dates and responsibilities.
- c) Mobilizing resources of necessary expertise and at appropriate times for all aspects of work.
- d) Obtain necessary clarification and approval from the Project Authority in a timely manner.
- e) Plan and conduct work in a manner that does not impede public use of sites where access is permitted.
- f) Established escalation procedures to address issues.
- g) Coordination with others, including other PCA contracts and internal services.

#### **14.3. Quality Management**

- 14.3.1. The Supplier shall put in place good quality control procedures for all aspects of the work to ensure that it is carried out in accordance with this SOW. The PCA Representative and PCA Technical Authority representatives will undertake inspections to ensure services are being provided in accordance with the requirements of the Contract.

#### **14.4. Waste Management**

- 14.4.1. The Supplier shall safely dispose of any hazardous and non-hazardous waste generated in the course of their work on a site. The waste shall be disposed of in accordance with applicable municipal, provincial and federal regulations.
- 14.4.2. Disposal of contaminants, firefighting foam concentrate or solution into waterways, storm or sanitary sewers is strictly prohibited. In the event that any type of contaminants, firefighting foam, concentrate or solution needs to be disposed of, the Supplier shall be responsible for collection, transport and disposal in compliance with all applicable regulatory requirements. Each shipment of any type of contaminants, firefighting foam, concentrate, or solution sent for disposal must be manifested prior to leaving PCA property, and a copy of the manifest and Disposal Certificate shall be returned to Project Authority upon completion of the disposal activity.

#### **14.5. Environment**

- 14.5.1. The Supplier shall comply with the Environmental Protection Act and applicable provincial and territorial acts, regulations, codes and standards as they apply to their activities under this Contract.

#### **14.6. National Parks Act**

- 14.6.1. Restricted Activity Permits are required for activities such as flying drones or using water from a natural water body as per National Parks Act.

#### **14.7. Health and Safety**

- 14.7.1. The Supplier is responsible for the health and safety of their personnel while carrying out the requirements of this SOW. The Supplier must also comply with Canada Labour Code Part II and applicable Provincial Health and Safety Regulation, PCA health and safety policy, as well as any other applicable regulations, requirements, acts, etc.
- 14.7.2. The Supplier is to ensure that all equipment lock-out and safety practices are followed.
- 14.7.3. All work that involves isolation and/or lockout of electrical circuits shall be planned and executed by

suitably qualified and trained individuals possessing a lockout/tag out certification from an accredited OSHA provider, using appropriate tools, notices and equipment.

- 14.7.4. The Supplier will not have sole access to any building or part thereof and must plan all activities in full consideration of the risks inherent in conducting work in multi occupied environments.
- 14.7.5. The Supplier shall assess the work required under this contract and identify and implement appropriate safe work procedures.
- 14.7.6. The Supplier is required to develop a site specific safe work plan identifying hazards and controls that will be implemented to address the hazards. The Supplier's health and a safety plan must be submitted to the Project Authority within 30 calendar days of contract award.
- 14.7.7. The Supplier must ensure that suitable health and safety information, instruction, equipment and training are provided to operatives and sub-contractors.
- 14.7.8. Smoking is prohibited except in designated smoking areas.
- 14.7.9. If the Supplier discovers conditions that pose an immediate significant threat to human health or safety, the Supplier shall immediately cease work and notify the PCA site representative.
- 14.7.10. Many of the contracted buildings are old and may contain asbestos, metal-impacted paint Lead, Mercury, Halons, Perfluorooctane Sulfonate (PFOS) in fire-fighting foam or other hazardous materials. The Supplier must assume that buildings constructed prior to 1985 contain asbestos-containing materials in ceiling tiles, drywall, transite-type panels, thermal insulation, mechanical/pipe insulation, pipe parging, caulking, floor tiles, adhesives and mastics.
- 14.7.11. Inspection, testing, and repairs must, at a minimum, be done in accordance with the current PCA Asbestos Management Directive. The PCA can provide a copy of the directive upon request.

#### **14.8. Government Supplied Equipment**

- 14.8.1. Government-owned (PCA) equipment, devices, tools, and machinery, including personal protective equipment, shall not be provided to or accepted by the Supplier unless specified in advance and in writing by the PCA Site Representative.

#### **14.9. Parks Canada Agency Support**

- 14.9.1. Provide supporting information and documents for review.
- 14.9.2. Coordinate Asset/Site selection and coordinate site visits.
- 14.9.3. Provide timely responses to inquiries and feedback.
- 14.9.4. PCA has a Project Authority who will be managing the project as a whole and will be the principal contact for the Supplier.
- 14.9.5. In addition to all documents listed herein, Additional asset data, as managed within PCA's Maximo, can be provided to the Supplier after contract award upon written request.

#### **14.10. Travel**

- 14.10.1. The travel requirements for this project are limited to the site visits for ITM – see **Appendix 1** for a complete list of sites.

#### **14.11. Business Licenses and Park Access**

## Annex A – Statement of Work

### 2022-25 Supplemental Maintenance Program – Fire Protection and Life Safety

- 14.11.1. Upon award of the contract, the Supplier will be required to obtain a business license for each park or site the Supplier will be conducting ITM activities in, as required by that park or site's regulations.
- 14.11.2. PCA will provide a list of contact information for the business license office associated with each site.
- 14.11.3. The Supplier is responsible for the application for permits and licences within 21 calendar days of contract award.
- 14.11.4. After securing the necessary business licenses, the Supplier must apply to each park or site for passes to access the site for the purpose of conducting the work of the contract. One pass will be required for each vehicle accessing the site.
- 14.11.5. Any costs associated with acquiring business licenses and/or park passes will be the responsibility of the Supplier.

#### **14.12. Language Requirements**

- 14.12.1. The language requirement for this project is the predominant written and spoken language in the location of the work. For sites located in Quebec, Ontario and New Brunswick, the Supplier will be prepared to undertake all planning, execution, and reporting of the work in French or English, as determined by the local field unit. For work in other provinces, English is assumed to be the predominant language.