

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Public Works Government Services Canada- Bid**  
**Receiving / Réception des soumissions**  
**189 Prince William Street**  
**Room 421**  
**Saint John**  
**New Brunswick**  
**E2L 2B9**

## **SOLICITATION AMENDMENT MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

### **Comments - Commentaires**

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du**  
**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**  
**Public Works Government Services Canada- Bid**  
**Receiving / Réception des soumissions**  
**189 Prince William Street**  
**Room 421**  
**Saint John**  
**New Bruns**  
**E2L 2B9**

<b>Title - Sujet</b> Const.Svcs, Westmorland Inst, N.B.	
<b>Solicitation No. - N° de l'invitation</b> EC016-132714/A	<b>Amendment No. - N° modif.</b> 020
<b>Client Reference No. - N° de référence du client</b> R.043939.001	<b>Date</b> 2013-02-08
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$PWB-020-3192	
<b>File No. - N° de dossier</b> PWB-2-35125 (020)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-02-12</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Standard Time AST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Donovan, Janine PWB	<b>Buyer Id - Id de l'acheteur</b> pwb020
<b>Telephone No. - N° de téléphone</b> (506) 636-5347 ( )	<b>FAX No. - N° de FAX</b> (506) 636-4376
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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Cette modification de l'invitation numéro vingt (20) est soumise et comprend la modification numéro 20 suivante.

La modification qui suit apportée aux documents de soumission entre en vigueur dès maintenant. L'addenda fera partie des documents de contrat.

Toutes autres conditions ne changent pas.

Addenda numéro 20.

## 1. **DEVIS**

The attached **Section 01 35 59 - Security Requirements at Correctional Service Canada Facilities** is to be **ADDED** to the Specification and will form part of the contract documents.

- 1.1 GENERAL
- .1 Work of this Contract must not disrupt the daily operations of the Institution and shall be carried out in such a way to ensure that security at the Institution is maintained at all times.
  - .2 Abide by security rules and procedures specified herein and as stipulated at the security briefing conducted prior to commencement of the Work.
- 1.2 DEFINITIONS
- .1 Where used, the following terms shall be deemed to have the meaning stated herein.
  - .2 Institution: means the Penitentiary or Correctional Facility where the Work will be carried out.
  - .3 Director: means the person in charge of the Correctional Institution or Penitentiary where the Work will be carried out and includes any authorized person at the Facility, as designated by the Director, to provide directions on his/her behalf.
  - .4 Contraband: means any of the following:
    - .1 An intoxicant, including alcoholic beverages, drugs and narcotics;
    - .2 A weapon or a component thereof, ammunition for a weapon, and any other object that is designed to kill, injure or disable a person or that is altered so as to be capable of killing, injuring or disabling a person, when possessed without prior authorization;
    - .3 An explosive or a bomb or a component thereof;
    - .4 Currency over the prescribed limit of 50 dollars and;
    - .5 Any other item, as deemed by the Director, to pose a risk to the security of a Penitentiary or to the safety of persons, when that item is possessed without prior authorization from the Director.
  - .5 Unauthorized smoking items: means all smoking items including, but not limited to, cigarettes, cigars, tobacco, chewing or snuffing tobacco, cigarette making machines, matches and lighters.
  - .6 Commercial vehicle: means any motor vehicle used to transport materials, equipment and
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1.2 DEFINITIONS  
(Cont'd)

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- .6 Commercial vehicle: (Cont'd)  
tools to the site as required for construction purposes.
- .7 CSC: means the Department of Correctional Service Canada.
- .8 Construction employee: means any person working for the General Contractor or subcontractor(s), commercial vehicle or equipment operator, material supplier and personnel from testing, inspection or regulatory agencies who needs to circulate on the Institution's property as part of the Work.
- .9 Departmental Representative: means the person as defined in the General Conditions of the Contract for projects managed by Public Works and Government Services Canada (PWGSC) or the Project Manager for projects managed by Correctional Service Canada (CSC).
- .10 Perimeter: means the fenced or walled area of the Institution that restrains the movement of the inmates.
- .11 Construction zone: means the area as shown on the contract drawings where the Contractor will be allowed to work. This area may or may not be isolated from the security area of the Institution.

1.3 PRELIMINARY  
PROCEEDINGS

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- .1 Prior to commencement of work, the Contractor shall meet with the Director to:
    - .1 Discuss the nature and extent of all activities involved in the work of this contract.
    - .2 Obtain security rules, regulations and procedures in force at the Institution and directives to be followed by Contractor and all construction employees during the entire course of the work.
  - .2 The Departmental Representative will coordinate a pre-construction meeting between Contractor, the Director and Facility security personnel who will provide details on site security requirements.
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1.3 PRELIMINARY  
PROCEEDINGS  
(Cont'd)

- .3 The Contractor shall:
  - .1 Ensure that all construction employees are aware of the CSC security requirements.
  - .2 Ensure that a copy of the CSC security requirements is prominently displayed at the work site at all times.
  - .3 Co-operate with Institutional staff in ensuring that security requirements and procedures are stringently followed by all construction employees.
- .4 Any infraction of site security requirements by the Contractor or by a construction employee could result in the immediate removal of the offending party or person from the site.

1.4 WORKER  
SECURITY CLEARANCE

- .1 CPIC Security clearance must be obtained from Correctional Service Canada (CSC) for all construction employees who needs to circulate on the Institution's property during the course of the Work.
    - .1 Applicable security application forms will be provided by the Departmental Representative.
    - .2 Have forms filled out by each worker.
  - .2 Submit to Departmental Representative:
    - .1 Completed security clearance form for each person
  - .3 No person will be admitted inside the Institution without a valid CSC Security Clearance in place and a recent picture identification, such as a provincial driver's permit, to show proof of his identity.
    - .1 Security clearances obtained from other CSC Institutions are not valid at the Institution where the work of this contract will take place.
  - .4 Allow two (2) weeks for processing of security clearances.
  - .5 Be aware that facial photographs of security cleared construction employees may be taken as deemed required by the Director.
    - .1 These photographs may be posted for display at appropriate locations in the Institution or placed into an electronic database for identification purposes.
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1.4 WORKER  
SECURITY CLEARANCE  
(Cont'd)

- .5 (Cont'd)
- .2 Photo ID cards may also be issued to each construction employee to be donned while on site. ID cards will be left at the designated security entrance to be picked by each person upon arrival at the Institution and must be prominently displayed on the person's clothing at all times.
- .6 CSC Security Clearance will be denied and entry into the Institution will be refused to any person which the Director has reason to believe may be a security risk to the Facility's operations.
- .1 Also, a person will be subject to the immediate removal from the Institution if he/she:
- .1 Appears to be under the influence of alcohol, drugs or narcotics.
- .2 Behaves in an unusual disorderly manner.
- .3 Is found in possession of contraband.
- .7 Facilitate security clearance application process:
- .1 Provide copy of security clearance form to all workers including those of sub-contractors.
- .2 Provide a list of names and birth dates for all persons who require security clearance to the Departmental Representative.
- .3 Coordinate and expedite submissions from the various subcontractors.
- .4 Brief and assist applicants in preparing and submitting the required application form and related documentation.
- .5 Review application form of each applicant for completeness before submission.
- .6 Have each worker keep a copy of their completed application form in case the initial submission gets lost.
- .7 Submit documentation in an organized manner with transmittal letter clearly identifying the project for which worker security clearance is being requested.
- .8 Send submission(s) to the approved mailing address provided by the Departmental Representative.
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- 1.5 VEHICLES
- .1 All unattended vehicles on the Institution's property shall have their windows, doors and trunks closed and locked at all times. Keys must be removed and kept securely in the possession of the vehicle's owner or with an employee of the Contractor or subcontractor who owns the vehicle.
  - .2 The Director may limit at any time the number and type of vehicles allowed within the Institution.
  - .3 Drivers of vehicles simply delivering materials to the site do not require security clearance but shall remain inside their vehicle for the entire duration that the vehicle is on the Institution's property. This is of particular importance for vehicles entering the Institution's secure perimeter area in which case the vehicle must be escorted by Institutional staff or Commissionaires while in that area.
  - .4 If the Director permits office and/or storage trailers to be left inside the secure perimeter area of the Institution, their exterior doors shall be kept locked at all times and windows securely locked when trailer is unoccupied. Additionally, windows shall be covered with expanded metal mesh secured in place. All storage trailers, whether inside and outside of the secure perimeter area must be kept locked when not in use.
- 1.6 PARKING OF VEHICLES
- .1 Director will designate a location on site, outside the secure perimeter area, where construction employee vehicles may be parked during workshifts.
  - .2 All other areas are prohibited and vehicles are subject to being removed by the Institution with towing costs borned by their owner.
- 1.7 SHIPMENTS
- .1 All shipments of materials, equipment and tools shall be clearly marked, addressed to the attention of the project title and Contractor's name to avoid confusion with the Institution's own shipments.
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- 1.7 SHIPMENTS  
(Cont'd)
- .2 Contractor shall have designated employee(s) on site to receive and take possession of all deliveries and shipments.
- .3 Under no circumstances will personnel of the Institution accept delivery of materials, equipment and tools designated for use by the Contractor in the Work.
- 1.8 TELEPHONES
- .1 Telephone landlines, facsimile machines and computers with internet connections are not permitted within the secure perimeter of the Institution unless prior approval is obtained from the Director.
- .2 If approved, locate telephones, facsimile machines and computers with internet connections only where designated by the Director and in such location where they are not accessible to Inmates.
- .1 Equip all computers with approved password protection features which will block internet connection to unauthorized computer users.
- .3 Wireless cellular and digital telephones, including but not limited to devices for telephone messaging, pagers, BlackBerries, telephone used as 2-way radios, are not permitted within the secure perimeter of the Institution unless prior approval is obtained from the Director.
- .1 Should wireless cellular telephones be permitted, the owner/user of such device shall not permit it's use by any Inmate.
- .4 The Director may approve but limit the use of two way radios.
- 1.9 WORK HOURS
- .1 Be aware that for security reasons the days and hours which Contractor will be permitted to perform work at the site are limited to:
- .1 Weekdays only from Sunday to Friday and between the hours of 8am and 4pm.
- .2 No work will be permitted during weekends and on statutory holidays. These are considered off-hour periods at the Institution.
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| 1.9 | WORK HOURS<br>(Cont'd) | .3 | The work day and hour restrictions specified above will only be waved for special situations and certain aspects of the Work deemed necessary and where off-hour work is determined to be the least disruptive approach to the operations of the Institution as determined by the Director.<br>.1 A minimum of 7 days advance notice is required to obtain permission for off-hour work.<br>.2 In case of an emergency, the advanced notification may be waved by the Director. |
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| 1.10 | OVERTIME<br>WORK | .1 | No overtime work will be allowed at the end of a workshift.  |
|      |                  | .2 | Where overtime work is deemed necessary at the end of a workshift to complete a critical component of the work, it shall be planned and requested a minimum of 48 hours beforehand for approval by the Director.   |
|      |                  | .3 | Should unplanned overtime work occur due to an emergency situation, such as to complete a concrete pour or to make the work site safe and secure, the Contractor shall immediately advise the Director of this pending situation and stringently follow all directions given by the Director.  |
|      |                  | .4 | Extra Costs: Note that when overtime work or off-hour work on weekends and statutory holidays is approved by the Director, be aware that extra CSC security staff or commissionaires may need to be posted at the Institution to maintain security surveillance. The costs for such service will be charged to the Contractor in the form of a financial assessment to the Contract. |
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| 1.11 | TOOLS AND<br>EQUIPMENT | .1 | Make a complete list of all tools and equipment brought on site for use in the work. Provide copy of the list to the Director and to Departmental Representative. |
|      |                        | .2 | Maintain and update list during the entire course of the Work.  |
|      |                        | .3 | Keep all tools and equipment under constant supervision. This is of particular importance   |
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| 1.11 TOOLS AND<br>EQUIPMENT<br>(Cont'd) | .3 | (Cont'd)<br>for power-driven and cartridge-driven tools,<br>cartridges, files, saw blades, rod saws, wire,<br>rope, ladders as well as all types of jacking<br>devices. |
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|  | .4  | Store all tools and equipment in lockable<br>tool boxes and place in approved and secure<br>locations.  |
|  | .5  | Lock tool boxes when not in use. Keys shall<br>remain in the possession of employees<br>designated by Contractor.   |
|  | .6  | Scaffolding: Store and securely lock<br>scaffolding components when not erected. When<br>erected, secure against unauthorized<br>disassembly in manner approved by the<br>Director.   |
|  | .7  | Immediately report to the Director any<br>missing tools and equipment.  |
|  | .8  | Tool Check: Be aware that CSC security<br>personnel will conduct tool/equipment checks<br>during the course of the Work against the list<br>provided by Contractor. Frequency of checks to<br>be as follows:<br>.1 At commencement and completion of the<br>project.<br>.2 Weekly basis when the construction<br>period is greater than 1 week.   |
|  | .9  | Controlled items: entry and use of certain<br>tools and equipment, such as cartridges and<br>hacksaw blades, are highly controlled at the<br>Institution. The Director will determine and<br>advise which items are to be controlled.<br>.1 Controlled items will be given to the<br>Contractor at the beginning of each workday in<br>quantities as required for 1 day's work.<br>.2 All controlled items must be returned to<br>CSC security personnel at the end of each day<br>including used blades, cartridges etc... |
|  | .10 | When propane or natural gas is used as fuel<br>for construction heaters, the Contractor shall<br>provide an employee to supervise that work<br>site during non-working hours.   |
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1.12 SECURITY  
HARDWARE .1 Turn over to Director all security hardware removed as part of the work. This includes all items intended for disposal as well as those for temporary safekeeping until ready for reinstallation as part of the work.

1.13 PRESCRIPTION  
DRUGS .1 Construction employees who are required to take prescription drugs during the workday shall obtain approval from the Director beforehand and shall only bring on site a one days supply each day.

1.14 SMOKING  
RESTRICTIONS .1 Contractor and construction employees are not permitted to:  
.1 Smoke inside the Institution or outdoors within the secure perimeter of the Facility and;  
.2 Must not possess unauthorized smoking items within the secure perimeter of the Institution.

.2 All persons found in violation of this directive shall immediately cease smoking and dispose of any unauthorized smoking items. If violation persist, such persons will be removed from the Institution's property.

.3 Smoking on the Institution's property is only permitted outdoors, outside of the secure perimeter of the Institution and in a location designated by the Director.

1.15 CONTRABAND .1 Weapons, ammunition, explosives, alcoholic beverages, drugs and narcotics are considered contraband by the Institution and are strictly prohibited on the Institution's property.

.2 The discovery of contraband on the construction site and the identification of the person(s) responsible for the contraband shall be reported immediately to the Director.

.3 Contractor shall be vigilant with all construction employees and suppliers in ensuring that no contraband items are brought on site. Advise all persons that the discovery of contraband will result in the cancellation of their security clearance and their

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- 1.15 CONTRABAND  
(Cont'd)
- .3 (Cont'd)  
immediate removal from the site. Serious  
infractions may result in the removal of the  
Contractor or subcontractor from the  
Institution's property for the duration of the  
Contract.
  - .4 Presence of arms and ammunition found in  
vehicles owned by Contractor, subcontractors,  
suppliers and construction employees will  
result in the immediate cancellation of  
security clearance for the driver of that  
vehicle.
- 1.16 SEARCHES
- .1 All vehicles and persons entering  
Institutional property may be subject to  
search.
  - .2 When the Director suspects, on reasonable  
grounds, that a construction employee is in  
possession of contraband, he/she may order  
that person to be searched.
  - .3 Be aware that persons entering the  
Institution may be subject to screening of  
personal effects for traces of contraband drug  
residue.
- 1.17 OFF-HOURS  
SITE ACCESS
- .1 Construction personnel and commercial  
vehicles will not be permitted access to the  
Institution outside of the stipulated work  
hours specified, unless approved by the  
Director.
- 1.18 MOVEMENT  
OF VEHICLES
- .1 Vehicles must be escorted by approved CSC  
Staff or Commissionaire while inside the  
secure perimeter of the Institution.
  - .2 Contractor shall provide 24 hours advance  
notice to the Director of the arrival of heavy  
equipment such as excavator, cranes, concrete  
trucks etc...to the site.
  - .3 Vehicles being loaded with soil or other  
debris at site, or any vehicle considered  
impossible to search, must be under continuous  
supervision by Institutional staff or
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- 1.18 MOVEMENT  
OF VEHICLES  
(Cont'd)
- .3 (Cont'd)  
Commissionaires working under the authority of  
the Director.
  - .4 Commercial vehicles will only be allowed  
access onto the Institution's property when  
their contents are certified by the  
Contractor, or his representative, as being  
strictly necessary to the execution of the  
work.
  - .5 Vehicles shall be refused access to  
Institutional property if, in the opinion of  
the Director, they contain any article which  
jeopardizes the security of the Institution.
  - .6 Private vehicles of construction employees  
will NOT be allowed inside the secure  
perimeter area of a medium or maximum security  
Institution, except for a special situation as  
may be authorized by the Director.
  - .7 Subject to approval from the Director, a  
vehicle may be used in the morning and evening  
of each day to transport construction  
employees to and from work areas inside the  
secure perimeter of the Institution. However  
the vehicle shall not be allowed to remain  
parked inside that area during the remainder  
of the workday.
  - .8 Subject to prior approval from the Director,  
certain construction equipment may be  
permitted to remain in the work areas during  
nighttime or weekend provided such equipment is  
securely locked and has it's battery removed.  
The Director may also require that the  
equipment be tied by chain and padlocked to a  
solid unmovable object.
- 1.19 MOVEMENT OF  
PERSONS AT  
THE INSTITUTION
- .1 Subject to the requirements of good security,  
the Director will permit the Contractor and  
construction employees as much freedom of  
action and movement in the work areas of the  
site as is possible.
  - .2 Notwithstanding the above clause, the  
Director will:
    - .1 Prohibit or restrict access to certain  
parts of the Institution.
    - .2 Require that access to certain areas of  
the Institution, (either for the entire
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- 1.19 MOVEMENT OF PERSONS AT THE INSTITUTION  
(Cont'd)
- .2 (Cont'd)  
.2 (Cont'd)  
duration of the work or for certain specific time periods} be only allowed under escort by a member of CSC security staff or a commissionaire.  
.3 During lunch and coffee breaks, all construction employees shall remain within the construction work areas of the site. No person shall not be permitted to eat in the Officer's lounge or the dining room of the Institution.
- 1.20 SURVEILLANCE AND INSPECTION
- .1 Construction activities and all related movement of personnel and vehicles will be subject to surveillance and inspections by the Institution's security staff to ensure that established security requirements and procedures are followed.
- .2 CSC staff members will ensure that an understanding of the need to carry out surveillance and inspections, as specified above, is established among construction employees and maintained throughout the duration of the entire Work.
- 1.21 STOPPAGE OF WORK
- .1 The Director may, at any given time during the course of this contract, stop Contractor and workers from entering the Institution or order their immediate departure from the site due to an emergency security situation occurring at the Institution.  
.1 Should this occur, Contractor's Superintendent shall obtain the name of the Institution's staff member issuing the Order, note the date and time the notification was given and immediately obey the order as quickly as possible.
- .2 The Contractor shall advise the Departmental Representative within 24 hours of receipt of such notification from the Institution.
- 1.22 CONTACT WITH INMATES
- .1 Unless specifically authorized, it is forbidden to come into contact with inmates, to talk with them, to receive objects from them or to give them objects. Any construction employee doing any of the above will be
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- 1.22 CONTACT WITH INMATES  
(Cont'd)
- .1 (Cont'd)  
removed from the site and his security clearance revoked.
- .2 Note that cameras are not allowed on CSC property.
- .3 Notwithstanding the above clause, if the Director approves the use of cameras, it is strictly forbidden to take pictures of Inmates, CSC staff members or of any part of the Institution other than those areas under renovations as part of the Work.
- 1.23 COMPLETION  
OF THE WORK
- .1 Upon completion of the work and/or prior to takeover and occupancy of the Facility, remove all materials, waste, tools and equipment that are not specified to remain at the Institution as part of the Work.