REQUEST FOR PROPOSAL No. 1895

Fire Extinguishers, Fire Suppression, Fire Alarms, Emergency Lighting & Sprinkler Systems Maintenance

Addendum No. 2

July 18 2017

This addendum shall be read in conjunction with and considered as an integral part of the Request for Proposal No. 1895. Revisions supersede the information contained in the original Request for Proposal No. 1895 or previously issued Addendum. No consideration will be allowed for any extras due to any Proponent not being familiar with the contents of this Addendum. Ensure this document is signed, acknowledged and included in the Proposal submission.

NOTE CLOSING DATE EXTENSION:
Closing Date and Time:
Proposals must be received at the Purchasing Department prior to:
July 31, 2017; 3:00 pm (15:00 hrs) Pacific Time

Also keep in mind that only the Proponents that were in attendance at the mandatory information meeting that was held on July 4th, 2017 at 1:30 p.m. at 2020 Labieux Road Nanaimo BC V9T 6J9 are entitled to provide a Proposal in response to this RFP.

QUESTIONS AND ANSWERS

Q1: Further the Addendum 1, Question 5. Is it possible to get a device list per fire panel?
A1: Yes the devise list has been compiled and posted separately in excel format for use.

Q2: What are the expectations or limitations regarding the certification of the personnel employed by the successful Proponent?
A2: In accordance with By-law 2011 No. 7108, Interpretation of “Fire Protection Technician”

The “Fire Protection Technician” can be:

- a person who has provided the Fire Rescue Department with acceptable documentation from a manufacturer of Fire and Life Safety Equipment certifying that he or she has been trained to install and service their equipment.

  OR

- a person approved by the Fire Chief.

  OR

- a person certified by ASTTBC that is able to perform inspections and testing on Fire Extinguishers, Fire Alarm Systems, Sprinkler systems, and other Fire And Life Safety Equipment

Attached are Qualification Requirements (revised 2017)

Bidders must provide proof of certification. The successful Proponent is responsible to ensure properly certified personnel are performing the maintenance as required by the contract.
**CRITERIA FOR ACCEPTABILITY**

The following list of criteria will be taken into consideration when determining whether or not a person is properly trained or qualified, with no single factor being determinative.

**Manufacturer's Authorization**
In some cases, manufacturers or distributors will provide training and certificates of authorization to companies or persons who have successfully completed training on their specific systems. Although this type of authorization may provide ample evidence of qualification, it may also be associated with marketing/territorial agreements between the manufacturer and one service company within a geographical area. As such, they would not be available to another company regardless of their ability to perform any required maintenance on a specific system.

**Past Experience and Training**
Many qualified service personnel have been actively working in the fire protection system industry for years and may have received proper training and experience with a variety of different types of equipment. Each service company or personnel must maintain a properly equipped service facility including an inventory of approved materials and components for each type of system being serviced or maintained.

**Competence of Service Personnel**
Service personnel must be able to address any particular concerns or questions regarding a particular fire suppression system. They must be able to demonstrate competence in the performance of any requested testing or repairs which may be required and must maintain current copies of manufacturers’ installation and maintenance manuals for each brand of system that is serviced or installed.

**Demonstrated Competence**
Fire equipment installation and service personnel must be capable of demonstrating their abilities through their daily activities.

<table>
<thead>
<tr>
<th>Type of Work</th>
<th>Qualifications or Information to be Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fire Alarm Systems</strong></td>
<td>• The person(s) doing the work shall be a Registered Electrical Contractor in BC or</td>
</tr>
<tr>
<td>New Installations, Upgrades,</td>
<td>• Person(s) approved by the BC Safety Authority (Safety Standards Act Electrical Safety Regulation) to do the work.</td>
</tr>
<tr>
<td>or Modifications</td>
<td>(Proof of qualification(s) may be required by the AHJ)</td>
</tr>
<tr>
<td><strong>Fire Alarm Systems</strong></td>
<td>• The Canadian Fire Alarm Association - “Fire Alarm Technology Program” or</td>
</tr>
<tr>
<td>Testing, Inspection and</td>
<td>• Electrical Trades Updating course – “Fire Alarm and Protection Systems” or</td>
</tr>
<tr>
<td>Maintenance</td>
<td>• ASTT Registered Fire Protection Technician</td>
</tr>
<tr>
<td>Must have at least one of the qualifications.</td>
<td></td>
</tr>
<tr>
<td>(Proof of qualification(s) may be required by the AHJ)</td>
<td></td>
</tr>
</tbody>
</table>
### Fire Alarm Systems
Verification of Fire Alarm Systems

*The fire alarm system installation contractor and employees cannot “Verify” the new fire alarm system.*

Must have at least one qualification

(Proof of qualification(s) may be required by the AHJ)

- A qualified person(s) employed by an ULC listed manufacturer of a fire alarm system.
  - or
- 4(1)(e) of the BC Electrical Safety Regulation) employees of an electrical equipment manufacturer are deemed to be “qualified” for the purpose of doing electrical work of “commissioning” of the equipment supplied by that manufacturer.
  - or
- A Professional Electrical or Fire Protection Engineer (P.Eng) registered with the APEGBC who is not involved in the installation of the fire alarm system.
  - or
- A qualified person employed by a fire alarm service company, provided this person possesses sufficient documentation indicating a successful completion of relevant factory training on fire alarm equipment and possesses a provincial certificate of qualification to do electrical work on alarm systems.
  - or
- A Certified Technologist (ASTTBC) in the Electrical Technology area who in addition has successfully completed a full set of the CF &AA courses for verification of fire alarm systems.

### Fire Sprinkler, Standpipe and Hose Systems
Installation, Upgrading

(Proof of qualification(s) may be required by the AHJ)

- Certificate of Trade Qualification “Sprinkler System Installer”

### Fire Sprinkler, Standpipe and Hose Systems
Testing, Servicing

(Proof of qualification(s) may be required by the AHJ)

- Certificate of Trade Qualification “Sprinkler System Installer”
- ASTT Registered Fire Protection Technician

### Fire Extinguishing Equipment
Portable Fire Extinguishers

(Proof of qualification(s) may be required by the AHJ)

- Qualifications may include but not limited to;
  - Certification from a recognized training institute.
    - or
  - ASTT Registered Fire Protection Technician
- Certification from the manufacturer of the Special Extinguishing System

### Special Extinguishing Systems
Installations, Upgrades, or Modifications

(Proof of qualification(s) may be required by the AHJ)

- Certification from a recognized training institute.
  - or
- Certification from system manufacturer
  - or
- ASTT Registered Fire Protection Technician

### Special Extinguishing Systems
Testing and Servicing

(Proof of qualification(s) may be required by the AHJ)

- Certification from a recognized training institute.
  - or
- Certification from system manufacturer
  - or
- ASTT Registered Fire Protection Technician

### Kitchen Fire Suppression Systems
Installation, servicing and upgrading.

- Certification from a recognized training institute.
  - or
- Certification from system manufacturer
  - or
- ASTT Registered Fire Protection Technician
| Water Supply Systems for Fire Protection | • Certification from a recognized training institute.  
  or  
  • Certification from system manufacturer |
|----------------------------------------|--------------------------------------------------|
| Emergency Power Installations          | • Person(s) approved by the BC Safety Authority  
  (Safety Standards Act Electrical Safety Regulation) to do the work.  
  • Certification from a recognized training institute.  
  or  
  • Certification from system manufacturer |
| Emergency Lighting                     | • The person(s) doing the work shall be a Registered Electrical  
  Contractor in BC  
  or  
  • Person(s) approved by the BC Safety Authority  
  (Safety Standards Act Electrical Safety Regulation) to do the work. |
| Installation, Upgrades or Modifications|                                                   |
| Emergency Lighting                     | • Certification from a recognized training institute.  
  or  
  • Certification from system manufacturer  
  or  
  • ASTT Registered Fire Protection Technician |
February 1, 2012

To whom it may concern,

The Council for the City of Nanaimo has a goal to maintain a safe community and recently adopted Fire Protection and Life Safety Bylaw No. 7108 which places a number of responsibilities on owners/occupants and managers of public buildings. A complete copy of the bylaw can be found on the Fire Department website at http://www.nanaimo.ca/EN/main/departments/Fire-Rescue/fire-prevention.html

Nanaimo Fire Rescue Department is committed to educating and working closely with local businesses, building managers and contractors to assist them in meeting regulatory fire and life safety requirements in an attempt to reduce injury and loss to life and property.

This letter will hopefully assist you in understanding the City of Nanaimo’s “Fire Protection and Life Safety Regulation Bylaw 2011 No. 7108”, as it pertains to servicing of Life Safety Equipment. The commitment to fire and life safety is important for building owners and occupants. Your involvement is essential and we encourage you to review the following information, as there may be monetary implications should your business fail to comply.

________________________________________________________

Fire Protection Technicians Obligations

Bylaw 7108 Fire Protection and Life Safety Regulation Bylaw 2011 No. 7108

PART 5 – FIRE AND LIFE SAFETY EQUIPMENT AND STANDARDS

The following are definitions listed in the Fire Protection and Life Safety Regulation Bylaw 2011 No. 7108

"FIRE PROTECTION TECHNICIAN" means a person who has provided the Fire Rescue Department with acceptable documentation from a manufacturer of Fire And Life Safety Equipment certifying that he or she has been trained to install and service their equipment or from the agency known as the Applied Science Technologist and Technicians of British Columbia certifying that he or she is able to perform inspections and testing on fire extinguishers, Fire Alarm Systems, Sprinkler systems, and other Fire and Life Safety Equipment or a person approved by the Fire Chief.

"FIRE AND LIFE SAFETY EQUIPMENT" includes, but is not limited to, Fire Alarm Systems, automatic Sprinkler Systems, special extinguishing systems, portable extinguishers, emergency lighting, water supply systems for fire protection, standpipe and hose systems, smoke control measures, emergency power installations, voice communication systems and fire fighter elevators.
"SPRINKLER SYSTEM" includes all equipment forming part of or used in connection with a fire sprinkler system, including without limitation, all heads, valves, piping, switches, sensors, relay equipment, and other accessories.

"FALSE ALARM" means the activation of a fire alarm system resulting in the direct or indirect notification of the Fire Rescue Department to attend the address of the Fire Alarm System, where there is in fact no Incident at that address.

"FIRE ALARM SYSTEM" means all equipment, including without limitation, batteries, alarm gongs, horns, buzzers, switches, wiring, relay equipment, sensors, and other accessories designed to issue a warning of a fire by activating an audible alarm signal or alerting a monitoring service, but does not include a fire alarm or smoke detector that is intended to alert only the occupants of a single dwelling unit (Security System).

Section 27  Fire Protection Technician's Obligations

Fire Protection Technicians when servicing Fire and Life Safety Equipment will:

(a) notify the Fire Rescue Department prior to any service, test, repair, maintenance, adjustment, alteration or installation of a sprinkler standpipe or Fire Alarm System, and prior to any sprinkler standpipe or Fire Alarm Systems or part of those systems being taken out of service; and,

(b) after any required servicing of Life and Fire Safety Equipment attach to the Life and Safety Equipment a service tag approved by Fire Chief.

Fines

27(1)(a) Failure to notify before servicing $200.00
27(1)(b) Failure to tag Life and Fire Safety Equipment $200.00

The approved Service Tag Sample below will be affixed to all Life Safety Equipment after servicing; a new tag will be used each time. When additional service work or repairs are required you must note this on the tag under Additional Work Required or See Log & Report, the tag will remain in place until the problems are corrected at which time a new tag indicating Tested Inspected is checked off.

PART 5 – FIRE AND LIFE SAFETY EQUIPMENT AND STANDARDS

Section 28  Fire Alarm Systems

(2) The owner or occupier of a Building or Structure at which a Fire Alarm System is installed shall inform the Fire Rescue Department of any changes to the information about the Monitoring Service or Contact Persons by notice in writing immediately when changes to this information arise.

(6) No owner or occupier of a Building or Structure at which a Fire Alarm System has been installed shall service, test, repair, adjust, alter or install any parts or items to the Fire Alarm System that might activate a False Alarm without first notifying the Fire Rescue Department.

Fines

28(2) Failure to notify of changes to information $200.00
28(6) Failure to notify prior to servicing $200.00
### Service Tag Locations

- **Fire Alarm Systems**, On or in the control panel
- **Automatic Sprinkler Systems**, On sprinkler control valves
- **Special extinguishing systems**, On system
- **Portable extinguishers**, On each fire extinguisher
- **Emergency lighting**, On emergency lighting & exit signage battery packs
- **Water supply systems for fire protection**, On control system
- **Standpipe and hose systems**, On standpipe system & in hose cabinets
- **Smoke control measures**, On Controller
- **Emergency power installations**, On generator or emergency power units
- **Voice communication systems**, In control unit
- **Fire fighter elevators**, Elevator room

### Approved Service Tag Sample

![Service Tag Sample](image)

Please contact the Fire & Loss Prevention Division of Nanaimo Fire Rescue at 250-753-7311 with any questions.

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**Captain Doug Bell**  
Chief Fire Prevention Officer  
Fire & Loss Prevention Division  
Nanaimo Fire Rescue
ADDENDUM 2

The undersigned affirms that he/she is duly authorized to execute this Addendum

All other terms and conditions of the Proposal Document remain in full force.

Bidder: ___________________________ Date ______________________

Signature: __________________________________________________________________

End of Addendum 2