**ANNEX A**
**Statement of Work**

Inspection Services for Storage Racks and Shelving

1. Requirement:
The Department has a requirement to ensure all storage racks are compliant with Canadian Standards Association (CSA) A344-2017, User Guide for Steel Racks.

2. Background:
There is no record of the storage racking systems ever having an inspection. As the racks age, they are subjected to all kinds of shocks and mistreatment which can weaken them, causing serious risk of accidents, collapse, injury and loss of resources.

3. Objectives:
To obtain a Contract for the inspection, report, recommended replacement of unsatisfactory shelving, and calculated capacity metrics to be compliant with storage rack regulations.

The Federal department utilizes multiple styles and configurations of racking and shelving systems throughout its warehouse. The following table provides an approximate summary of the quantity and types of racking currently in use within the facility.

| Racking Type | Row # | Bays # | Bay Type # |
|---|---|---|---|
| Selective Racking | 186 | 2600 | 20 |
| Cantilever Racking | 4 | 90 | 2 |
| Double Deep Racking | 12 | 80 | 3 |
| Push Back Racking | 12 | 152 | 3 |
| Drive-In Racking | 8 | 169 | 3 |
| Shelving | 78 | 3313 | 5 |

4. Services Required:
The Contractor must perform storage racking inspections, provide a detailed report, calculate the capacity for all warehouse shelving inside building. The contractor must also provide engineer stamped drawings, recommendations for continued maintenance or replacement of structures within three separate timelines: 0-2 years, 3-5 years, and 5+ years.

5. Location of Work:
The Federal building, 123 Main Street, Happy town, Canada. All work must be completed during normal operating hours (typically between 6:00 a.m. and 5:00 p.m., Monday to Friday. Priority schedule is between 8:00 a.m. and 4:00 p.m. It is therefore possible that the inspection may be interrupted momentarily if goods must be retrieved from the inspected range during this period.

Personnel and Vehicle Information: when a date for the inspection is confirmed, the Contractor must provide the names of all personnel who will be on site, along with vehicle details (make, model, and license plate number) at least 48 hours in advance. This information will be used to coordinate entry.

On-Site Escort: All Contractor personnel will be met at the designated entry point and escorted by the Departments representatives throughout the duration of the inspection. Unescorted access is not permitted.

Orientation and Safety Briefing: Upon arrival, Contractor personnel will receive a brief site orientation, including any relevant safety information, emergency procedures, and site-specific protocols.

6. Language of Work:
While onsite the Contractor must be able to communicate in English to ensure compliance with safety regulations while onsite. The contractor is required to provide the written reports in English.

7. Contractor Obligations:
The Contractor must provide electrical or manual lifting platforms and the necessary protective equipment (e.g., fall protection system while operating all lifting platforms). The components of the fall protection system must comply with the latest CSA Z259 standards, applicable to the components used, as well as the safety boots and high-visibility vests.

The Contractor must ensure all work is performed by a "competent person" as defined in the Canada Occupational Health and Safety Regulations, SOR/86-304, Section 1.2:

7.1 is qualified, because of their knowledge, training and experience, to perform the work safely;
7.2 is familiar with the Canada Labor Code, Part II and with the regulations that apply to the work being performed; and
7.3 has knowledge of all potential or actual hazards related to the work and the means to control or eliminate those hazards.
7.4 The Contractor must ensure all employees are trained at work from heights. The Contractor must ensure work conforms to the Canada Labor Code and Canadian Occupational Health and Safety Regulations.

8. Deliverables:
The Contractor must provide a comprehensive inspection report detailing the condition, capacity, and compliance status of all warehouse storage racks within building. The report must include:

8.1 A summary of inspection procedures, findings, and observations.
8.2 Photographs of all racking systems and components, annotated to identify damage, deformation, or hazards.
8.3 An assessment of structural integrity and compliance with CSA A344-2017, confirming that all components (e.g., uprights, beams, safety bars) are in safe working condition.
8.4 A detailed capacity evaluation for all racks and shelving systems, including engineer-stamped drawings documenting layouts and load capacities.
8.5 Recommendations for corrective actions, repairs, and replacement schedules, categorized into the following timeframes:
- Immediate (0–2 years)
- Medium-term (3–5 years)
- Long-term (5+ years)

8.6 Suggested inspection and maintenance cycles to ensure ongoing compliance and structural safety.

9. Delivery of both digital and hard copies of the complete report, including all supporting data, photographs, and engineering documentation.