

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

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
BFC Bagotville, CP 380
CFB Bagotville, PO Box 380
Bâtiment 71, local 115
Building 71, Room 115
Alouette
Quebec
G0V1A0
FAX pour soumissions: (418) 677-3288

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

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

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

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

Comments - Commentaires

Title - Sujet Floral Displays - Five-Year Plan	
Solicitation No. - N° de l'invitation W0138-110148/A	Date 2012-07-12
Client Reference No. - N° de référence du client P22168.10	
GETS Reference No. - N° de référence de SEAG PW-\$BAL-001-14722	
File No. - N° de dossier BAP-1-34956 (001)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-08-22	Time Zone Fuseau horaire Heure Avancée de l'Est HAE
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Tremblay, Marial	Buyer Id - Id de l'acheteur bal001
Telephone No. - N° de téléphone (418) 677-4000 (4159)	FAX No. - N° de FAX (418) 677-3288
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Department of National Defence 3 Wing Bagotville Alouette, Quebec, G0V 1A0	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

TPSGC/PWGSC
BFC Bagotville, CP 380
CFB Bagotville, PO Box 380
Bâtiment 71, local 115
Building 71, Room 115
Alouette
Québec
G0V1A0

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie) Signature Date	

FLORAL DISPLAYS - FIVE-YEAR PLAN

DND, 3 WING BAGOTVILLE, ALOUETTE, QUEBEC

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PART 1 - GENERAL INFORMATION

1.1 Security Requirement

There is no security requirement associated with the requirement.

1.2 Statement of Work

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

1.3 Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

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 (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) issued by Public Works and Government Services Canada (PWGSC).

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 (2012-03-02) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Your proposal can be transmitted by fax to # 418-677-3288 or by mail to the following address:

Bid Receiving Unit: Public Works and
Government Services Canada
CFB Bagotville, PO Box 380
Building 71, Room 115*
Alouette, Quebec, G0V 1A0

*Our offices are located in Building 71 which is the Recreation Centre at CFB Bagotville and room 115 is adjacent to the Subway restaurant, Alouette, Quebec, G0V 1A0

2.3 Enquiries - Bid Solicitation

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

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

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 the province of Quebec.

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I : Technical Bid (1 hard copy)

Section II : Financial Bid (1 hard copy)

Section III : Certifications (1 hard copy)

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

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

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

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

To assist Canada in reaching its objectives, bidders are encouraged to:

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

Section I: Technical Bid

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

3.2 Presentation of your Bid

Bidders must make sure to properly complete the Request for Proposal and to demonstrate they meet all mandatory and point rated criteria.

Below, a checklist of the contents of your bid. Bidders should review the detailed content of each of the clauses listed below.

Page 1	Bidders should include with their proposal, the first sheet of this Request for Proposal properly completed and signed. The Bidder's signature indicates acceptance of the Terms and Conditions set out herein. <ul style="list-style-type: none"> Do not add your Terms & Conditions with your bid.
Page 5	Bidders must submit their bid only to the address indicated in clause 2.2 Submission of Bids .
Page 6	As stated in clause 2.4 Applicable Laws , bidders may substitute the applicable laws of a Canadian province or territory of their choice in their bid.
Page 7	As stated in clause 3.1 Bid Preparation Instructions , bidders should provide their bid in separately bound sections.
Pages 10 and 11	Bidders must meet the mandatory technical criteria described in clause 4.1.1.1 Mandatory Technical Criteria at closing Date .
Pages 12 & 13	Bidders should submit with their bid, clause 5.1.1 Federal Contractors Program - Certification properly completed.

Pages 14 & 15	Bidders should submit with their bid, clause 5.1.2 Former Public Servant Certification properly completed.
Page 19	Bidders should submit with their bid, clause 6.5.3 Contractor's Representatives properly completed.
Annex "B"	Bidders must submit with their bid, Annex "B" Basis of Payment properly completed.

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.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria at Closing Date

At bid closing time, the Bidder must comply with the following mandatory technical criteria. Any bid which fails to meet the following mandatory technical criteria will be declared non-responsive. Each criterion should be addressed separately.

a)	Experience of the Bidder Bidders must have successfully completed at least two projects of a similar scope and in the same field as required herein. <ul style="list-style-type: none"> • <u>Similar scope means</u>: a project of a minimum value of \$10,000.00. • <u>Same field means</u>: landscaping institutional or industrial or commercial project (residential projects will not be accepted). <p>➔ In order to demonstrate that the company has the necessary qualifications, bidders must provide a list of relevant projects that they have completed (at least two projects), including a short description of each one, the company's responsibilities in each, the project duration and value, as well as the name of the client for whom the work was performed.</p>
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b) Experience and expertise of proposed personnel:

Bidders must be able to provide an individual with at least one of the following qualifications:

- Training school specializing in arboriculture and horticulture, and one (1) year of experience;
- or
- A person with three (3) years experience in arboriculture and horticulture services.

➔ In order to demonstrate that the proposed personnel meets the above-mentioned requirements, the bidders must provide a résumé of the proposed personnel or other document showing his or her education level, work experience and any other relevant details.

4.1.2 Financial Evaluation**4.1.2.1 Evaluation of Price**

SACC Manual Clause A0222T (2010-01-11), Evaluation of Price

4.2 Basis of Selection - Mandatory Technical Criteria

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify the bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

5.1 Certifications Precedent to Contract Award

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

5.1.1 Federal Contractors Program - Certification

Federal Contractors Program - \$200,000 or more

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder, or, if the Bidder is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

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2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC (<http://www.servicecanada.gc.ca/cgi-bin/search/eforms/index.cgi?app=profile&form=lab1168&dept=sc&lang=e>).
3. The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:
- The Bidder or the member of the joint venture
- (a) () is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- (b) () is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44 (<http://laws.justice.gc.ca/en/E-5.401/index.html>);
- (c) () is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;
- (d) () is subject to the FCP, and has a valid certificate number as follows:
_____ (e.g. has not been declared an ineligible contractor by HRSDC.)

Further information on the FCP is available on the HRSDC Web site (<http://www.hrsdc.gc.ca/eng/labour/equality/fcp/index.shtml>).

5.1.2 Former Public Servant Certification

Contracts with 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 with FPS, bidders must provide the information required below.

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, in the context of the fee abatement formula, 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

Is the Bidder a FPS in receipt of a pension as defined above? YES () NO ()

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) date of termination of employment or retirement from the Public Service.

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? 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 reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

Certification

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

5.1.3 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

5.1.4 Education and Experience

SACC Manual clause A3010T (2007-11-30) Education and Experience.

PART 6 - RESULTING CONTRACT CLAUSES

Notice: Numbering will be revised at contract award

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

6.1 Security Requirement

There is no security requirement associated with the requirement.

6.2 Statement of Work

The Contractor must perform the Work in accordance with the Specifications at Annex "A".

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 (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

2010C (2012-03-02), General Conditions - Services (Medium Complexity), apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to October 31, 2013 (1 year) inclusive with four years in option.

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 year period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The

option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority - PWGSC

The Contracting Authority for the Contract is:

Marial Tremblay - Supply Specialist

Postal Address: Public Works and
Government Services Canada
CFB Bagotville, PO Box 380
Building 71, Room 115
Alouette, Quebec, G0V 1A0, Canada

Telephone: (418) 677-4000, Ext.: 4159

Facsimile: (418) 677-3288

E-mail address: marial.tremblay@pwgsc.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 Technical Authority - DND

Name: _____

Tel.: _____

Fax: _____

E-mail: _____

The Technical 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 related to 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.

6.5.3 Contractor's Representatives

Name and telephone number of the person responsible for :

(a) Contract Manager:

Name: _____

Title: _____

Telephone No.: _____

Facsimile No.: _____

E-mail Address: _____

(b) Service follow-up:

Name: _____

Title: _____

Telephone No.: _____

Facsimile No.: _____

E-mail Address: _____

6.6 Payment

6.6.1 Basis of Payment - Firm Unit and Lot Prices - Year # 1 - Contract

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the firm unit and lot prices as specified in the Annex "B" for total estimated amount of \$_____ [the estimated amount will be inserted at contract award by PWGSC]. Customs duties are included, and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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.

6.6.1.1 Adjustment of Firm Unit Prices - Years # 2 to 5 - Option

The firm hour rates of Annex "B" are to be firm base prices for the year of Contract. After that period, the firm base prices will be subject to annual adjustment (increased or decreased) as per the percentage change in the Consumer Price Index (CPI) as published by Statistics Canada for the Quebec region (Table 9-5 - line All-Items - Catalogue # 62-001-X) and calculated for the twelve most recent months period (average rate on 12 months) immediately preceding the end of the year of Contract.

Example of the average percentage (%) adjustment of the CPI in July 2011 over a full year: ä

Aug 2010	Sept 2010	Oct 2010	Nov 2010	Dec 2010	Jan 2011	Feb 2011	Mar 2011	Apr 2011	May 2011	June 2011	July* 2011	Average Rate
0.6	1.0	1.4	1.1	1.6	2.1	2.2	3.3	3.2	3.5	3.0	3.3	2.192

* For information, attached hereto as Annex C, an extract of 2 pages of CPI Catalogue, July 2011 only.

6.6.2 SACC Manual Clauses

Number	Date	Title
A9117C	2007-11-30	T1204 - Direct Request by Customer Department
C0711C	2008-05-12	Time Verification
C2000C	2007-11-30	Taxes - Foreign-based Contractor
H1001C	2008-05-12	Multiple Payments

6.6.3 Authorization to Perform the Work on Request

The DND Technical Authority must place a separate order, every time a work on request will be required.

This work on request will be billed at the rates specified in the contract. The amounts mentioned in the work on request are only estimated quantities and only the work ordered and executed will be paid by DND.

6.6.3.1 Call-up Instrument

Work on demande will be authorized or confirmed by the technical authority using form 131 Order Form / Formulaire de commande (<http://publiservice-app.pwgsc.gc.ca/forms/pdf/131.pdf>) or electronic document.

6.7 Invoicing Instructions

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

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.8 Certifications

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

6.9 Applicable Laws

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

6.10 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) 2010C (2012-03-02), General Conditions - Services (Medium Complexity); and
- (c) Annex "A" - Specifications;
- (d) Annex "B" - Basis of Payment; and
- (e) the Contractor's bid dated _____, as amended _____(to be completed at contract award by PWGSC).

6.11 SACC Manual Clauses

Number	Date	Title
A7017C	2008-05-12	Replacement of Specific Individuals
A9006C	2008-05-12	Defence Contract
A9062C	2011-05-16	Canadian Forces Site Regulations
G1005C	2008-05-12	Insurance

ANNEX " A " - SPECIFICATIONS

A.1 Specifications and its 3 Plans (95 pages)

The Specifications and its 3 Plans attached hereto are to be inserted at this point and form part of this document.

ANNEX " B " - BASIS OF PAYMENT

B.1 Basis of Payment (8 pages)

The Basis of Payment attached hereto is to be inserted at this point and form part of this document.

ANNEX " C " - EXTRACT OF CPI CATALOGUE

C.1 Extract of CPI Catalogue (2 pages)

The Extract of CPI Catalogue attached hereto is to be inserted at this point and forms part of this document.

DEPARTMENT OF NATIONAL DEFENCE
3 WING BAGOTVILLE
INFRASTRUCTURE GROUP

ANNEXE "A" - SPECIFICATIONS

Floral Displays
Five-Year Plan

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00 01 15	LIST OF DRAWINGS	1
<u>Division 01 - General Requirements</u>		
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01 33 00	SUBMITTAL PROCEDURES	4
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Appendix 1 - Fire Orders for Contractors 3 Wing Bagotville

Appendix 2 - Directive Regarding the Preventive Measures to Address Health, Safety and
Environmental Risks that Must Be Followed by Contractors Working at 3 Wing

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LIST OF DRAWINGS

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Number	Discipline and title
Division	Civil
L-B9-9301/89-600	Services Maintenance of Trees and Shrubs
L-B9-9301/89-601	Plan Reference Works, Enlarged View - Daycare
L-B9-9301/89-602	Enlarged Views, Description Flowerbeds, Flower Boxes

PART 1 - GENERAL

1.1 WORK COVERED BY CONTRACT DOCUMENTS

.1 The Department of National Defence (DND) wishes to carry out a floral display development project (five-year plan) at 3 Wing Bagotville, Saguenay QC.

.2 Work of this Contract comprises the following:

.1 Planting of annuals in boxes of the following dimensions:

.1 Filling of 20 boxes, approximately 545 mm x 1750 mm x 400 mm deep, which DND will place on the site;

.2 Filling of 10 boxes, approximately 545 mm x 875 mm x 400 mm deep, which DND will place on the site.

.2 Cleaning of existing flower beds and application of soil with added vitamins.

.3 During planting, the gardener shall ensure that flowers are approximately 75% in bloom.

.4 DND shall approve plants before planting is begun.

.3 All planting work shall be completed by mid-June of each year, except for air show years (date to be confirmed).

.4 The gardener shall guarantee all plants, protecting them from frost at the beginning of the season and replacing them if they die.

.5 The Work comprises the maintenance of these plants throughout the season:

.1 Daily watering of plants throughout the year to enable them to bloom.

.2 Fertilization and weeding.

.3 Cleaning throughout the year.

.4 End-of-season cleaning.

.6 The Work comprises the maintenance of trees and shrubs at 3 Wing throughout the year.

.7 Some Work will comprise the cutting down and pruning of trees.

1.2 WORK SEQUENCE

.1 Execute Work in stages to accommodate DND's

continued use of premises during Work.

.2 Co-ordinate Progress Schedule and co-ordinate with DND occupancy during construction.

.3 Maintain fire access/control.

1.3 CONTRACTOR USE OF PREMISES

.1 Limit use of premises for Work, for storage, and for access, to allow:

.1 DND occupancy or partial DND occupancy.

.2 Co-ordinate use of premises under direction of the Engineer.

.3 Remove or alter existing work to prevent damage to portions of existing work which remain.

.4 At completion of operations condition of existing work: equal to or better than that which existed before the new work started.

1.4 DND OCCUPANCY

.1 DND will occupy premises during entire construction period for execution of normal operations.

.2 Co-operate with DND in scheduling operations to minimize conflict and to facilitate DND usage.

1.5 ALTERATIONS, ADDITIONS OR REPAIRS TO EXISTING BUILDING

.1 Execute work with least possible interference or disturbance to building operations, occupants and normal use of premises. Arrange with DND to facilitate execution of work.

1.6 DOCUMENTS REQUIRED

.1 Maintain at job site one copy of each document as follows:

- .1 Contract Drawings.
- .2 Specifications.
- .3 Addenda.
- .4 Reviewed Shop Drawings.
- .5 List of Outstanding Shop Drawings.
- .6 Change Orders.
- .7 Other Modifications to Contract.
- .8 Field Test Reports.
- .9 Copy of Approved Work Schedule.
- .10 Health and Safety Plan and Other Safety

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SUMMARY OF WORK

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-
- .11 Related Documents.
 - .12 Other documents as specified.
 - .12 Digging chart.

PART 2 - PRODUCTS

2.1 NOT USED

PART 3 - EXECUTION

3.1 NOT USED

PART 1 - GENERAL

1.1 ADMINISTRATIVE

.1 Submit to the Engineer submittals listed for review. Submit promptly and in orderly sequence to not cause delay in Work. Failure to submit in ample time is not considered sufficient reason for extension of Contract Time and no claim for extension by reason of such default will be allowed.

.2 Do not proceed with Work affected by submittal until review is complete.

.3 Present shop drawings, product data, samples and mock-ups in SI Metric units.

.4 Where items or information is not produced in SI Metric units, converted values are acceptable.

.5 Review submittals prior to submission to the Engineer. This review represents that necessary requirements have been determined and verified, or will be, and that each submittal has been checked and co-ordinated with requirements of Work and Contract Documents. Submittals not stamped, signed, dated and identified as to specific project will be returned without being examined and considered rejected.

.6 Notify the Engineer in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.

.7 Verify field measurements and affected adjacent Work are co-ordinated.

.8 Contractor's responsibility for errors and omissions in submission is not relieved by the Engineer's review of submittals.

.9 Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by the Engineer's review.

.10 Keep one reviewed copy of each submission on site.

1.2 SHOP DRAWINGS AND PRODUCT DATA

.1 The term "shop drawings" means drawings, diagrams, illustrations, schedules, brochures and other data which are to be provided by Contractor to illustrate details of a portion of Work.

.2 Indicate materials, methods of construction and attachment or anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of Work. Where articles or equipment attach or connect to other articles or equipment, indicate that such items have been co-ordinated, regardless of Section under which adjacent items will be supplied and installed. Indicate cross references to design drawings and specifications.

.3 Allow 5 days for the Engineer's review of each submission.

.4 Adjustments made on shop drawings by the Engineer are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to the Engineer prior to proceeding with Work.

.5 Make changes in shop drawings as the Engineer may require, consistent with Contract Documents. When resubmitting, notify the Engineer in writing of revisions other than those requested.

.6 Accompany submissions with transmittal letter, in duplicate, containing:

- .1 date;
- .2 project title and number;
- .3 Contractor's name and address;
- .4 identification and quantity of each shop drawing, product data and sample;
- .5 other pertinent data.

.7 Submissions include:

- .1 date and revision dates;
- .2 project title and number;
- .3 name and address of:
 - .1 subcontractor;
 - .2 supplier;
 - .3 manufacturer;
- .4 Contractor's stamp, signed by Contractor's authorized representative certifying approval of submissions, verification of field measurements and compliance with Contract Documents;
- .5 details of appropriate portions of Work as applicable:
 - .1 fabrication;
 - .2 layout, showing dimensions, including identified field dimensions, and clearances;
 - .3 setting or erection details;
 - .4 capacities;
 - .5 performance characteristics;
 - .6 standards;
 - .7 operating weight;
 - .8 wiring diagrams;
 - .9 single line and schematic diagrams;

-
- .10 relationship to adjacent work.
- .8 After the Engineer's review, distribute copies.
- .9 Submit four (4) prints of shop drawings for each requirement requested in specification Sections and as the Engineer may reasonably request. Electronic copies of shop drawings may be accepted in place of prints.
- .10 Submit four (4) copies of manufacturers instructions for requirements requested in specification sections and as requested by the Engineer. Electronic copies of manufacturers instructions may be accepted in place of prints.
- .1 Pre-printed material describing installation of product, system or material, including special notices and Material Safety Data Sheets concerning impedances, hazards and safety precautions.
- .11 Delete information not applicable to project.
- .12 Supplement standard information to provide details applicable to project.
- .13 If upon review by the Engineer, no errors or omissions are discovered or if only minor corrections are made, copies will be returned and fabrication and installation of Work may proceed. If shop drawings are rejected, noted copy will be returned and resubmission of corrected shop drawings, through same procedure indicated above, must be performed before fabrication and installation of Work may proceed.

1.3 SAMPLES

- .1 Submit for review samples in duplicate as requested in respective specification sections. Label samples with origin and intended use.
- .2 Deliver samples prepaid to the Engineer.
- .3 Notify the Engineer in writing, at time of submission of deviations in samples from requirements of Contract Documents.
- .4 Adjustments made on samples by the Engineer are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to the Engineer prior to proceeding with Work.
- .5 Make changes in samples which the Engineer may require, consistent with Contract Documents.
- .6 Reviewed and accepted samples will become standard of workmanship and material against which installed Work

PART 2 - PRODUCTS

2.1 NOT USED

PART 3 - EXECUTION

3.1 NOT USED

PART 1 - GENERAL

1.1 SUBMITTALS

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.

1.2 INSTALLATION AND REMOVAL

- .1 Provide temporary utilities controls in order to execute work expeditiously.
- .2 Remove from site all such work after use.

1.3 WATER SUPPLY

- .1 Contractor will provide a tank; DND will provide continuous supply of potable water for construction use.
- .2 Arrange for connection with appropriate utility company and pay costs for installation, maintenance and removal.

1.4 FIRE PROTECTION

- .1 Provide and maintain temporary fire protection equipment required by insurance companies having jurisdiction, 3 Wing firefighters and governing codes, regulations and bylaws.
- .2 Burning rubbish and construction waste materials is not permitted on site.

PART 2 - PRODUCTS

2.1 NOT USED

PART 3 - EXECUTION

3.1 NOT USED

PART 1 - GENERAL

1.1 SUBMITTALS

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.

1.2 SITE STORAGE/LOADING

- .1 Confine work and operations of employees by Contract Documents. Do not unreasonably encumber premises with products.
- .2 Do not load or permit to load any part of Work with weight or force that will endanger Work.

1.3 CONSTRUCTION PARKING

- .1 Parking will be permitted on site provided it does not disrupt performance of Work.
- .2 Provide and maintain adequate access to project site.
- .3 Clean runways and taxi areas where used by Contractor's equipment.
- .4 Provide marked and fully stocked first-aid case in a readily available location.

1.4 EQUIPMENT, TOOL AND MATERIALS STORAGE

- .1 Provide and maintain, in clean and orderly condition, lockable weatherproof sheds for storage of tools, equipment and materials.
- .2 Locate materials not required to be stored in weatherproof sheds on site in manner to cause least interference with work activities.

1.5 SANITARY FACILITIES

- .1 Provide sanitary facilities for work force in accordance with governing regulations and ordinances.
- .2 Post notices and take precautions as required by local

health authorities. Keep area and premises in sanitary condition.

1.6 PROTECTION AND MAINTENANCE OF TRAFFIC

- .1 Provide access and temporary relocated roads as necessary to maintain traffic.
- .2 Maintain and protect traffic on affected roads during construction period except as otherwise specifically directed by Engineer.
- .3 Provide measures for protection and diversion of traffic, including provision of watch-persons and flag-persons, erection of barricades, placing of lights around and in front of equipment and work, and erection and maintenance of adequate warning, danger, and direction signs.
- .4 Protect travelling public from damage to person and property.
- .5 Contractor's traffic on roads selected for hauling material to and from site to interfere as little as possible with public traffic.
- .6 Verify adequacy of existing roads and allowable load limit on these roads. Contractor: responsible for repair of damage to roads caused by construction operations.
- .7 Construct access and haul roads as necessary.
- .8 Dust control: adequate to ensure safe operation at all times.
- .9 Remove, upon completion of work, temporary access to the site.

1.7 CLEAN-UP

- .1 Remove construction debris, waste materials, packaging material from work site daily.
- .2 Clean dirt or mud tracked onto paved or surfaced roadways.
- .3 Store materials resulting from demolition activities that are salvageable.
- .4 Do not stack stored new or salvaged material in construction facilities.

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CONSTRUCTION FACILITIES

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PART 2 - PRODUCTS

2.1 NOT USED

PART 3 - EXECUTION

3.1 NOT USED

PART 1 - GENERAL

1.1 INSTALLATION AND REMOVAL

- .1 Provide temporary controls in order to execute Work expeditiously.
- .2 Remove from site all such work after use.

1.2 FIRE ROUTES

- .1 Maintain access to property including overhead clearances for use by emergency response vehicles.

1.3 PROTECTION OF BUILDING FINISHES

- .1 Provide protection for finished and partially finished building finishes and equipment during performance of Work.
- .2 Provide necessary screens, covers, and hoardings.
- .3 Be responsible for damage incurred due to lack of or improper protection.

PART 2 - PRODUCTS

2.1 NOT USED

PART 3 - EXECUTION

3.1 NOT USED

PART 1 - GENERAL

1.1 REFERENCES

.1 Within text of each specifications section, reference may be made to reference standards.

.2 Conform to these reference standards, in whole or in part as specifically requested in specifications.

1.2 QUALITY

.1 Procurement policy is to acquire, in cost effective manner, items containing highest percentage of recycled and recovered materials practicable consistent with maintaining satisfactory levels of competition. Make reasonable efforts to use recycled and recovered materials and in otherwise utilizing recycled and recovered materials in execution of work.

.2 Defective products, whenever identified prior to completion of Work, will be rejected, regardless of previous inspections. Inspection does not relieve responsibility, but is precaution against oversight or error. Remove and replace defective products at own expense and be responsible for delays and expenses caused by rejection.

.3 Should disputes arise as to quality or fitness of products, decision rests strictly with Engineer based upon requirements of Contract Documents.

.4 Unless otherwise indicated in specifications, maintain uniformity of manufacture for any particular or like item throughout building.

.5 Permanent labels, trademarks and nameplates on products are not acceptable in prominent locations, except where required for operating instructions, or when located in mechanical or electrical rooms.

1.3 AVAILABILITY

.1 Immediately upon signing Contract, review product delivery requirements and anticipate foreseeable supply delays for items. If delays in supply of products are foreseeable, notify Engineer of such, in order that substitutions or other remedial action may be authorized in ample time to prevent delay in performance of Work.

.2 In event of failure to notify Engineer at commencement of Work and should it subsequently appear

that Work may be delayed for such reason, Engineer reserves right to substitute more readily available products of similar character, at no increase in Contract Price.

1.4 STORAGE, HANDLING AND PROTECTION

.1 Handle and store products in manner to prevent damage, adulteration, deterioration and soiling and in accordance with manufacturer's instructions when applicable.

.2 Store packaged or bundled products in original and undamaged condition with manufacturer's seal and labels intact. Do not remove from packaging or bundling until required in Work.

.3 Store products subject to damage from weather in weatherproof enclosures.

.4 Remove and replace damaged products at own expense and to satisfaction of Engineer.

1.5 TRANSPORTATION

.1 Pay costs of transportation of products required in performance of Work.

1.6 MANUFACTURER'S INSTRUCTIONS

.1 Unless otherwise indicated in specifications, install or erect products in accordance with manufacturer's instructions. Do not rely on labels or enclosures provided with products. Obtain written instructions directly from manufacturers.

.2 Notify Engineer in writing, of conflicts between specifications and manufacturer's instructions, so that Engineer may establish course of action.

.3 Improper installation or erection of products, due to failure in complying with these requirements, authorizes Engineer to require removal and re-installation at no increase in Contract Price.

1.7 QUALITY OF WORK

.1 Ensure Quality of Work is of highest standard, executed by workers experienced and skilled in respective duties for which they are employed. Immediately notify Engineer if required Work is such as to make it impractical to produce required results.

.2 Do not employ anyone unskilled in their required duties. The Engineer reserves right to require dismissal from site, workers deemed incompetent or careless.

.3 Decisions as to standard or fitness of Quality of Work in cases of dispute rest solely with the Engineer, whose decision is final.

1.8 CO-ORDINATION

.1 Ensure co-operation of workers in laying out Work. Maintain efficient and continuous supervision.

.2 Be responsible for coordination and placement of openings, sleeves and accessories.

1.9 CONCEALMENT

.1 Before installation inform the Engineer if there is interference. Install as directed by the Engineer.

1.10 REMEDIAL WORK

.1 Perform remedial work required to repair or replace parts or portions of Work identified as defective or unacceptable. Co-ordinate adjacent affected Work as required.

.2 Perform remedial work by specialists familiar with materials affected. Perform in a manner to neither damage nor put at risk any portion of Work.

PART 2 - PRODUCTS

2.1 NOT USED

PART 3 - EXECUTION

3.1 NOT USED

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PART 1 - GENERAL

1.1 SUBMITTALS

.1 Submit copies of the following documents to the PWGSC Representative, including published updates:

- .1 Before construction work begins, submit the Health and Safety Plan for the project.
- .2 As soon as they are received, submit reports and directions issued by the appropriate authorities.
- .3 Submit accident or incident reports within 24 hours of the accident or incident.

.2 Submit other data, information and documents when requested by the PWGSC Representative, as stipulated in this section.

1.2 COMPLIANCE REQUIREMENTS

.1 Comply with the latest version of the Quebec Act respecting Occupational health and safety and its regulations.

.2 At a minimum, comply with sections 125 (1) (1) and 125 (1) (w) of Part II of the *Canada Labour Code* and the *Canada Occupational Health and Safety Regulations* under Part II of the *Canada Labour Code*.

.3 Copies of Part II of the *Canada Labour Code* are available from:

Government of Canada Publications
Communication Canada
Ottawa, Ontario K1A 0S9
Telephone: (613) 941-5995 or 1-800-635-7943
Catalogue No. L31-85-2003 (E or F)
ISBN 0-660-18897-X

A summary of Part II can be viewed on-line at
<http://laws.justice.gc.ca/en/index.html>

.4 If the requirements set out in the Wing health and safety program are more stringent than the requirements set out in Part II of the *Canada Labour Code* or the *Canada Occupational Health and Safety Regulations* made under Part II of the *Canada Labour Code*, the PWGSC Representative shall provide the Contractor with the pertinent excerpts from the Wing health and safety program and include them in this section of the requirements.

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- .5 Observe and enforce construction safety measures required by:
- .1 The *National Building Code of Canada* (latest version).
 - .2 La Commission de la santé et de la sécurité au travail (or equivalent organization).
 - .3 Municipal regulations and by-laws.
- .6 In the event of a conflict between the above authorities, the most stringent provisions shall apply. If a dispute arises as to which requirement is most stringent, the PWGSC Representative shall decide which guideline should be followed. In the event of a direct conflict between the federal and provincial/territorial health and safety regulations referred to in paragraphs 1.2.1 and 1.2.2, the Contractor shall comply with the *Canada Labour Code*.
- .7 Provide and maintain worker's compensation coverage for all employees for the entire work period covered by the contract. Before work begins, halfway through and before the final payment, provide the PWGSC Representative with an official letter from the Commission de la santé et de la sécurité au travail (or equivalent organization) certifying that the Contractor's account is in good standing.
- .1 If the Contractor is a sole proprietor, submit to the PWGSC Representative acceptable documentary proof of other personal insurance protection that meets or exceeds the requirements for workers' compensation insurance listed above.

1.3 LIABILITY

- .1 Under Part II of the *Canada Labour Code*, safety obligations and responsibilities fall to the Department of National Defence. Acting for the Department of National Defence, the PWGSC Representative is required to ensure that site safety complies with Part II of the *Canada Labour Code* and the *Canada Occupational Health and Safety Regulations* made under Part II of the *Canada Labour Code*.
- .2 In carrying out the work, make the health and safety of the public, employees in the building and site personnel a priority and protect the environment.
- .3 The Contractor shall ensure that its employees and its subcontractors' employees authorized to be on the site meet the safety requirements set out in the contract documents and in all federal, provincial and municipal statutes, orders and bylaws.
- .4 The Contractor shall manage site safety to ensure that every person, including, but not limited to, employees in the building and the public, moving about in the vicinity of the work is protected against injury that may be caused

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by the work.

.5 Under Part II of the *Canada Labour Code*, contractors are required to hold occupational health and safety meetings adapted to the site. For the purposes of this contract, the Contractor shall plan and conduct monthly health and safety meetings, with at least one (1) meeting for contracts lasting less than one (1) month.

.6 The Contractor shall prepare and post in plain view on the site minutes of all occupational health and safety meetings. Copies shall be given to the PWGSC Representative on request.

.7 The Contractor shall designate one or more qualified persons and ensure that they are on site for the entire work period as workplace health and safety representatives. The designated representatives shall conduct regular safety inspections as follows:

- .1 Unofficial evaluations shall be conducted at least weekly; deficiencies and corrective measures shall be recorded in a log. The PWGSC Representative shall be permitted to consult the log on request.
- .2 Official inspections shall be conducted at least monthly, with at least one (1) meeting for contracts lasting less than one (1) month. A written report on each official inspection shall be submitted to the PWGSC Representative indicating any deficiencies and the corrective measures to be taken and directing the appropriate party to carry out those measures.

.8 The Contractor shall ensure that all of its employees and its subcontractors' employees with access to the site have and wear appropriate personal protective equipment (PPE).

.9 When unforeseen or peculiar risks or hazards occur during performance of Work, immediate measures must be taken to address the situation and prevent damage and injury. Advise the Engineer verbally and in writing of the hazard or situation.

1.4 SITE CONTROL AND ACCESS

.1 The site cannot be separated from the adjacent and nearby areas because the infrastructure must remain fully operational and used by the Department of National Defence throughout the work period under this contract.

.2 Install signs at access points and other strategic locations around the site, clearly indicating that unauthorized persons are not permitted to enter construction area(s). Signs must be printed according to trade practice and have easy-to-understand graphic symbols. Signs must not

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serve as advertising, but be used specifically to indicate construction safety information and primary contact persons.

1.5 FILING OF NOTICE

.1 File Notice of Project and other notices with provincial or territorial authorities prior to beginning of Work, with a copy to the PWGSC Representative.

1.6 PERMITS

.1 Obtain permits, licences and certificates of compliance when required by the appropriate authorities.

.2 Post all permits, licences and certificates of compliance on site and submit copies to the PWGSC Representative.

1.7 STATUS AND CONDITION OF PROJECT/SITE

.1 The following known hazardous substances and conditions at the construction site must be considered health and environmental risks and managed appropriately if they arise during the work.

.1 List of hazardous substances and conditions: not used.

.2 Contractors must take known hazardous substances and conditions into account and include in their quote all work that needs to be performed in or adjacent to an area of danger and in the presence of hazardous substances.

.2 Obtain from the PWGSC Representative copies of the safety data sheets for hazardous materials stored on the site or used by installation personnel in the course of work done on the site.

.3 The above-mentioned list is not to be considered an exhaustive list of all health and safety risks present and resulting from Contractor activities during the Work. Include the above-mentioned items in the risk assessment program specified in these specifications.

1.8 MEETINGS

.1 Before work begins, attend a preliminary meeting chaired by the PWGSC Representative. Ensure that at least one of the Contractor's site superintendents attends.

.1 The PWGSC Representative shall ensure that the Contractor's site superintendent and the site health and safety representative are informed of the specific content of the Wing health and safety program if its requirements are more

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- stringent that the requirements of Part II of the *Canada Labour Code* and the *Canada Occupational Health and Safety Regulations* made under Part II of the *Canada Labour Code*.
- .2 The PWGSC Representative shall specify the time, date and location of the meeting and shall ensure that minutes are prepared and distributed.

.2 The Contractor shall hold meetings on safety as required by paragraph 1.3 of this section of the Specifications.

1.9 HEALTH AND SAFETY PROGRAM

.1 Part II of the *Canada Labour Code* and the *Canada Occupational Health and Safety Regulations* made under Part II of the *Canada Labour Code* set out for the Contractor the health and safety program applicable to work being performed on Wing property. For the purposes of this contract, the Contractor shall assess the risks present on the site in order to identify and evaluate known hazardous conditions or substances referred to in paragraph 1.7 and take the necessary measures. The Contractor shall also prepare a health and safety plan specific to the site and the hazards identified at the time of the assessment. The Contractor shall submit the site-specific health and safety plan to the PWGSC Representative, who represents the Department of National Defence, represented by the Wing general safety officer, for evaluation. The site-specific health and safety plan shall include provisions requiring ongoing hazard assessments identifying and documenting new or potential health hazards and previously unknown hazardous situations.

.2 For the purposes of this contract, the site-specific health and safety plan shall include the following three (3) components:

- .1 Component 1: Detailed description of the project and itemized list of health and safety hazards identified by the Contractor using the evaluation(s) of hazards present on the site.
- .1 List of critical steps in the construction process that have to be discussed with the PWGSC Representative and that may have an impact on the facility activities or occupants or pose a health and safety hazard for occupants, the Contractor's employees or the public.
- .2 Component 2: List of specific measures taken to control or mitigate each of the hazards identified in the previous component of the plan. Description of engineering measures, personal protective equipment, safe work practices and other appropriate measures to be applied and followed when performing work related to the identified hazards. The second component of the plan must also include the following items:
- .1 To manage safety responsibilities,

- indicate the name of the qualified employee(s) designated as safety representatives who must be on site for the entire work period.
 - .2 A written statement, if necessary, indicating that the Contractor has been made aware of the known hazardous substances and hazards referred to in paragraph 1.7 and that the Contractor undertakes to ensure that all of its and its subcontractors' employees and other persons actually or potentially affected by the work to be carried out under this contract are aware of the situation.
 - .3 A written statement certifying that the Contractor's and subcontractors' employees authorized to enter the site have been fully trained in:
 - .1 the safe use of tools and equipment;
 - .2 wearing and using approved personal protective equipment (PPE) appropriate to the site and the work to be performed on site;
 - .3 safe work methods and practices to be used while performing work related to tasks or duties assigned on site;
 - .4 site conditions and the minimum safety requirements to be met on site, through information sessions on safety.
 - 4. A copy of the Contractor's health and safety policies and disciplinary measures that will be taken to ensure that the Contractor's and subcontractors' employees meet the safety requirements set out in the contract documents, the applicable regulations and the site-specific health and safety plan developed by the Contractor.
- .3 Component 3: Emergency measures and communication procedures:
 - .1 Emergency measures: operating procedures, evacuation measures and emergency response plan implemented on the site in the event of an accident or incident. The procedures shall be specific and relevant considering the identified hazards. Measures shall complement and be incorporated into the emergency action plan(s) implemented on site.
 - .2 Confirmation of the location of the nearest fire alarm and telephone.
 - .3 A map showing the location of the nearest emergency room.
 - .4 The location of emergency response equipment and supplies, including, but not limited to, first aid kits, eye wash

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stations, spill response kits and equipment and fire extinguishers. Confirm that the equipment and supplies have been checked and deemed to be usable.

.5 The name of any person designated by the Contractor to be a first aid attendant during the work period.

.6 An inventory listing the common name of any controlled products (WHMIS) which the Contractor has determined are present on the site or which the Contractor plans to store on the site. The list shall be updated where necessary as the work progresses.

.7 A copy of the Contractor's policy on the investigation of accidents and incidents and the form(s) the Contractor will use to investigate any accident or incident that might occur during the work.

.8 Communication procedures:

.1 List of the names and telephone numbers of the persons to be contacted in the event of an incident or emergency. The list shall include:

.1 the Contractor and all subcontractors;

.2 federal and provincial departments and emergency response agencies, depending on the hazards identified and the types of accident or incident that may occur, in accordance with the applicable statutes and regulations.

.2 Procedures implemented on site for communicating and sharing among the Contractor and the Contractor's and subcontractors' employees information on the work currently being done and, more specifically, work that could put employees and occupants of the facility at risk.

.3 The procedure which employees hired for the work period must follow to ensure that firefighters, police and medical personnel respond in the event of an emergency.

.4 Post a copy of the health and safety plan and any updates on the site in a prominent place that is frequented by everyone.

.3 Before work on site begins, provide the PWGSC Representative with a copy of the health and safety plan. The copy given to the PWGSC Representative shall be used to review the plan in light of Part II of the *Canada Labour Code*

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and the *Canada Occupational Health and Safety Regulations* made under Part II of the *Canada Labour Code* and the contract requirements pertaining to known hazardous conditions and substances.

.4 Place and keep a copy of the site-specific health and safety plan in a location that is accessible to all of the Contractor's and subcontractors' employees and any person actually or potentially affected by the work to be performed under this contract.

1.10 MINIMUM SAFETY INSTRUCTIONS

.1 Notwithstanding the requirement to comply with federal and provincial safety regulations, the following safety instructions shall be considered minimum requirements which every person who has access to the site shall meet.

- .1 Wear personal protective equipment appropriate to their duties and task while on the site.
- .2 Immediately report hazardous conditions or operations and near accidents, injuries or damage.
- .3 Keep the site tidy.
- .4 Comply with warning signs and safety labels.

1.11 REPORTING ACCIDENTS

.1 Investigate accidents and incidents and report them as prescribed by Part II of the *Canada Labour Code* and the *Quebec Act respecting Occupational Health and Safety* and any regulations made thereunder.

.2 For the purposes of this contract, immediately investigate accidents and incidents involving the following situations and report to the PWGSC Representative:

- .1 An injury that may or may not require medical attention but makes it necessary for the injured person or persons to lose work time.
- .2 Exposure to toxic chemical substances or products.
- .3 Property damage.
- .4 An interruption of activities within or adjacent to the site and likely to cause losses.

1.12 RECORDS ON SITE

.1 Keep a copy of the safety documents described in this section on site, as well as any other safety reports and documents obtained from the appropriate authorities.

.2 Ensure that the Engineer can obtain copies upon request.

PART 1 - GENERAL

1.1 PROJECT CLEANLINESS

- .1 Maintain site in tidy condition, free from accumulation of waste products and debris.
- .2 Remove waste materials from site at daily regularly scheduled times or dispose of as directed by the Engineer. Do not burn waste materials on site.
- .3 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .4 Provide on-site containers for collection of waste materials and debris.
- .5 Dispose of waste materials and debris off site.
- .6 Clean interior areas prior to start of finishing work, and maintain areas free of dust and other contaminants during finishing operations.
- .7 Store volatile waste in covered metal containers, and remove from premises at end of each working day.

1.2 FINAL CLEANING

- .1 When Work is substantially performed remove surplus products, tools, construction machinery and equipment not required for performance of remaining Work.
- .2 Remove waste products and debris other than that caused by others, and leave premises clean and suitable for occupancy.
- .3 Prior to final review remove surplus products, tools, construction machinery and equipment.
- .4 Remove waste products and debris.
- .5 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .6 Broom clean and wash exterior walks, steps and surfaces; rake clean other surfaces of grounds.
- .7 Remove dirt and other disfiguration from exterior surfaces.

PART 2 - PRODUCTS

2.1 NOT USED

PART 3 - EXECUTION

3.1 NOT USED

PART 1 - GENERAL

1.1 INSPECTION AND DECLARATION

- .1 Contractor's inspection: Contractor and Subcontractors: conduct inspection of Work, identify deficiencies and defects, and repair as required to conform to Contract Documents.
 - .1 Notify the Engineer in writing of satisfactory completion of Contractor's inspection and that corrections have been made.
 - .2 Request the Engineer's inspection.
- .2 The Engineer's inspection: the Engineer and Contractor will perform inspection of Work to identify obvious defects or deficiencies. Contractor to correct Work accordingly.
- .3 Completion: submit written certificate that following have been performed.
 - .1 Work has been completed and inspected for compliance with Contract Documents.
 - .2 Defects have been corrected and deficiencies have been completed.
 - .3 Equipment and systems have been tested, adjusted and balanced and are fully operational.
 - .4 Certificates required by competent authorities have been submitted.
 - .5 Operation of systems and equipment has been demonstrated to Contractor's personnel.
 - .6 Work is complete and ready for final inspection.
- .4 Final inspection: when items noted above are completed, request final inspection of Work by the Engineer and Contractor. If Work is deemed incomplete by the Engineer, complete outstanding items and request reinspection.

1.2 CLEANING

- .1 In accordance with Section 01 74 11 - Cleaning.

PART 2 - PRODUCTS

2.1 NOT USED

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PART 3 - EXECUTION

3.1 NOT USED

PART 1 - GENERAL

1.1 SUBMITTALS

.1 Submittals: in accordance with Section 01 33 00 - Submittal Procedures.

.2 Prepare instructions and data using personnel experienced in maintenance and operation of described products.

.3 Revise content of documents as required prior to final submittal.

.4 15 days prior to Substantial Performance of the Work, submit to the Engineer a copy of operating and maintenance manuals for review. Correct manuals according to Engineer's comments, and submit final copies to the Engineer.

.5 Submit one electronic copy and three paper copies of operating manuals using blue ACCO USA No. 25972 hard covered binders, 219 mm x 279 mm. Manuals must contain numbered pages with tabs in vinyl envelopes, including:

- .1 Table of contents;
- .2 Description of operator functions;
- .3 Wiring diagrams;
- .4 Equipment configuration and calibration;
- .5 Technical equipment manuals;
- .6 Programming software, licence, etc.;
- .7 Training manuals;
- .8 Contact information for Contractor, subcontractors and technical services;
- .9 Troubleshooting and maintenance procedures;
- .10 System testing and measurement reports; and
- .11 Any other relevant documentation.

.6 Ensure spare parts, maintenance materials and special tools provided are new, undamaged and non-defective, and of same quality and manufacture as products provided in Work.

.7 Furnish evidence, if requested, for type, source and quality of products provided.

.8 Defective products will be rejected, regardless of previous inspections. Replace products at own expense.

.9 Pay costs of transportation.

1.2 FORMAT

- .1 Organize data as instructional manual.
- .2 Binders: blue ACCO USA No. 25972, 219 mm x 279 mm.
- .3 When multiple binders are used correlate data into related consistent groupings. Identify contents of each binder on spine.
- .4 Cover: identify each binder with type or printed title 'Project Record Documents'; list title of project and table of contents.
- .5 Arrange content by systems, under Section numbers and sequence of Table of Contents.
- .6 Provide tabbed fly leaf for each separate product and system, with typed description of product.
- .7 Text: manufacturer's printed data, or typewritten data.
- .8 Drawings: provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.
- .9 Provide scaled CAD files in dwg format on CD, if available.

1.3 CONTENTS - EACH VOLUME

- .1 Table of Contents: provide title of project;
 - .1 Date of submission;
 - .2 Names, addresses and telephone numbers of Consultant and Contractor with name of responsible parties;
 - .3 Schedule of products and systems, indexed to content of volume.
- .2 For each product or system:
 - .1 List names, addresses and telephone numbers of subcontractors and suppliers.
- .3 Product data: mark each sheet to identify specific products and component parts, and data applicable to installation; delete inapplicable information.
- .4 Drawings: supplement product data to illustrate relations of component parts of equipment and systems, to show control and flow diagrams.

1.4 AS-BUILTS AND SAMPLES

- .1 Store record documents and samples in field office apart from documents used for construction. Provide

files, racks, and secure storage.

.2 Label record documents and file in accordance with Section number listings in List of Contents of this Project Manual. Label each document "PROJECT RECORD" in neat, large, printed letters.

.3 Maintain record documents in clean, dry and legible condition. Do not use record documents for construction purposes.

.4 Keep record documents and samples available for inspection by the Engineer.

1.5 RECORDING ACTUAL SITE CONDITIONS

.1 Record information on set of black line opaque drawings provided by the Engineer.

.2 Provide felt tip marking pens, maintaining separate colours for each major system, for recording information.

.3 Record information concurrently with construction progress. Do not conceal Work until required information is recorded.

.4 Specifications: mark each item to record actual construction, including:

.1 Manufacturer, trade name, and catalogue number of each product actually installed, particularly optional items and substitute items.

.2 Changes made by Addenda and change orders.

.5 Other documents: maintain manufacturer's certifications, inspection certifications, and field test records required by individual specifications sections.

1.6 MATERIALS AND FINISHES

.1 Building products, applied materials and finishes: include product data, with catalogue number, size, composition, and colour and texture designations.

.2 Instructions for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.

.3 Moisture protection and weather-exposed products: include manufacturer's recommendations for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.

.4 Additional requirements: as specified in individual

specifications sections.

1.7 SPARE PARTS

- .1 Provide spare parts, in quantities specified in individual specification sections.
- .2 Provide items of same manufacture and quality as items in Work.
- .3 Deliver to location as directed; place and store.
- .4 Receive and catalogue items. Submit inventory listing to the Engineer. Include approved listings in Maintenance Manual.
- .5 Obtain receipt for delivered products and submit prior to final payment.

1.8 STORAGE, HANDLING AND PROTECTION

- .1 Store materials in manner to prevent damage or deterioration.
- .2 Store in original and undamaged condition with manufacturer's seal and labels intact.
- .3 Store components subject to damage from weather in weatherproof enclosures.
- .4 Remove and replace damaged products at own expense and to satisfaction of the Engineer.

1.9 WARRANTIES AND BONDS

- .1 Assemble approved information in binder and submit upon acceptance of work. Organize binder as follows:
 - .1 Separate each warranty or bond with index tab sheets keyed to Table of Contents listing.
 - .2 List subcontractor, supplier, and manufacturer, with name, address, and telephone number of responsible principal.
 - .3 Obtain warranties and bonds, executed in duplicate by subcontractors, suppliers, and manufacturers, within ten (10) days after completion of applicable item of work.
 - .4 Verify that documents are in proper form, contain full information, and are notarized.
 - .5 Co-execute submittals when required.
 - .6 Retain warranties and bonds until time

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specified for submittal.

.2 Respond in a timely manner to oral or written
notification of required construction warranty repair
work.

PART 2 - PRODUCTS

2.1 NOT USED

PART 3 - EXECUTION

3.1 NOT USED

PART 1 - GENERAL

1.1 RELATED SECTIONS

- .1 Section 32 93 10 - Trees, Shrubs and Ground Cover Plantings (Annuals).

1.2 SUBMITTALS

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.

PART 2 - PRODUCTS

2.1 TOPSOIL

- .1 Topsoil for seeded areas/planting beds: mixture of particulates, micro organisms and organic matter which provides suitable medium for supporting intended plant growth.
 - .1 Soil texture based on The Canadian System of Soil Classification, to consist of 20 to 70% sand, minimum 7% clay, and contain 2 to 10% organic matter by weight.
 - .2 Contains no toxic elements or growth inhibiting materials.
 - .3 Finished surface free from:
 - .1 Debris and stones over 50 mm diameter;
 - .2 Coarse vegetative material, 10 mm diameter and 100 mm length, occupying more than 2% of soil volume.
- .2 Consistency: friable when moist.

2.2 SOIL AMENDMENTS

- .1 Fertilizer
 - .1 Fertility: major soil nutrients present in following amounts:
 - .2 Nitrogen (N): 20 to 40 micrograms of available N per gram of topsoil.
 - .3 Phosphorus (P): 40 to 50 micrograms of phosphate per gram of topsoil.
 - .4 Potassium (K): 75 to 110 micrograms of potassium per gram of topsoil.
 - .5 Calcium, magnesium, sulfur and micro-nutrients present in balanced ratios to support germination and/or establishment of intended vegetation.
 - .6 pH value: 6.5 to 8.0.

- .2 Peatmoss
 - .1 Derived from partially decomposed species of Sphagnum Mosses.
 - .2 Elastic and homogeneous, brown in colour.
 - .3 Free of wood and deleterious material which could prohibit growth.
 - .4 Shredded particle minimum size: 5 mm in diameter.
- .3 Sand: washed coarse silica sand, medium to coarse textured.
- .4 Organic matter: compost Category, in accordance with CCME PN1340, unprocessed organic matter, such as rotted manure, hay, straw, bark residue or sawdust, meeting the organic matter, stability and contaminant requirements.
- .5 Limestone
 - .1 Ground agricultural limestone.
 - .2 Gradation requirements: percentage passing by weight, 90% passing 1.0 mm sieve, 50% passing 0.125 mm sieve.
- .6 Fertilizer: industry accepted standard medium containing nitrogen, phosphorous, potassium and other micro-nutrients suitable to specific plant species or application or defined by soil test.

2.3 SOURCE QUALITY CONTROL

- .1 Advise the Engineer of sources of topsoil to be utilized with sufficient lead time for testing.
- .2 Contractor is responsible for amendments to supply topsoil as specified.
- .3 Soil testing by recognized testing facility for pH, P and K, and organic matter.
- .4 Testing of topsoil will be carried out by testing laboratory designated by the Engineer.
 - .1 Soil sampling, testing and analysis to be in accordance with Provincial standards.

PART 3 - EXECUTION

3.1 STRIPPING OF TOPSOIL

- .1 Begin topsoil stripping of areas as indicated by the Engineer after area has been cleared of weeds and grasses and removed from site.

- .2 Strip topsoil to depths of 25 mm.
 - .2 Avoid mixing topsoil with subsoil where textural quality will be moved outside acceptable range of intended application.
- .3 Stockpile in locations as directed by the Engineer.
- .4 Disposal of unused topsoil is to be in an environmentally responsible manner but not used as landfill as directed by the Engineer.
Protect stockpiles from contamination and compaction.

3.2 PREPARATION OF EXISTING GRADE

- .1 Verify that grades are correct.
 - .1 If discrepancies occur, notify the Engineer and do not commence work until instructed by the Engineer.
- .2 Grade soil, eliminating uneven areas and low spots, ensuring positive drainage.
- .3 Remove debris, roots, branches, stones in excess of 50 mm diameter and other deleterious materials.
 - .1 Remove soil contaminated with calcium chloride, toxic materials and petroleum products.
 - .2 Remove debris which protrudes more than 75 mm above surface.
 - .3 Dispose of removed material off site.

3.3 PLACING AND SPREADING OF TOPSOIL/PLANTING SOIL

- .1 Place topsoil after the Engineer has accepted subgrade.
- .2 Spread topsoil in uniform layers not exceeding 25 mm.
- .3 Manually spread topsoil/planting soil around trees, shrubs and obstacles.

3.4 SOIL AMENDMENTS

- .1 For planting beds/turf: apply and thoroughly mix soil amendments into top 25 mm of existing soil.

3.5 FINISH GRADING

- .1 Grade to eliminate rough spots and low areas and ensure positive drainage.
 - .1 Prepare loose friable bed by means of cultivation and subsequent raking.
- .2 Consolidate topsoil to required bulk density using equipment approved by the Engineer.
 - .1 Leave surfaces smooth, uniform and firm against deep footprinting.

3.6 ACCEPTANCE

- .1 The Engineer will inspect and test topsoil in place and determine acceptance of material, depth of topsoil and finish grading.

3.7 SURPLUS MATERIAL

- .1 Dispose of materials off site.

3.8 CLEANING

- .1 Proceed in accordance with Section 01 74 11 - Cleaning.
- .2 Upon completion of installation, remove surplus materials, rubbish, tools and equipment barriers.

PART 1 - GENERAL

1.1 SUMMARY

- .1 Related sections
 - .1 Section 01 33 00 - Submittal Procedures.
 - .2 Section 32 91 19.13 - Topsoil Placement and Grading.

1.2 REFERENCES

- .1 Canadian Nursery Landscape Association (CNLA).
 - .1 Canadian Standards for Nursery Stock-2001.

1.3 SUBMITTALS

- .1 Make submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Submit product data for:
 - .1 Fertilizer.

1.4 QUALITY ASSURANCE

- .1 Health and safety
 - .1 Do construction occupational health and safety in accordance with Section 01 70 03 - Health and Safety Requirements - Category 3.

1.5 STORAGE AND PROTECTION

- .1 Protect plant material from frost, excessive heat, wind and sun during delivery.
- .2 Immediately store and protect plant material which will not be installed within one (1) hour after arrival at site in storage location approved by Engineer.
- .3 Protect plant material from damage during transportation:
 - .1 When delivery distance is less than 30 km and vehicle travels at speeds under 80 km/h, tie tarpaulins around plants or over vehicle box.
 - .2 When delivery distance exceeds 30 km or vehicle travels at speeds over 80 km/h, use enclosed vehicle where practical.
- .4 Protect stored plant material from frost, wind and sun and as follows:
 - .1 For pots and containers, maintain moisture

level in containers.

1.6 SCHEDULING

- .1 Obtain approval from the Engineer of schedule seven (7) days in advance of shipment of plant material.
- .2 Schedule to include:
 - .1 quantity and type of plant material;
 - .2 shipping dates;
 - .3 arrival dates on site;
 - .4 planting dates.

1.7 WARRANTY

- .1 For plant material as itemized on plant list, the warranty period is prescribed in the General Conditions.
- .2 End-of-warranty inspection will be conducted by the **Engineer**.

PART 2 - PRODUCTS

2.1 PLANT MATERIAL

- .1 Type of root preparation, sizing, grading and quality: comply to Canadian Standards for Nursery Stock.
 - .1 Source of plant material: grown in zones in accordance with Plant Hardiness Zones in Canada.
- .2 Plant material: free of disease, insects, defects or injuries and structurally sound with strong fibrous root system.

2.2 WATER

- .3 Free of impurities that would inhibit plant growth.

2.3 FERTILIZER

- .1 Synthetic commercial type as recommended by soil test report and manufacturer.

2.4 SOURCE QUALITY CONTROL

- .1 Obtain approval from the Engineer of plant material prior to planting.

PART 3 - EXECUTION

3.1 PRE-PLANTING PREPARATION

.1 Do construction occupational health and safety in accordance with Section 01 70 03 - Health and Safety Requirements - Category 3.

.2 Ensure plant material acceptable to the Engineer.

3.2 EXCAVATION AND PREPARATION OF PLANTING BEDS

.1 Preparation of planting beds is specified in Section 32 91 19.13 - Topsoil Placement and Grading.

3.3 PLANTING (PLANTERS)

.1 Plant vertically in locations as indicated. Orient plant material to give best appearance in relation to structure, roads and walks.

.2 For ground covers, backfill soil evenly to finish grade and tamp to eliminate air pockets.

.3 Water plant material thoroughly.

.4 After soil settlement has occurred, fill with soil to finish grade.

.5 Dispose of burlap, wire and container material off site.

3.4 TREE SUPPORTS

.1 Guying collars to be of sufficient length to encircle tree plus 50 mm space for trunk clearance. Thread guy wire through collar encircling tree trunk and secure to lead wire by clamp or multi-wraps; cut wire ends close to wrap. Spread lead wires equally proportioned about trunk at 120 degrees.

.2 After tree supports have been installed, remove broken branches with clean, sharp tools.

3.5 MAINTENANCE DURING WARRANTY PERIOD

.1 Perform following maintenance operations from time of planting and throughout the year.

.1 Water to maintain soil moisture conditions

for optimum growth and health of plant material without causing erosion.

- .1 Remove weeds.
- .2 If required to control insects, fungus and disease, use appropriate control methods in accordance with Federal, Provincial and Municipal regulations. Obtain product approval (environmentally friendly product) prior to application.
- .3 Remove dead, broken or hazardous branches from plant material.
- .4 Remove and replace dead plants and plants not in healthy growing condition. Make replacements in same manner as specified for original plantings.

PART 1 - GENERAL

1.1 DESCRIPTION

.1 Supply all products, labour, tools, equipment and supervision necessary for the maintenance of trees, shrubs and ground cover at 3 Wing.

1.2 SCHEDULE

.1 The work schedule shall be set up in such a way as to disturb the daily activities of users as little as possible on the premises occupied.

1.3 SUBMITTAL PROCEDURES

.1 Submittals in accordance with Section 01 33 00 - Submittal Procedures.

.2 Submit product data for the following products:
.1 Fertilizer.

1.4 SITE ACCESS

.1 The terms and conditions for access to the site shall be prescribed by the Engineer. Comings and goings around the work location will be subject to regulations in force.

1.5 SAFETY MEASURES

.1 Observe and comply with the safety measures required by the provincial government, the CSST, and municipal laws and bodies. DND will closely monitor compliance with these safety measures.

1.6 CONTRACTOR'S RESPONSIBILITIES

.1 The Contractor must visit the premises and take its own quantitative readings and measurements to confirm the scope of the work.

.2 Assume responsibility for any accidents or damages caused to DND property by the Contractor's employees or equipment, if defective or left unsupervised.

.3 Assume full responsibility for the security of its equipment and materials during and after work hours. DND shall not be responsible for vandalism, theft or other

losses.

1.7 INSPECTION AND CONTROL

.1 The Engineer will make regular daytime inspections with the Contractor's representative. The Contractor will follow instructions and directives issued by this authority to complete the work in a satisfactory manner. The Engineer will determine whether the work performed under this contract is proper and sufficient. No claim for further payment will be accepted unless the work is authorized by the Engineer.

1.8 FIRST SITE MEETING

.1 After the contract has been awarded, contact the Engineer to obtain the date of the first site meeting.

.2 The first site meeting will be held as soon as possible after the contract has been awarded. The Engineer will determine the meeting location. The Engineer and the Contractor or a designated representative shall attend this meeting to establish the terms and conditions, timeframes and detailed procedures in force for the duration of the contract.

.3 The goal of the meeting is to exchange the above-mentioned information and to specify the manner of access to the work sites.

1.9 MEETING AND INFORMATION

.1 For meetings and for any additional information, contact the Engineer.

1.10 PRICING

.1 General: Prices submitted shall include all expenses and disbursements that might be incurred by the Contractor to complete the Work in accordance with the requirements of this Statement of Work. This includes, among other things, profits, administrative expenses, transportation costs, fringe benefits, products, equipment and labour.

- .1 Submittals shall break down as follows:
 - .1 Fertilizing and applying pesticides to all trees and shrubs; and
 - .2 Surrounding trees and shrubs with mulch.

1.11 CONSTRUCTION HOLIDAY AND OTHER HOLIDAYS

.1 The Contractor must provide service at all times during these periods.

1.12 EQUIPMENT

.1 The Engineer will inspect the Contractor's and subcontractors' vehicles and equipment before the contract is awarded.

.2 The Contractor must supply modern, safe equipment, such as rakes, to perform the required work, and maintain it in good operating condition.

PART 2 - PRODUCTS

2.1 ANALYSIS

.1 The Contractor must perform a soil analysis and provide a copy of the report to the Engineer to determine the nitrogen concentration and adjust concentrations as required.

2.2 MATERIALS

.1 Materials to be applied to surfaces must meet the following requirements:

- .1 Following analysis results and discussion with the Engineer, the Contractor must follow the Representative's instructions or:
- .2 For the first fertilization, use fertilizer with at least 14% nitrogen. The nitrogen must be released continuously for a period of 30 days.

.2 For the last fertilization, use fertilizer with no more than 8% nitrogen, at least 10% phosphorus and 8% potassium.

.3 For trees and shrubs:

- .1 For the first fertilization, use water soluble fertilizer, granulated fertilizer or concentrated liquid fertilizer to be diluted in water.
- .2 For subsequent fertilizations, use fertilizer with a high concentration of phosphorus and potassium for flowering shrubs and trees. For softwoods, leafy shrubs and trees, use fertilizer with at least 14% nitrogen.

PART 3 - EXECUTION

3.1 GENERAL

.1 Prune trees in accordance with Pruning Ornamentals and ANSI A300, and as directed by the Engineer. Where discrepancies occur between standard and specifications, specifications govern.

.2 Notify immediately the Engineer of conditions detrimental to health of plant material or operations.

.3 Prune during plant dormant period or after leaves have matured. Avoid pruning during leaf formation, at time of leaf fall, or when seasonal temperature drops below minus 10 degrees Celsius.

.4 Prune each species, such as maple (Acer), birch (Betula), honey locust (Gleditsia), linden (Tilia), elm (Ulmus) and Populus sp when in full leaf.

.5 Retain natural form and shape of plant species.

.6 Do not:

- .1 flush cut branches;
- .2 crush or tear bark;
- .3 cut behind branch bark ridge;
- .4 damage branch collars;
- .5 damage branches to remain.

3.2 Pruning

.1 Remove dead, dying, diseased and weak growth from plant material to provide crown cleaning, crown thinning, crown raising, crown reduction, vista pruning and crown restoration as designated by the Engineer in order to promote healthy growth.

.2 Remove live branches that:

- .1 Interfere with healthy development and structural strength including branches crossed or rubbing more important branches.
- .2 Are of weak structure including narrow crotches.
- .3 Obstruct development of more important branches.
- .4 Are broken.

.3 Remove live branches to re-establish natural species form including:

- .1 One or more developing leaders.
- .2 Multiple growth due to previous topping.
- .3 Branches extending outward from natural form.

- .4 Undesirable sucker growth.
- .4 Remove loose branches, twigs and other debris lodged in tree.
- .5 Remove vines.
- .6 For branches under 50 mm in diameter:
 - .1 Locate branch bark ridge and make cuts smooth and flush with outer edge of branch collar to ensure retention of branch collar. Cut target area to bottom of branch collar at angle equal to that formed by line opposite to branch bark ridge.
 - .2 Make cuts on dead branches smooth and flush with swollen callus collar. Do not injure or remove callus collar.
 - .3 Do not cut lead branches unless directed by the Engineer.
- .7 For branches greater than 50 mm in diameter:
 - .1 Make first cut on lower side of branch 300 mm from trunk, one third diameter of branch.
 - .2 Make second cut on upper side of branch 500 mm from trunk until branch falls off.
 - .3 Make final cut adjacent to and outside branch collar.
- .8 Ensure that trunk bark and branch collar are not damaged or torn during limb removal.
 - .1 Repair areas which are damaged, or remove damaged area back to next branch collar.

3.3 ROOT GIRDLING

- .1 For girdling roots one-quarter size of trunk diameter or larger, V-cut girdling root one-half way through at point where root is crossing.
- .2 Remove exposed portion of girdling root as directed by the Engineer after cleanly cutting root flush with grade on each side of parent root. Do not injure bark or parent root.

3.4 CARE OF WOUNDS

- .1 Shape bark around wound to oblong configuration ensuring minimal increase in wound size. Retain peninsulas of existing live bark.

3.5 CLEAN-UP

- .1 Proceed in accordance with Section 01 74 11 - Cleaning.

.2 Collect and dispose of pruned material daily and remove from site.

.3 On completion and verification of performance of installation, remove surplus materials, excess materials, rubbish, tools and equipment.

3.6 INFORMATION

.1 Any work indicated must be carried out as efficiently as possible. The Engineer may find any work to be unsatisfactory if it has not been performed according to the information in this SOW. Should this occur, the Contractor shall immediately redo the work.

3.7 TREE AND SHRUB MAINTENANCE

.1 Fertilization

- .1 Perform first fertilization immediately after first leaves appear. Fertilize twice per year.
- .2 Suspend nitrogen application for the period from July 15 to 31.

.2 Pesticides

- .1 Apply pesticides twice per year in accordance with the requirements of the Standard for Pesticide Education, Training and Certification in Canada, as well as federal, provincial and municipal regulations, as needed and as often as possible to protect plant material from insects, fungi and disease. The Engineer must approve products prior to application.

.3 Pruning

- .1 Remove dead wood and weak or broken stems from all trees and shrubs at the beginning of spring.
- .2 Maintenance pruning: prune shrubs after flowering for species that bloom on branches formed the previous year. Maintain the natural shape of the shrub.
- .3 Prune softwoods during their annual shoot if necessary.
- .4 Weeding:
 - .1 Remove weeds from plant beds and around trees and shrubs **twice per month**.
 - .2 Remove weeds from around cement edging, paving stones, clean strips, fences, rock borders around buildings, monument areas, on the surface of the front and rear parking areas, and in the vehicle fleet area. Use an approved

environmentally friendly herbicide
twice per month.

- .3 Ensure that mulch is neat and free of weeds.
- .5 Winter protection:
 - .1 Tie shrubs with rope - one at the top and one at the bottom - for winter protection. Take particular care with fragile plants.

APPENDIX 1 - Fire Orders for Contractors 3 Wing Bagotville



Foreword

These fire orders for contractors working at 3 Wing Bagotville have been developed so that specific instructions are given to contractors, their employees and subcontractors. The rules and regulations governing personal and fire safety must be strictly adhered to. It is important to stress that should an accident occur due to negligence on your part, you may be required to reimburse the State for any damages.

In the event of a discrepancy between the standards in this manual and those in the reference documents, the reference documents shall prevail.

The Wing's fire prevention inspectors and Defence Construction Canada's (DCC's) project managers shall assist contractors in interpreting and applying the standards in this manual.

Thank you in advance for being vigilant about safety during your contract with DCC.

Wing Fire Department

Fire marshal	677-4000, ext 7393
Chief fire inspector	677-4000, ext 7714
Fire inspector	677-4000, ext 4316
Dispatcher	677-4000, ext 7222
EMERGENCY	911

Last update: April 2007

Annex A

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CHAPTER I

General

1100 TRAINING ON THE USE OF EXTINGUISHERS

Contractor employees shall be trained on all types of portable fire extinguishers used by the company.

1101 FIRE PREVENTION INFORMATION SESSION

At the initial meeting before work commences, a representative from the Wing's Fire Prevention Office shall briefly review the measures to be taken before and during renovation or construction work.

The contractor shall agree to comply with those measures by signing the form listing the points covered by the representative and by reading the fire orders made available to him or her.

1102 AUTHORITY OF FIRE PREVENTION INSPECTORS

3 Wing Bagotville's fire prevention inspectors are authorized to stop the use of any equipment that does not meet the approved standards. They also have the authority to suspend any work or operation that they deem dangerous or that poses a fire hazard.

1103 FIRE ORDERS

A complete copy of the Fire Orders for Contractors shall be posted in a conspicuous location on the worksite, and a copy attached to the project file.

1104 USE OF TOBACCO AND SMOKERS' SUPPLIES

It is prohibited to smoke or light pipes, cigarettes or cigars;

- a) in buildings belonging to the federal government, leased to or by DND, and in outside areas, except where authorized;
- b) in the vicinity of buildings used for storing and handling flammable liquids, explosives and pyrotechnics;
- c) in vehicles carrying hazardous cargo;
- d) less than 30 metres from an aircraft that is being refuelled or defuelled;
- e) less than 15 metres from any vehicle that is being refuelled or defuelled;
- f) in any areas where Smoking Prohibited signs are posted; and
- g) in any buildings that are occupied or unoccupied during closing or working hours or at construction or renovation sites.

CHAPTER II

Definitions

1200 FLAMMABLE AND COMBUSTIBLE LIQUIDS

Flammable liquids are any liquids that have a flash point below 22.8°C and a boiling point below 37.8°C.

Combustible liquids are any liquids with a flash point between 37.8°C and 60°C.

1201 CLASSES OF FLAMMABLE AND COMBUSTIBLE LIQUIDS

- 1) Class-I liquids are liquids with a flash point below 38°C; and
- 2) Class-II liquids are liquids with a flash point between 22.8°C and 60°C.

1202 APPROVED SAFETY CONTAINERS AND PORTABLE TANKS

Portable tanks and containers for flammable or combustible liquids shall be built in accordance with the following regulations:

- a) *Transportation of Dangerous Goods Regulations*
- b) CSA B376-M “Portable Containers for Gasoline and Other Petroleum Fuels”
- c) CSA B306-M “Portable Fuel Tanks for Marine Use”
- d) ULC / ORD-C30 “Safety Containers” or
- e) Section 6 of CSA standard B620 “Highway Tanks and Portable Tanks for the Transportation of Dangerous Goods”

CHAPTER III

Fire and Life Safety Regulations

Part 1

(Fire Alarm System Deactivation)

1300 PURPOSE

This standard has been prepared for contractors who, in the course of their work, request the deactivation of the fire alarm system (FAS) found in buildings on DND property and monitored by the Wing Fire Department. If personnel adhere to the precautions outlined in this standard, the risk of false alarms will be minimal.

1301 SCOPE

This standard describes the procedure for safely deactivating a building's FAS in order to prevent false alarms, which lead to the unnecessary evacuation of building personnel, as well as lost time and money, and place demands on the Wing Fire Department that could result in a longer response time for other potential emergencies.

1302 APPROVING AUTHORITY

The Fire Department, in conjunction with control technicians, is the approving authority for all FAS deactivation requests. The onus is on the contractor or contractor's foreman to co-ordinate all FAS deactivations with the Wing Fire Department.

1303 PRECAUTIONS

All contractors shall carry out a site visit prior to the commencement of work to determine whether the work will affect the FAS or its components. In the affirmative, the contractor (person performing the work) shall request deactivation of the FAS, preferably one working day prior to the work commencing.

1304 PROCEDURE

On the day the work is being done, the contractor shall ask the Fire Department to deactivate the FAS. The contractor shall provide a "safety look-out" on site at all times to monitor the area where the FAS has been deactivated. Upon completion of the work, the contractor shall contact the Fire Department to ensure the system is reactivated. Any FAS deactivations required after regular business hours will incur a call-back charge.

1305 SAFETY LOOK-OUT

A safety look-out shall be posted in the area where the FAS has been deactivated to warn personnel in case of emergency and to raise the alarm. The safety look-out shall be familiar with chapter IV of this standard, the procedure to be followed in the event of a fire, and the location and use of portable fire extinguishers.

1306 FAS DEACTIVATION PERMIT

An FAS deactivation permit is required: 1) when the work being performed could affect the FAS components and cause the activation of such things as the fire detector (smoke and heat), fire suppression system (sprinkler flow switch) or emergency power-off, and 2) for testing of alarm system components, etc.

Part 2

(Garbage, Housekeeping and Cleaning Products)

1320 GARBAGE BINS

The use of bins or baskets made of wood, metal wire or cardboard is prohibited on DND property. This includes not only the use of these types of receptacles for waste on DND property, but also their use in any building located on DND property, including buildings leased to or by DND. Metal receptacles with lids are to be used for all waste.

1321 WASTE

Containers for waste, slag, ashes, wood, roof boilers, and so on, shall be placed at a distance of at least three metres from any building.

1322 DANGEROUS GOODS

Products like oils, paints, varnishes, inks, thinners and acid-contaminated rags shall be stored separately from substances that are easily combustible, such as packaging materials, saw dust and wood shavings, in order to reduce the chance of spontaneous combustion.

1323 CLEANING AND HOUSEKEEPING (IN GENERAL AND FOR HOT WORK)

The most stringent cleaning and housekeeping standards shall apply to all buildings, particularly workshops where combustible dust and residue collect during the day's activities. These areas shall be thoroughly cleaned and waste removed.

Floors within 10 metres of welding and cutting operations shall be thoroughly swept. Where possible, combustible products shall be placed at a distance of at least 10 horizontal metres from the worksite. Where this is not possible, such products shall be protected using a flameproof cover or sheet metal or other approved materials. Covers shall have a ground-level seal to prevent sparks from getting underneath. A distance of 30 metres shall be maintained near aircraft that cannot be moved.

1324 STEEL WOOL

Steel wool shall be stored separately from other materials in metal receptacles with a tight-fitting metal lid. After use, the steel wool shall be disposed of as a hazardous item [see sections 1322 and 1325 d) and e)].

1325 CLEANING AND HOUSEKEEPING SERVICES

Contractors shall notify cleaning and housekeeping personnel of the following instructions:

- a) Mops shall be washed in clean water and placed on racks after each use;
- b) Steel wool shall be stored separately from other materials in a metal receptacle with a tight-fitting metal lid;
- c) Clean rags shall be placed in a metal receptacle with a tight-fitting lid;
- d) Used rags and steel wool shall be kept separately in metal receptacles with a tight-fitting lid;
- e) All garbage bins, used rags and steel wool receptacles shall be placed outside each evening;
- f) All cleaning products shall be placed in metal lockers or properly stored on metal shelves;
- g) A superior level of housekeeping shall be kept at all times; and
- h) It is prohibited to store anything on stairs or in staircases.

Part 3

(Electrical and Other Types of Equipment)

1330 TEMPORARY INSTALLATIONS

Only authorized electricians or accredited electrical contractors may perform temporary electrical wiring and installations or make changes to existing installations.

1331 PRIVATELY OWNED ELECTRICAL TOOLS AND DEVICES

Privately owned electrical devices must be approved by the Canadian Standards Association (CSA) or the Underwriters' Laboratories of Canada (ULC). The electrical devices shall be kept in good electrical and mechanical condition. Electricians or fire prevention inspectors shall order the removal of unsafe electrical devices.

1332 EXTENSIONS AND MULTIPLE OUTLETS

Electrical extensions must be approved by the CSA, and improvised assemblages and multiple outlets are prohibited. Cords shall not be wound around or attached to metal objects, such as beds, pipes, nails, etc. Cords must always be completely unplugged from the electrical source when not hooked up to an electrical device or accessory. This requirement shall be strictly adhered to.

1333 FUSES, THERMOSTATS, LIMITERS AND PROTECTIVE DEVICES

Unauthorized personnel shall not replace fuses or handle or replace thermostats, limiters and other protective devices on heating, refrigeration, air-conditioning or other installations.

Part 4

(Storage of Flammable and Combustible Liquids)

1340 SPECIAL SAFETY MEASURES AND SPECIFIC RISKS

Additional requirements may be required for the safe use and storage of liquids with one or more of the following properties:

1. Unusual combustion characteristics
2. Flammability if exposed to air
3. High reactivity in the presence of other substances
4. Risk of explosion, and
5. Other special properties that indicate a need for special safety measures

SPECIFIC RISKS

The policy on the use of welding and cutting equipment is as follows:

1. Welding and Cutting
 - a) Oxyacetylene torches and other similar devices shall not be used to thaw pipes; and
 - b) Where it is necessary to use oxyacetylene, welding or cutting torches, etc., near combustible materials, the transfer of heat shall be reduced by insulating one side of the workspace with an approved material. An appropriate extinguisher shall be kept close by.

1341 MAXIMUM QUANTITIES AND STORAGE

No containers or cabinets containing flammable or combustible liquids shall be located adjacent to exit stairways or areas normally used for evacuating personnel. Storage facilities shall be submitted to the fire prevention chief's approval.

22 L TO 176 L. When it is necessary to store between 22 L and 176 L of flammable or combustible liquids, a metal storage cabinet is required. It must have two openings for ventilation: one near the top of one of the sides, and the other near the bottom of the opposite side. These openings shall have a standard pipe diameter of two inches (50 mm) and be covered with wire gauze. The cabinets shall be located in a place where flammable or combustible liquids are required for normal operations. They must be kept at a distance of at least 1.5 metres from any flammable materials and at least three metres from heating equipment or hazardous items. Receptacles with a capacity of more than 22 L are not permitted inside the cabinets.

OVER 176 L. Flammable and combustible liquids in quantities greater than 176 L shall not be stored inside a building, unless stored in a room that meets the following general characteristics and has a fire resistance of at least two hours. Access doors to other rooms or buildings shall be equipped with an elevated threshold that is liquid-proof and non-combustible or a ramp at least 15.24 cm in height, and approved fire doors that automatically close in the event of fire. In lieu of thresholds or ramps, an open storage trench that is covered with metal netting (steel grating bars) and drains in a safe place may be used. Where other parts of the building are exposed, windows shall be protected in conformance with the *National Building Code*. Wood of a nominal thickness of 25.4 mm may be used for shelves, packaging, door bottoms, floor coverings and other similar installations. Appropriate ventilation shall be provided; natural ventilation is preferable to mechanical ventilation.

1342 STORAGE OF COMBUSTION EQUIPMENT AND DEVICES

Combustion equipment that may fall, such as oxyacetylene torches, portable heating devices for tents, lamps and portable stoves, shall be stored in petroleum-product storage facilities on a level base and must have its tank emptied and purged with an inert gas.

1343 HEATING OF STORAGE AREAS

Class-I hazardous locations shall be heated with low-pressure steam, hot water or approved electrical appliances. Electrical equipment and wiring located inside storage facilities shall be in conformance with the *Canadian Electrical Code*, Part 1, Section 18, Hazardous Locations.

1344 HANDLING, RECEPTACLES AND IDENTIFICATION

When portable receptacles are being filled from tanks or drums, pumps must be used to transfer class-I flammable liquids. Transfer by gravity using pipes or valves is prohibited. The hazards of distributing and handling flammable liquids with low flash points shall be brought to the attention of all parties concerned. Flammable liquids shall not be handled, drawn or distributed in places where flammable vapours could be ignited.

This applies to the handling of flammable liquids in spaces or closed cargo compartments of vehicles containing live electrical equipment or batteries. Given the volatility of flammable liquids with low flash points, extreme care shall be taken when pouring liquids from one receptacle to another or when filling the tank of a gas lawn mower, outboard motor, lantern, etc. The operation shall not be performed indoors. 4.5 L of gas produces 0.70 m³ of pure vapour under normal conditions. When diffused in the air, that quantity of vapour can produce nearly 56.63 m³ of explosive mixture.

The ULC has prepared a list of portable plastic receptacles with a maximum capacity of 22.73 L that comply with CSA standard BBB-1969. Those receptacles shall not be used in lieu of approved portable receptacles according to the definition in Chapter 2, Article 1202, and have been listed for outdoor use only. Consequently, they shall not be used for indoor storage or for handling flammable liquids.

Receptacles shall be painted red, with the name of the product indicated in stencil or painted on the side of the receptacle in a contrasting colour.

1345 USE AS SOLVENTS OR DEGREASING AGENTS

Class-I flammable liquids shall not be used as solvents or degreasing agents. Appropriate non-flammable solvents shall be provided and used whenever possible. If the circumstances do not allow for the use of non-flammable solvents, class-II flammable liquids, such as Varsol, may be used instead, with the approval of 3 Wing Bagotville's fire prevention chief. The hazards of these co-called "safe solvents" must be clearly understood by personnel so that employees do not neglect the ordinary measures that need to be taken with flammable liquids. These solvents, if heated to their flash point, emit vapours that are as flammable as gasoline and often have a higher explosive range. Solvents and solvent vapours are toxic to various degrees. Consequently, appropriate ventilation is needed to keep the concentration of vapour within safe limits.

1346 LIQUEFIED PETROLEUM AND NATURAL GAS FIRES

In the event of a fire involving liquefied petroleum or natural gas, the following measures shall be taken:

- 1) Follow the instructions in chapter IV "Procedure in Case of Fire;" and
- 2) Shut off the gas source. Do not try to extinguish the burning gas. Secure the area around the fire using available extinguishers until the Fire Department arrives.

Part 5

(Look-outs, Extinguishers and Fixed Installations)

1350 EXTINGUISHER INSPECTIONS

To ensure the proper performance of extinguishers and fixed installations, the contractor shall visually examine all portable extinguishers under his or her control at least every 30 days, to ensure that:

- 1) they are unobstructed and accessible;
- 2) they are clean and usable;
- 3) they are undamaged;
- 4) the inspection tags and seals are intact; and
- 5) they are replaced if their condition is unsatisfactory.

1351 HOT-WORK EXTINGUISHERS

One or more filled and ready-to-use extinguishers, appropriate for the type of possible fire, shall be available at all welding and cutting sites. In addition to the appropriate extinguishers required under the *National Fire Code of Canada*, a member of the contractor's personnel shall be positioned in an accessible location less than eight metres from asphalt boilers and tar kettles.

1352 FIXED FIRE-FIGHTING EQUIPMENT

Unauthorized personnel are not to handle the controls or any part of automatic sprinkling or other systems. Pipe networks and sprinkler heads shall not be obstructed in any way or used to hang objects.

1353 FIRE LOOK-OUT FOR HOT WORK

Contractors shall assign a fire look-out when hot work is being carried out. If this work is performed on equipment that passes through several areas, a fire look-out must be assigned to each area. The fire look-out shall be on standby with an extinguisher and take the necessary action to extinguish any fires.

EXAMPLE: Welding on piping that crosses two rooms requires a fire look-out in each room.

Part 6

(Vehicles and Other Equipment Used by the Contractor)

1360 PARKING OF MOTOR VEHICLES

Parking of private vehicles in DND buildings or facilities is prohibited.

Parking or stopping in access ways is not allowed so as to not hamper fire-fighting efforts. Parking or stopping is not permitted within three metres of hydrants, pull stations, hose reels, Fire Department garage bays, access ways or intersections.

1361 EMERGENCY VEHICLES

Drivers who hear a fire alarm siren approaching shall pull over to the right side of the road, stop and wait until the trucks have passed before proceeding.

1362 CONSTRUCTION TRAILERS

Prior to commencing work on DND property, contractors shall make sure the fire prevention chief approves the location of the construction trailer.

Part 7

(Welding and Cutting Operations)

1370 PURPOSE

This standard has been prepared to guide personnel in charge of welding and cutting operations in DND buildings and facilities. If personnel adhere to the measures outlined in this standard, the risk of fire caused by welding and cutting operations will be greatly reduced.

1371 SCOPE

This standard deals with the safe use of welding and cutting equipment in order to prevent material and human loss caused by a fire.

1372 RESPONSIBILITY FOR WELDING AND CUTTING

Although the operator is in the best position to reduce the risk of fire or injury through proper use of his or her equipment, ultimately, the onus is on the contractor to ensure that his or her workers and civilian sub-contractors take the following precautions:

- 1) In co-operation with DCC and the Wing Fire Prevention Office, select an appropriate area for welding and cutting;
- 2) If the welding and cutting operations are being performed by civilian contractors, those contractors shall ensure that their staff are aware of the risks and emergency procedures to be followed in the event of a fire;
- 3) Use only approved equipment; and
- 4) Ensure that a hot-work permit has been issued by the Wing Fire Prevention Office.

1373 FIRE PREVENTION MEASURES

Welding and cutting are permitted only in safe areas. Welding and cutting in buildings shall be performed either in a specially designated area or an area approved by a fire prevention office inspector. If the work cannot be moved to an

appropriate welding site, it shall be performed in a designated area that is of incombustible construction or fireproof. If no appropriate site is available, the welding may be done in some buildings provided they have fire protection.

1374 WELDING AND CUTTING EQUIPMENT

Welding and cutting equipment shall be in satisfactory condition. If a fire prevention inspector asks to inspect equipment, the contractor shall make that equipment available for inspection. Only after the inspector deems the equipment safe will it be returned to active status.

1375 PROTECTION OF WALLS

Openings and cracks in walls, floors or conduits less than 10 metres from a worksite shall be covered to prevent sparks from entering.

EXTINGUISHERS: See Part 5, Section 1351

FIRE LOOK-OUT: See Part 5, Section 1353

HOUSEKEEPING: See Part 2, Section 1323

Part 8

(Procedure for Asphalt Boilers and Tar Kettles)

1380 PURPOSE

This standard has been prepared to guide personnel responsible for asphaltting and tarring operations at 3 Wing Bagotville and in its facilities. If personnel adhere to the measures outlined in this standard, the risk of fire caused by asphaltting and tarring operations will be greatly reduced.

1381 SCOPE

This standard deals with the safe use of asphaltting boilers and tar kettles in order to prevent human and material loss in the event of a fire.

1382 RESPONSIBILITY FOR ASPHALTING AND TARRING OPERATIONS

Although the operator is in the best position to reduce the risk of fire and injury through proper use of his or her equipment, ultimately, the onus is on the contractor to ensure that his or her workers and civilian sub-contractors take the following precautions:

- 1) In co-operation with DCC and the Wing Fire Prevention Office, select an appropriate area for asphaltting and tarring operations;
- 2) If the asphaltting and tarring operations are performed by a civilian contractor, he or she must ensure that his or her staff are aware of the risks and the emergency procedures to be followed in the event of a fire;
- 3) Ensure the use of approved equipment; and
- 4) Ensure that a fire prevention inspector has issued a roofing permit for the operations in question.

1383 LOCATION

Asphaltting boilers and tar kettles shall be placed on the ground at least three metres from the building, or at a location designated by the chief fire inspector or his or her representative where there is no risk of igniting a combustible material underneath. The three-metre minimum may be reduced with a written exemption from the fire prevention chief.

1384 ASPHALTING BOILER AND TAR KETTLE LIDS

Asphalting boilers and tar kettles shall be equipped with metal lids.

1385 THERMOMETER FOR TEMPERATURE CONTROL

Asphalting boilers and tar kettles shall be equipped with a thermometer or other appropriate gauge placed in a conspicuous location visible to the operator. They are not to be used if the temperature is either over 220°C or 14°C below the flash point of the material being used, whichever value is lower.

1386 SUPERVISION

Asphalting boilers and tar kettles shall be continually monitored while in use.

EXTINGUISHERS: See Part 5, Section 1351

FIRE LOOK-OUT: See Part 5, Section 1353

HOUSEKEEPING: See Part 2, Section 1323

Part 9

(Emergency Stairs, Fire Doors and Fire-Stopping Devices)

1390 EMERGENCY EXITS – OBSTRUCTION AND SNOW CLEARANCE

Emergency exits, emergency stairways, platforms and doors leading to emergency exits shall not be obstructed in any way and shall be free from ice and snow.

1391 EXIT DOORS

Exit doors in corridors leading to exit stairs or separating one fire zone from another must always be kept closed.

1392 FIRE DOORS

Fire doors must be kept closed unless they are used as an entrance or exit. They may be kept open only if they are equipped with an automatic closing device. They must not be obstructed in any way.

CHAPTER IV

Procedure in Case of Fire

1400 WHAT TO DO IF YOU DISCOVER A FIRE

- 1) Alert the people around you by shouting, "FIRE! FIRE! FIRE!"
- 2) Leave the danger zone.
- 3) Activate the alarm.
- 4) Close all doors behind you.
- 5) Call the Fire Department from a safe location and give the name and address of the building, as well as the location and nature of the fire (7911 from a telephone in a Wing building or 911 from a mobile phone).
- 6) Fight the fire only if it is safe to do so, and never attempt to fight a fire if doing so results in the fire getting between you and the exit.
- 7) The person who discovers the fire shall report to the Platoon Chief once the fire-fighters arrive.
- 8) All fires, regardless of size, shall be reported to the Wing Fire Department.

CHAPTER V

References

1500 REFERENCES

- A. 3 Wing Administrative Orders and Directives, Section 3, Chapter 10.
- B. Realty Asset Management Manual, Chapter 10.
- C. *National Building Code of Canada 2005.*
- D. *National Fire Code of Canada 2005.*
- E. *Canadian Electrical Code, Part I.*
- F. National Fire Protection Association – National Fire Codes.
- G. CAN/CGA-B149.1-M86, Natural Gas Installation Code.
- H. CAN/CGA-B149.2-M48, Propane Installation Code.

APPENDIX 2
DIRECTIVE REGARDING THE PREVENTIVE MEASURES TO ADDRESS
HEALTH, SAFETY AND ENVIRONMENTAL RISKS THAT MUST BE
FOLLOWED BY CONTRACTORS WORKING AT 3 WING

3 Wing Bagotville

Published Under Authority of the Commander, 3 Wing Bagotville

Revised August 2006

Directive concernant les mesures de prévention des risques à la santé, la sécurité et l'environnement devant être appliquées par les entrepreneurs oeuvrant à la 3^e Escadre

AVANT-PROPOS

1. Sous la direction du Commandant de l'escadre, la Directive concernant les mesures de prévention des risques à la santé, la sécurité et l'environnement devant être appliquées par les entrepreneurs oeuvrant à la 3^e Escadre ont été émises afin d'informer les entrepreneurs des exigences locales en matière de prévention et des mesures à adopter lors des travaux et activités qu'ils y réalisent. Il est à noter que ces mesures concernent également les visiteurs et toute personne admise sur la propriété de l'escadre.

2. Il est de la responsabilité des entrepreneurs de se conformer à ces exigences et mesures. L'escadre se réserve le droit de vérifier, à tout moment, si ces exigences et mesures sont respectées.

3. Toute demande de renseignement devra être adressée au Bureau de Sécurité de l'Escadre, plus précisément au Directeur environnement, santé et sécurité, poste 4004.

//Original signed//

Colonel P. Ruel
Wing Commander

Directive Regarding the Preventive Measures To Address Health, Safety and Environmental Risks That Must Be Followed by Contractors Working at 3 Wing

FOREWORD

1. Under direction of the Wing Commander, the Directive Regarding the Preventive Measures To Address Health, Safety and Environmental Risks That Must Be Followed by Contractors Working at 3 Wing is issued to inform contractors of local risk prevention requirements. These measures also apply to visitors and to any person granted access to 3 Wing property.

2. It is the contractor's responsibility to comply with these requirements and measures. 3 Wing may at any time verify whether these requirements and measures are met.

3. Inquiries should be directed to the Director Environment, Health and Safety, local 4004, at the Wing Safety Office.

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PREVENTIVE MEASURES TO ADDRESS HEALTH, SAFETY AND ENVIRONMENTAL RISKS FOR VISITORS AND CONTRACTORS WORKING ON BEHALF OF 3 WING

References

- A. [A-GG-040-010/AG-003 \(A Guide on the Safety Responsibilities of DND and the CF in Relation to Contractors\)](#)
- B. [Canada Labour Code, Part II \(R.S.C. 1985, c. L-2\)](#)
- C. [Canadian Environmental Protection Act, 1999 \(S.C. 1999, c. 33\)](#)
- D. [Environment Quality Act \(R.S.Q. c. Q-2\)](#)
- E. [Safety Code for the Construction Industry \(S-2.1, r. 6\)](#)

Introduction

1. The Department of National Defence (DND) increasingly uses private contractors to carry out work and activities on the properties under its responsibility. In accordance with references A and B, DND shall, without taking the place of the principal contractor, ensure that private contractors' work is carried out safely; the principal contractor maintains all legal duties and responsibilities at all times. Further, when work takes place on its property, DND shall ensure that it is carried out with respect for the environment.

2. In order to carry out the work in the safest possible manner for their own employees, for those of DND and for the environment, contractors shall know the risk prevention requirements that apply under the relevant legislation and local conditions and requirements. Since 3 Wing Bagotville is a DND facility, these conditions apply at all times to contractors working for the Wing.

3. This document was prepared to inform private contractors working for 3 Wing Bagotville of the risk prevention measures that must be put in place in accordance with the regulatory requirements that apply to property under federal jurisdiction. These preventive measures also apply to all individuals, businesses or organizations visiting the Wing. However, for the sake of concision, the term "contractor" used in this document includes individuals, businesses or organizations visiting the Wing. The term "contract manager" used in this document includes Defence Construction Canada (DCC), Public Works and Government Services Canada (PWGSC) and local liaison officers for national contracts with firms such as Bombardier, L3 Communications, Rayton, etc.

General preventive measures

4. Because 3 Wing Bagotville and its lodger units are federal jurisdiction organizations, federal statutes, regulations and codes shall be observed at all times by contractors working on the premises. In addition, in accordance with DND policy, contractors on the premises shall also comply with provincial and municipal regulations. Consequently, contractors working for the Wing shall apply the provisions that provide for the highest level of safety for workers and the environment. Further, in the event of discrepancies or conflicts between statutory or regulatory provisions and safety

standards set forth in the contract, the most stringent provisions or standards shall prevail and shall be applied at all times.

5. The acts and regulations that shall be applied by contractors include, but are not limited to, the latest editions of the *Canada Labour Code* (R.S.C. 1985, c. L-2), *Act Respecting Occupational Health and Safety* (R.S.Q. c. S-2.1), *Safety Code for the Construction Industry* (R.Q. 1981, c. S-2.1, r. 6), *Canadian Environmental Protection Act*, 1999 (S.C. 1999, c. 33), *Environment Quality Act* (R.S.Q. c. Q-2), *Regulation Respecting Hazardous Materials* (1997, G.O. II, 6681), *National Fire Code of Canada* 1995, *Transportation of Dangerous Goods Act*, 1992 (S.C. 1992, c. 34), *Highway Safety Code* (R.S.Q. c. C-24.2) and *Regulation Respecting Solid Waste* (R.Q. 1981, c. Q-2, r. 14). Workplace Hazardous Materials Information System (WHMIS) requirements shall also be observed.

6. Local and national orders, policies, procedures and directives in effect at 3 Wing Bagotville and applicable industry standards shall be observed at all times. Note that the preventive measures presented in the following paragraphs include the primary local health, safety and environmental risk prevention requirements. Accordingly, when work is carried out by a contractor in a Wing workshop, the preventive measures in effect on those premises shall be observed at all times.

7. The contractor acting as principal contractor is responsible for the actions of its employees, agents and subcontractors and shall ensure that they know and observe the applicable regulatory requirements, as well as all measures set forth in this document.

8. The principal contractor shall ensure that all workers assigned to carry out technical work at 3 Wing have all authorizations, certifications and competency cards required under federal, provincial and municipal regulations/by-laws and industry standards. The Wing reserves the right to verify the qualifications of any worker admitted to the job site.

9. Except where stated in the specifications or contract, 3 Wing shall not provide contractors with any safety or emergency response equipment. Accordingly, contractors shall possess all equipment required for the safe completion of the work and services and for effective response in the event of an emergency.

10. All necessary permits and authorizations for activities such as hot work (welding, oxygen cutting, etc.), entry into confined spaces, excavation and blasting shall be obtained by contractors prior to the start of work. It is therefore necessary to notify the contract manager as promptly as possible in order to obtain such authorizations.

11. The use of equipment that emits harmful radiation shall be approved in advance by qualified Wing personnel. Contractors shall therefore inform the contract manager in advance when they intend to use equipment that emits:

- a. radiation or ionizing radiation (i.e., X-rays, gamma, alpha or beta rays, neutrons), for example a nuclear moisture density gauge;
- b. high-intensity electromagnetic fields (i.e., ultrasound, microwaves, sonar, radar); or

- c. laser beams (class I, II, III or IV lasers).

12. Where the risk of an occupational accident, fire or environmental damage is imminent, the Wing may, generally via the contract manager, order the immediate suspension of work at the contractor's expense. Work shall resume after proper corrective action has been taken, on approval of the contract manager. Consequently, it is entirely to contractors' benefit to take preventive action when work begins.

13. In accordance with the requirements of the *Canada Labour Code*, Part II, the Wing, together with the contract manager, reserves the right to conduct a site inspection at any time to check for compliance with applicable occupational health and safety, fire prevention and environmental protection requirements. Steps to correct shortcomings identified through such inspections shall be implemented promptly by contractors.

14. Smoking shall be allowed in designated areas only.

15. Roadway speed limits in effect at 3 Wing Bagotville or satellite sites shall be observed by contractors at all times. Unless otherwise indicated by road signs or the Wing, the speed limits in effect at the Wing are as follows:

- a. Roads: 30 km/h
- b. Perimeter road: 50 km/h
- c. Tarmac: 20 km/h
- d. Runways and aircraft manoeuvring areas: 50 km/h
- e. Around aircraft: 6 km/h.

16. Contractors shall ensure that no debris or materials are left on the tarmac, aircraft manoeuvring areas or runways. They shall also ensure that debris or materials cannot be blown into these areas by the wind. In addition, when a vehicle is to be used on an aircraft manoeuvring area, tarmac or runway, the vehicle driver and passengers shall stop and remove any small stones caught in the vehicle's tires as indicated on the FOD (foreign object damage) verification warning signs. Any debris, materials or stones in any of these areas could be sucked into aircraft engines and cause serious damage to DND equipment.

Specific preventive measures – environmental protection

17. Contractors are prohibited from disposing of waste in the environment. No disposal in the natural environment will be tolerated. All waste shall be managed by contractors in a manner consistent with applicable regulatory requirements. Accordingly, all waste generated in the course of the work shall be disposed of in a location authorized by the Quebec Department of Sustainable Development, Environment and Parks (MDDEP). The Wing, via the contract manager, reserves the right to examine hauling and disposal records for this waste. These documents shall therefore be available for possible checks.

18. Putrescible waste, particularly table waste, shall be stored in closed containers at all times so as not to attract birds and vermin.

19. Where possible, contractors shall encourage recycling, recovery and reuse of waste, materials and scrap generated in the course of the work.

20. No burning of waste of any kind is permitted at the Wing.

21. Hazardous materials shall be managed in a manner consistent with applicable storage, handling and use standards, particularly those set forth in the *National Fire Code of Canada (1995)*, *Safety Code for the Construction Industry* (S-2.1, r. 6) and relevant data sheets. In particular, the following precautions shall be taken at all times:

- a. Flammable, corrosive or toxic liquids shall be stored in purpose-built containers with secondary recovery containers (e.g., storage locker for flammable or corrosive materials, spill retention pan, etc.); at no time shall containers of flammable, corrosive or toxic liquids be stored directly on the ground or floor.
- b. Compressed gas bottles and tanks shall be stored in the upright position (unless the application requires extraction of the liquid phase or the tank is designed to be used in the horizontal position), protected at all times from falls and shocks, and kept away from all ignition sources and intense heat.
- c. Flammable gases and liquids shall be stored away from ignition sources and intense heat.
- d. Volatile toxic or flammable liquids shall be stored in closed containers in a well-ventilated area.

22. For all hazardous materials or substances used or stored during the course of the work, contractors shall have a current data sheet (issued in the last three years) near the location where such materials or substances are used. These data sheets may be consulted at any time by the contract manager or Wing personnel. Contractors shall also forward copies of these data sheets to the contract manager prior to the start of work or when new hazardous materials are brought on site.

23. The contents of tanks and containers holding hazardous materials shall be clearly indicated by means of appropriate placards and danger labels in accordance with the *Transportation of Dangerous Goods Act, 1992* (S.C. 1992, c. 34) and WHMIS.

24. Contractors shall take steps to prevent any spilling or leakage into the environment of materials considered hazardous under the WHMIS. In addition, contractors shall have spill response materials available on site. These materials shall be compatible with the hazardous materials used in connection with the work and services (absorbents for petroleum products, neutralizers for corrosive products, etc.). Response materials shall be available in sufficient quantity to handle all foreseeable spills.

25. A spill recovery pan or similar device shall be placed under all heavy vehicles (bulldozers, backhoes, trucks, etc.) parked in the same location for more than 24 hours.

Oil, fuel or other hazardous materials spilled into such a pan shall be managed and disposed of in accordance with MDDEP requirements. Spill recovery pans shall be emptied regularly to prevent overflow.

26. Used absorbents, rags and other items soaked with oil or fuel shall be stored in a metal container with a cover that is closed at all times.

27. All spills of hazardous materials, regardless of size, shall be reported to the contract manager as soon as they are discovered. This also applies to leaks of gases such as halocarbons (freons, CFCs, HCFCs, halons, etc.), natural gas, propane, acetylene and oxygen. If the contract manager cannot be reached, contractors shall notify the Wing Fire Service immediately.

28. When a spill occurs, contractors shall take all action consistent with the health and safety of employees and the public to:

- a. confine the spilled material;
- b. stop the spilling or leakage of hazardous material;
- c. eliminate nearby ignition sources;
- d. protect storm and sanitary sewers (e.g., by covering drains, manholes and grates or using absorbent pads);
- e. recover the spilled material; and
- f. clean up the site and restore it to its original condition.

29. Contractors shall clean up all spills of hazardous materials for which they are responsible as promptly as possible. The site shall be cleaned up and decontaminated to restore it to its condition prior to the spill to the satisfaction of the contract manager and Wing environmental personnel. Where it deems the response effort to be insufficiently prompt or unsatisfactory, the Wing shall take the necessary steps to prevent risks to safety, the environment and facilities. Costs incurred through clean-up and decontamination work made necessary by a spill may be charged to the contractors responsible for the spill.

30. Unless it is essential to the work, damage to Wing lawns, flowers, trees and shrubs shall be avoided at all times. Costs incurred to replace or repair unduly damaged vegetation may be charged to the contractors responsible. Even when such damage is essential to the work, the contract manager's approval shall be obtained beforehand.

31. When uncovered during excavation, any abandoned piping or unused equipment or structures shall be removed from the ground after authorization to do so has been obtained from the contract manager, who shall confirm beforehand with Wing authorities that the piping, equipment or structure can be safely removed and is in fact no longer in use.

32. The presence of suspicious odours or waste in soil shall be reported promptly to the contract manager, who shall ask Wing authorities what steps to take. The same

procedure shall be followed when groundwater or surface water shows signs of contamination (e.g., iridescence, oil slick, suspicious odour, etc.).

33. Contractors shall take steps to prevent the contamination of surface water and storm and sanitary sewers, namely from the infiltration of hazardous materials, soil particles and waste. In particular, where there is a risk of contamination, storm and sanitary sewer manholes, drains and grates can be protected by covering them with impermeable material or temporarily plugging them. Streams, watercourses and drainage ditches can be protected by means of an impermeable barrier.

34. Only water shall be used as a dust control agent. The use of any other method to control dust shall be approved in advance by the contract manager.

35. Excavated soil and cut and fill materials shall be stored only in locations authorized by the Wing and identified by the contract manager.

36. In order to minimize greenhouse gas emissions, contractors are prohibited from leaving vehicles idling for more than five minutes, unless this is necessary for the safe operation of the vehicle.

Specific preventive measures – health and safety of workers, DND employees and the public

37. Protective equipment required for the scheduled work shall be worn at all times. All persons admitted to the job site shall wear safety boots and hardhats in accordance with regulatory requirements. Gloves, eye protection, hearing protection and respirator masks shall be worn as required. When working on the tarmac, aircraft manoeuvring areas or runways, contractors shall wear a safety bib or vest with reflective strips.

38. In compliance with 3 Wing requirements, hearing protection of at least 29 dBA shall be worn by persons working near runways and aircraft manoeuvring areas when any aircraft engines are in operation.

39. All workers shall be protected from falls when working more than 2.4 m above the nearest permanent safe level (e.g., the ground, a lower section of roof, etc.).

40. The contractors' job site or place of work shall be kept clean and tidy at all times so as to prevent accidents.

41. Contractors shall ensure that there is adequate ventilation to safely carry out the work.

42. Flammable fumes may be present in dangerous concentrations in a number of locations at the Wing, particularly the aircraft hangars and fuel farm. Under the *Canadian Electrical Code*, these locations are considered hazardous locations. When the work involves the use of electrical devices, tools, equipment or vehicles in such hazardous locations, all applicable requirements of the *Canadian Electrical Code* (or the *Quebec Electrical Code*) shall be observed.

43. As required under provincial legislation, contractors shall draw up a prevention program specific to the work and activities to be carried out. This program shall be forwarded to the CSST in accordance with regulatory time frames and procedures, with a copy sent to the contract manager at least two weeks prior to the start of work. As necessary, the contract manager shall make recommendations to improve job site safety.

44. If a job site committee must be formed under provincial regulations, the contractors shall invite the contract manager to the meetings of the job site committee. As necessary, the contract manager shall invite the local Wing general safety representative and other individuals whose presence he or she considers appropriate. Review of workplace accidents, inspections and prevention program compliance shall be on the agenda for the meetings.

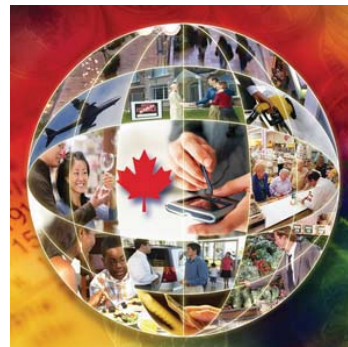
45. If an accident occurs on the job site, contractors shall promptly inform the contract manager.

Catalogue no. 62-001-X

Annex "C" - Extract From CPI Catalogue

The Consumer Price Index

July 2011



Statistics
Canada

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Canada

Canada

The Consumer Price Index – July 2011

Table 9-5

The Consumer Price Index, major components, selected sub-groups and special aggregates, provinces, Whitehorse and Yellowknife, not seasonally adjusted — Quebec

	CANSIM vector number	Indexes			Percentage change	
		July 2010	June 2011	July 2011	June 2011 to July 2011	July 2010 to July 2011
		2002=100			%	
All-items CPI	(v41691783)	114.5	118.2	118.3	0.1	3.3
Special aggregates						
All-items CPI excluding food	(v41691908)	111.9	115.5	115.4	-0.1	3.1
All-items CPI excluding food and energy	(v41691909)	109.6	111.1	111.0	-0.1	1.3
All-items CPI excluding energy	(v41691914)	112.9	114.9	115.0	0.1	1.9
All-items CPI excluding gasoline	(v41693255)	113.4	115.6	115.7	0.1	2.0
Energy ¹	(v41691915)	133.0	154.8	155.3	0.3	16.8
All-items CPI (1992=100)	(v41713412)	132.3	136.5	136.6	0.1	3.3
Food						
Food purchased from stores	(v41691784)	125.8	129.8	130.6	0.6	3.8
Meat	(v41691785)	126.7	130.9	132.1	0.9	4.3
Dairy products	(v41691786)	123.2	129.5	129.5	0.0	5.1
Bakery and cereal products (excluding infant food)	(v41691796)	132.2	133.4	133.3	-0.1	0.8
Fresh fruit	(v41691801)	141.3	147.1	147.1	0.0	4.1
Fresh vegetables	(v41691805)	111.2	116.4	128.2	10.1	15.3
Food purchased from restaurants	(v41691808)	116.3	124.7	122.5	-1.8	5.3
	(v41691815)	123.4	126.8	126.9	0.1	2.8
Shelter						
Rented accommodation	(v41691816)	120.8	123.0	123.1	0.1	1.9
Owned accommodation	(v41691817)	109.6	110.8	110.9	0.1	1.2
Homeowners' replacement cost	(v41691819)	125.7	127.4	127.6	0.2	1.5
Homeowners' home and mortgage insurance	(v41691820)	141.8	144.4	144.1	-0.2	1.6
Homeowners' maintenance and repairs	(v41691822)	147.4	145.6	147.8	1.5	0.3
Water, fuel and electricity	(v41691823)	118.1	122.4	122.7	0.2	3.9
Electricity	(v41691824)	122.7	128.0	128.0	0.0	4.3
Natural gas	(v41691825)	113.6	113.9	113.9	0.0	0.3
Fuel oil and other fuels	(v41691827)	113.5	108.1	108.4	0.3	-4.5
	(v41691828)	186.2	238.2	238.2	0.0	27.9
Household operations, furnishings and equipment						
Household operations	(v41691829)	110.5	111.9	111.8	-0.1	1.2
Telephone services	(v41691830)	117.4	119.8	120.0	0.2	2.2
Internet access services and subscriptions to online content providers (excluding online newspapers and periodicals) (2002=100)	(v41691832)	113.6	114.4	114.4	0.0	0.7
Household furnishings and equipment	(v41693221)	97.3	91.4	91.4	0.0	-6.1
	(v41691837)	99.5	99.4	98.7	-0.7	-0.8
Clothing and footwear						
Women's clothing	(v41691844)	81.2	86.0	85.2	-0.9	4.9
Men's clothing	(v41691846)	65.4	72.5	71.6	-1.2	9.5
Footwear	(v41691847)	84.2	84.2	83.7	-0.6	-0.6
	(v41691849)	88.5	92.3	91.4	-1.0	3.3
Transportation						
Private transportation	(v41691852)	115.2	124.8	124.5	-0.2	8.1
Purchase and leasing of passenger vehicles	(v41691853)	114.3	124.0	123.9	-0.1	8.4
Gasoline	(v41691855)	88.8	89.2	88.6	-0.7	-0.2
Passenger vehicle insurance premiums ²	(v41691858)	142.9	181.3	182.4	0.6	27.6
Public transportation	(v41691861)	154.2	157.0	157.0	0.0	1.8
	(v41691863)	127.9	136.6	133.8	-2.0	4.6
Health and personal care						
Health care	(v41691868)	115.2	115.6	115.5	-0.1	0.3
Personal care	(v41691869)	116.4	116.9	116.5	-0.3	0.1
	(v41691875)	114.0	114.4	114.7	0.3	0.6
Recreation, education and reading						
Recreation	(v41691878)	96.3	97.8	98.4	0.6	2.2
Education and reading	(v41691879)	90.7	90.9	91.6	0.8	1.0
	(v41691887)	119.7	126.5	126.5	0.0	5.7
Alcoholic beverages and tobacco products						
Alcoholic beverages	(v41691891)	128.2	129.3	129.2	-0.1	0.8
Tobacco products and smokers' supplies	(v41691892)	112.4	111.9	111.8	-0.1	-0.5
	(v41691898)	142.1	145.5	145.5	0.0	2.4

Note(s): See "Data quality, concepts and methodology — Explanatory notes for tables" section.