





---

## TABLE OF CONTENTS

### PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Security Requirement
4. Communications Notification
5. Debriefings

### PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Offers
3. Enquiries - Request for Standing Offers
4. Applicable Laws

### PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

### PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection
3. Security Requirement

### PART 5 - CERTIFICATIONS

1. Certifications Precedent to Issuance of a Standing Offer  
(not applicable)

### PART 6 - SECURITY REQUIREMENTS

1. Security Requirement

### PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

#### A. STANDING OFFER

1. Offer
2. Security Requirement
3. Standard Clauses and Conditions
4. Term of Standing Offer
5. Authorities
6. Identified Users
7. Call-up Procedures
8. Limitation of Call-ups
9. Financial Limitation
10. Priority of Documents
11. Certifications(not applicable)
12. Applicable Laws

## **B. RESULTING CONTRACT CLAUSES**

1. Statement of Work
2. Standard Clauses and Conditions
3. Term of Contract
4. Payment
5. Invoicing Instructions
6. SACC Manual Clauses
7. Insurance Requirements
8. Authorization procedures for call-ups

### List of Annexes:

Annex                Specifications -Statement of Work  
Annex -            Tender Sheet  
Annex -            Directors list

## PART 1 - GENERAL INFORMATION

### 1. Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- |        |  |
|--------|--|
| Part 1 | General Information: provides a general description of the requirement;  |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;  |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;  |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, if applicable, and the basis of selection; |
| Part 5 | Certifications: includes the certifications to be provided;  |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and   |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:  |
|        | 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;   |
|        | 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.   |

The Annexes include

- Annex - Specifications - Statement of Work
- Annex - Tender Sheet
- Annex - Directors list

### 2. Summary

Request for plumber services located in different buildings of the area: Laval, Ste-Anne des Plaines, Joliette, Drummondville, Donnacona. The period for making call-ups against the Standing Offer is from Septembre 1st, 2013 to August 31st, 2015, with one (1) optional year.

### 3. Security Requirement

The offeror is hereby advised that an security screening for the call-ups (contract only) is required for every person having access at the offices of Correctional Services Canada

Solicitation No. - N° de l'invitation

21301-148786/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mtc065

Client Ref. No. - N° de réf. du client

21301-14-8786

File No. - N° du dossier

MTC-3-36142

CCC No./N° CCC - FMS No/ N° VME

---

#### **4. Communications Notification**

As a courtesy, the Government of Canada requests that successful offerors notify the Standing Offer Authority in advance of their intention to make public an announcement related to the issuance of a standing offer.

#### **5. Debriefings**

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of notification that their offer was unsuccessful. The debriefing may be provided in writing, by telephone or in person.

---

## PART 2 - OFFEROR INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2013-06-01) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

### 2. Submission of Offers

Offers 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 Request for Standing Offers.

### 3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

### 4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Québec.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

---

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Financial Offer (1 hard copy)

Section II: Certifications

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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, offerors 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: Financial Offer

Offerors must submit their financial offer in accordance with the Annex "B" - Table of Hourly Rates. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

#### Section II: Certifications

Not applicable



## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.

#### 1.1. Technical Evaluation

##### 1.1.1 Mandatory Technical Criteria

- Annex - Tender Sheet: to be completed per building. It is possible to submit prices for a single building.
- Must hold a valid license from the Régie du Batiment du Québec in the appropriate category to do the work.

#### 1.2 Financial Evaluation

##### 1.2.1 Evaluation of Price

SACC Manual Clause M0222T (2007/05/25), Evaluation of Price

##### 1.2.2 Basis of Evaluation of Price

For evaluation purposes, the quantity showed in the "Tender Sheet" Appendix will be multiplied by the unit price submitted in the corresponding boxes, to get a total per building.

### 2. Basis of Selection

- 2.1** SACC Manual Clause M0031T (25/05/07), Basis of Selection - Mandatory Technical Criteria Only
- 2.2** Up to three (3) standing offers can be awarded to the lowest bid tenderer, one for:
- (1)Laval, Joliette, Ste-Anne-des-Plaines;
  - (1)Drummondville
  - (1)Donnacona

## PART 5 - CERTIFICATIONS

(not applicable)

## PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

### 1. Security Requirement

The offeror is hereby advised that an security screening for the call-ups (contract only) is required for every person having access at the offices of Correctional Services Canada

## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **1. Offer**

- 1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "Specifications". Scope of Works

#### **2. Security Requirement**

The offeror is hereby advised that an security screening for the call-ups is required for every person having to access the offices of Correctional Services Canada

#### **3. Standard Clauses and Conditions**

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.

##### **3.1 General Conditions**

2005 (2012/11/19) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

#### **4. Term of Standing Offer**

##### **4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from Septembre 1st, 2013 to August 31st, 2015.

##### **4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for one (1) additional year period, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

## 5. Authorities

### 5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Diane Duval  
Title: Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 800 De La Gauchetière Street, Suite 7300  
Montreal (Quebec) H5A 1L6  
Telephone: (514) 496-3864  
Facsimile: (514) 496-3822  
E-mail address: diane.duval@tpsgc-pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

### 5.2 Project Authority

The Project Authority for the Standing Offer is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

### 5.2 Offeror's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

## 6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is : Correctionnal Services Canada

## 7. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form *PWGSC-TPSGC 942, Call-up Against a Standing Offer* or electronic document.

## 8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$40 000.00 (Goods and Services Tax or Harmonized Sales Tax included).

## 9. Financial Limitation

### Financial Limitation - Total

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of \$\_\_\_\_\_ (Goods and Services Tax or Harmonized Sales Tax excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call-ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or four (4) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012/11/19), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2013/06/27), General Conditions - Services (Medium Complexity)
- e) Annex "Specifications", Statement of Works (already in your possession);
- f) Annex - "Tender Sheet";
- g) the Offeror's offer \_\_\_\_\_ "as clarified on \_\_\_\_\_" **or** "as amended \_\_\_\_\_".

Solicitation No. - N° de l'invitation

21301-148786/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mtc065

Client Ref. No. - N° de réf. du client

21301-14-8786

File No. - N° du dossier

MTC-3-36142

CCC No./N° CCC - FMS No/ N° VME

---

**11. Certifications**

(not applicable)

**12. Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province

\_\_\_\_\_.

---

## **B. RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### **1. Statement of Work**

The Contractor must perform the Work described in the call-up against the Standing Offer.

### **2. Standard Clauses and Conditions**

#### **2.1 General Conditions**

2010C (2013/06/27), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

### **3. Term of Contract**

#### **3.1 Period of the Contract**

The Work must be completed in accordance with the call-up against the Standing Offer.

### **4. Payment**

#### **4.1 Basis of Payment - Firm Price**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex "Table Sheet" for a cost of specified in the "call-ups". 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.

#### **4.2 Multiple Payments**

SACC Manual clause H1001C (12/05/08), Multiple Payments

#### **4.3 SACC Manual Clauses**

A2000C(16/06/06), Foreign Nationals (Canadian Contractor)  
A9117C(30/11/07), T1204 - Direct Request by Customer Department  
C0711C(12/05/08), Time Verification

## 5. 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.

Each invoice must be supported by:

(a) a copy of time sheets to support the time claimed;

2. Invoices must be distributed as follows:

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

## 6. SACC Manual Clauses

A9039C(12/05/08), Salvage

A9068C(11/01/10), Government Site Regulations

## 7. Insurance Requirements

The Contractor must comply with the insurance requirements specified below. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

### Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

Solicitation No. - N° de l'invitation

21301-148786/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mtc065

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

21301-14-8786

MTC-3-36142

- 
- (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.



- 
- (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
  - (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - (l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - (m) Litigation Rights: Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:  
Senior General Counsel,

---

Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

#### **8. Authorization procedures for call-ups**

For each call-up, the project authority:

Will determine the required security level for the offeror, its personnel or subcontractor to carry out the work according to the location in the building where the work is slated to be carried out.

Solicitation No. - N° de l'invitation

21301-148786/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mtc065

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

21301-14-8786

MTC-3-36142

---

## **ANNEX "SPECIFICATIONS" - STATEMENT OF WORK**

*(Refer to "PDF" document)*

Solicitation No. - N° de l'invitation

21301-148786/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mtc065

Client Ref. No. - N° de réf. du client

21301-14-8786

File No. - N° du dossier

MTC-3-36142

CCC No./N° CCC - FMS No/ N° VME

---

## **ANNEX - TENDER SHEET**

*(Refer to "PDF" document)*

Solicitation No. - N° de l'invitation

21301-148786/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mtc065

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

21301-14-8786

MTC-3-36142

---

## ANNEX - LIST OF DIRECTORS

### COMPLETE LIST OF EACH INDIVIDUAL WHO ARE CURRENTLY DIRECTORS OF THE BIDDER

#### *NOTE TO BIDDERS*

***WRITE DIRECTOR'S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS***

***SURNAME***

***NAME***

***TITLE***

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



Service correctionnel  
Canada

Correctional Service  
Canada



LA SÉCURITÉ,  
LA DIGNITÉ  
ET LE RESPECT  
POUR TOUS

SAFETY, RESPECT  
AND DIGNITY  
FOR ALL

#### STANDING OFFER TECHNICAL SPECIFICATIONS

### PLUMBER AND APPRENTICE PLUMBER SERVICE

---

CSC file name and number:

***STANDING OFFER REVIEW COMMITTEE***

Complex Ste-Anne-des-Plaines (341-342-343)

Corcan

Complex laval (302-307-312-320)

Joliette Institution (325)

Donnacona Institution (321)

Drummond Institution (345)

JULY, 2013

Canada



Service correctionnel  
Canada

Correctional Service  
Canada

---

## TABLE OF CONTENTS

---

### 1.1 GENERAL REQUIREMENTS

Section 01 14 00 – General Requirements

Section 01 35 13 - Security at the APO

Section 01 74 11 – Cleaning

### 1.2 TECHNICAL REQUIREMENTS

Section 22 10 00 – Technical Requirements - Plumber



Service correctionnel  
Canada

Correctional Service  
Canada

---

# 1.1 GENERAL REQUIREMENTS

---



## 1. GENERAL INFORMATION

### 1.1. WORK DESCRIPTION

- 1.1.1. This standing offer applies but is not limited to: the materials, skilled labour, and tools required for plumbers and apprentice plumbers to provide services.
- 1.1.2. For each subsequent call-up, the plumber systems that require rebuilding shall be specified in the plans provided by the technical authority of the institution.
- 1.1.3. The duration of this standing offer is specified in the invitation to tender.

### 1.2. WORK SCHEDULE

- 1.2.1. Pedestrian and vehicle access varies by institution. The CSC representative shall establish the hours of work based on the type of work. To maximize efficiency and for security reasons, the Contractor may require its employees to bring a meal to eat on the work site.
- 1.2.2. The work week shall be from Monday through Friday, from 08:00 to 16:30 each day.

**NOTE:** Working hours vary from one institution to the next. The Contractor shall check with the institution in question, and consult the paragraph that outlines the schedule.

- 1.2.3. Work is not permitted on weekends or statutory holidays without the express authorization of the Warden; this authorization must be requested at least seven days in advance.

**NOTE:** This period may be shorter in some institutions; check with the institution.

### 1.3. OVERTIME WORK

- 1.3.1. Authorization from the Warden is required for all overtime work. In addition, 48 hours' advance notice is required before the start of any approved overtime work. If overtime is required to complete an urgent task, i.e. to pour concrete or for construction safety reasons, the Contractor shall notify the Warden as soon as the Contractor becomes aware of this requirement and shall then comply with the Warden's instructions. Related costs incurred by the Government may be charged to the Contractor.

**NOTE:** This period may be shorter in some institutions; check with the institution.

- 1.3.2. When overtime, weekend, or statutory holiday work must be performed and is authorized by the Warden, the Warden or the person appointed by the Warden shall designate additional supervisory staff. The Project Manager may also assign additional staff to inspect the construction activities. Costs associated with these assignments may be claimed by the Government.

### 1.4. WORK TIMELINES

- 1.4.1. The Contractor shall begin work no later than 10 working days after a call-up has been issued or on the date indicated on the work order, and shall work diligently until all work is completed.

- 1.4.2. If the work cannot be performed or is interrupted due to poor weather conditions, the Contractor shall return to the site and perform the work within one (1) day of the return of good weather conditions.

## **1.5. WORK SCHEDULE**

- 1.5.1. Within five (5) working days from the date a call-up is issued, the Contractor shall submit a work schedule outlining the progress made against the various phases of the project and indicating the project completion date, which must be within the timeframe specified by the CSC Technical Authority.
- 1.5.2. The progress of the work undertaken against the submitted schedule shall be reviewed periodically, as the CSC Technical Authority sees fit to do so. The Contractor shall update the work schedule with the approval and collaboration of the CSC Technical Authority.

## **1.6. CODES**

- 1.6.1. The Contractor shall complete the work to meet the standards set out in the National Building Code of Canada (NBC) and any other applicable provincial or municipal codes. In the event of any inconsistency or conflict, the stricter standards shall prevail.
- 1.6.2. The Contractor shall complete the work so as to meet all requirements:
- a) found within the contract documents;
  - b) found within the specified standards and codes, as well as any other documents cited.

## **1.7. DOCUMENTS REQUIRED**

- 1.7.1. The Contractor shall keep a copy of each of the following documents on the work site:
- a) contract drawings and call-up work descriptions;
  - b) these specifications;
  - c) change authorizations.

## **1.8. TECHNICAL DATA SHEETS AND SAMPLES**

- 1.8.1. Within five (5) working days from the date the call-up is issued, the Contractor shall submit all technical data sheets and samples required under each section of these specifications for the approval of the CSC Technical Authority.

## **1.9. WORK SITE VISITS**

- 1.9.1. There shall be no visits under this standing offer.
- 1.9.2. Unless otherwise stipulated by the institutional representative, a site visit shall be required only in the following cases:
- a) When the first contract is awarded by the institution;
  - b) When a call-up is issued.
- 1.9.3. If a situation arises in which a site visit is needed for a subsequent call-up, a request shall be submitted. For institutional security reasons, site visits shall be conducted at specific times, as determined in consultation with the Contracting Authority.

- 1.9.4. The Contractor shall not justify errors, omissions, or imperfections in the work by attributing them to existing conditions and particularities.

#### **1.10. CONTRACTOR USE OF SITE**

- 1.10.1. The Contractor shall not unduly clutter the site with materials and equipment.
- 1.10.2. The Contractor shall ensure CSC staff and vehicles access to the site at all times.
- 1.10.3. The Contractor shall comply with existing authorities. Within five (5) working days, the Contractor shall submit procedures to be implemented during the project so that these can be approved by a representative of the institution's Works department. These procedures include: the work schedule and temporary traffic and security measures, etc.
- 1.10.4. The Contractor shall ensure that any vehicles that could be damaged during the work are moved. In the event that one or more vehicles or other items on the site are damaged, the Contractor shall have them repaired or replaced by authorized professionals, to the satisfaction of the CSC Technical Authority.

#### **1.11. TRAFFIC CONTROL DEVICES**

- 1.11.1. The Contractor shall provide, install, and maintain temporary traffic control devices.

#### **1.12. LOCATION OF VARIOUS TYPES OF DEVICES AND EQUIPMENT**

- 1.12.1. The locations of the various types of surface and underground devices and equipment, as prescribed or indicated in drawings, shall be considered approximate.
- 1.12.2. When required by the institution's Works department representative, the Contractor shall submit location plans indicating the relative positions of the various types of equipment and systems found in the work area.

#### **1.13. PATCHING**

- 1.13.1. The Contractor shall patch any surfaces damaged during the work to match existing surfaces. Surfaces damaged by heavy equipment shall be patched.

#### **1.14. DISPOSAL OF EXCAVATED MATERIALS**

- 1.14.1. The Contractor shall dispose of all excess materials that cannot be salvaged or re-used. These materials shall be disposed of away from the site, in accordance with pollution regulations and at the Contractor's expense, as required.

#### **1.15. ADDITIONAL DRAWINGS**

- 1.15.1. The institution's Works department representative may provide the Contractor with additional drawings for clarification. These additional drawings shall have the same import and scope as those included in the contract documents.
- 1.15.2. On-site measurements shall be transcribed onto drawings to help workers read the dimensions of the areas in question.

**END OF SECTION**

## 1. GENERAL INFORMATION

### 1.1 PURPOSE

- 1.1.1 To ensure that the work and institutional activities are carried out smoothly with no undue delays, and that institutional security is maintained at all times.

### 1.2 DEFINITIONS

1.2.1 “prohibited items”:

- a) Intoxicants, including alcohol, drugs and narcotics;
- b) A weapon or a component thereof, ammunition, or anything that is designed to kill, injure or disable a person or that can be assembled or modified for such purposes, possessed without prior authorization;
- c) An explosive or a bomb, or a component thereof;
- d) An amount of money exceeding the regulatory limit;

**NOTE:** Consult the *Corrections and Conditional Release Regulations* (SOR/92-620): \$5 limit in a minimum-security institution, \$25 limit in a medium-security institution, maximum-security institution, or multi-level security institution.

- e) Any other item that could jeopardize the security of the penitentiary or the safety of persons, when that item is possessed without prior authorization;

1.2.2 Tobacco products and associated products (including, but not limited to, cigarettes, cigars, tobacco, chewing tobacco, cigarette-making machines, matches and lighters) are considered unauthorized items.

- a) “commercial vehicle”: Vehicle intended for the transportation of material, equipment or tools necessary for the work.
- b) “CSC”: Correctional Service of Canada.
- c) “Warden”: Warden or Superintendent of the institution, as the case may be.
- d) “Construction Personnel”: Employee of: the Contractor, one of the Subcontractors, equipment operators, transporters or suppliers of materials, inspection or assessment agencies, or regulatory bodies.
- e) “Engineer”: Project Manager, from Public Works and Government Services Canada.
- f) “perimeter”: Area of the institution surrounded by fencing or walls, preventing the free movement of inmates.
- g) “construction site”: Area in which the Contractor is authorized to work, as indicated in the project plans. It may be isolated from the institution’s security perimeter.

**1.3 PRELIMINARY MEASURES**

**1.3.1** Prior to starting the work, the Contractor must meet with the Warden or the Warden's representative to:

- a) discuss the nature and the scope of the work;
- b) establish mutually-acceptable security measures, in accordance with this directive and the specific needs of the institution.

**1.3.2** The contractor shall:

- a) be sure to inform Construction Personnel of the security requirements;
- b) ensure that the security requirements are always posted in plain view on the site;
- c) work with institutional staff to ensure that Construction Personnel comply with the security requirements.

**1.4 CONSTRUCTION PERSONNEL**

**1.4.1** Submit a list of the names and birth dates of all personnel scheduled to work on the construction site to the Warden, as well as each of their completed security clearance forms.

**NOTE:** In some institutions, there are fewer requirements for personnel only working on the site for a very brief period.

**1.4.2** Allow two (2) weeks for the security clearance forms to be processed. No personnel will be admitted to the institution without valid security clearance and an identification card with a recent photo, such as a provincial driver's licence. Security clearance is issued for each specific CSC institution.

**1.4.3** The Warden may require that personnel be photographed so that pictures of their faces can be posted at appropriate spots throughout the institution or entered into a database for identification purposes. The Warden may also require that Construction Personnel prominently display photo identification on their clothing when they are within the institutional perimeter.

**NOTE:** Check specific requirements on this point with the institution.

**1.4.4** If there are reasons to believe that an individual may pose a security risk, any such individual will be refused entry to institutional premises.

**1.4.5** Individuals will be immediately removed from institutional premises if:

- a) they appear to be under the influence of alcohol, drugs or narcotics;
- b) they behave in an abnormal or disorderly manner;
- c) they are in possession of prohibited items.

**1.5 VEHICLES**

- 1.5.1** All individuals who leave a vehicle unattended on CSC premises must close the windows and lock the doors and the trunk. The owner of the vehicle or the employee of the company that owns it must ensure that the keys are kept in their personal possession.

**NOTE:** The institution may require that all vehicles and motorized equipment be equipped with a device that allows for locking the fuel cap.

- 1.5.2** The Warden can limit the number and type of vehicles permitted on the grounds of the institution at any time.
- 1.5.3** Those delivering the materials needed for the project are required to have security clearance.

**NOTE:** Some institutions may require all delivery personnel to obtain security clearance.

- 1.5.4** If the Warden allows trailers to be left within the institution's security perimeter, the doors and windows must always be closed and locked when they are left unattended. Windows must be equipped with expanded metal guards.

**1.6 PARKING**

- 1.6.1** The Warden designates authorized parking areas for vehicles. If individuals park elsewhere, their vehicle may be towed.

**1.7 SHIPMENTS**

- 1.7.1** All shipments of material, equipment or tools for the work must be addressed to the Contractor to clearly distinguish them from shipments for the institution. The Contractor must ensure that Construction Personnel are on site to receive deliveries, as CSC staff will **not** accept deliveries of materials, equipment or tools intended for the project.

**1.8 COMMUNICATION DEVICES**

- 1.8.1** Any telephones, fax machines or computers with an Internet connection must be approved by the Warden.
- 1.8.2** The Warden must ensure that the phones, fax machines and computers equipped with Internet connections are not installed in areas to which inmates have access. Access to computers must be protected with a password, preventing unauthorized personnel from connecting to the Internet.
- 1.8.3** Cellular or digital cordless phones, including (but not limited to) text messaging devices, pagers, BlackBerrys, and telephones used as two-way radios are prohibited in the institution without the express authorization of the Warden. Even when cellular phones are permitted, they are not to be used by inmates at any time.
- 1.8.4** The Warden may approve but limit the use of two-way radios.

**NOTE:** In some institutions, cellular or digital phones and two-way radios are permitted; however, some conditions apply. For example, their use may not be permitted in areas accessible to inmates.

## **1.9 TOOLS AND EQUIPMENT**

- 1.9.1** Keep a comprehensive list of the tools and equipment used during the work. Submit the list for inspection when necessary.

**NOTE:** Obtain a list of unauthorized/restricted tools and equipment that are prohibited for a given project. Insert the list hereinafter.

- 1.9.2** Keep an updated list of the tools and equipment used throughout the project.

- 1.9.3** Never leave tools unattended, particularly mechanical tools, tools with cartridges, cartridges, files, saw blades, rod saws, wires, cords, ladders and any item used for lifting (jacks, cylinders, etc.).

- 1.9.4** Store tools and equipment in a secure, authorized location.

- 1.9.5** Lock all toolboxes after use. The Contractor's employees must keep the keys with them at all times. Lock up scaffolding that is not being used; once erected, scaffolding must be secured to the satisfaction of the institutional representative.

- 1.9.6** Notify the Warden immediately if any tools or equipment have been lost or have disappeared.

- 1.9.7** The Warden must ensure that security staff checks the Contractor's tools and equipment based on the list provided by the Contractor, at the following times:
- a) at the beginning and end of each construction project;
  - b) each week, if the work lasts more than one (1) week.

**NOTE:** Some institutions require that tools and equipment be removed from the work site on a daily basis (e.g., in a busy area).

- 1.9.8** Some tools/equipment—such as cartridges and metal saw blades—are closely controlled. At the beginning of the day, the Contractor will be given a sufficient number of these items for one (1) day's work. Used blades/cartridges will be returned to the Warden's representative at the end of each day.

**NOTE:** Controlled items are managed differently from one institution to another. The method used must therefore be confirmed with the specific institution.

- 1.9.9** If propane or natural gas is used as a heat source for the work, the institution requires that a member of its personnel supervise the work outside of regular working hours.

**NOTE:** This is a concern if the construction site is located near inmates' living units. A fire could put human lives in danger. Check the institution's policy.

**1.10 KEYS**

- 1.10.1** The Contractor must ask the supplier or the company that installs the security devices to submit keys for these devices directly to the institution (to the Security Maintenance Officer, specifically).
- 1.10.2** The Security Maintenance Officer will give the Contractor a receipt for the keys.
- 1.10.3** The Contractor will submit a copy of the receipt to the Technical Authority.
- 1.10.4** During the work, the Contractor will use regular cylinders in regular locks.
- 1.10.5** The Contractor will give its employees (and those of the Subcontractor, if necessary) instructions on the safe storage of keys used during the work.
- 1.10.6** At the end of each phase of the work, the CSC Representative, in collaboration with the locksmith, must:
- a) establish the lock installation plan;
  - b) receive the keys and cylinders for the institution's locks directly from the locksmith;
  - c) remove and return cores used during the work and have permanent cores installed in the institution's locks.
- 1.10.7** Once the security locks are installed, the CSC officers who escort Construction Personnel must obtain keys from the Security Maintenance Officer to open doors according to the Contractor's needs. The Contractor must inform Construction Personnel that only the CSC officers escorting them are authorized to use the keys.

**1.11 SECURITY DEVICES**

- 1.11.1** Submit all uninstalled security devices to the Warden, who will ensure that they are destroyed or stored safely for later use.

**1.12 PRESCRIPTION MEDICATION**

- 1.12.1** If the Contractor employs individuals who must take prescription medication during the work day, these employees must obtain authorization from the Warden to bring one (1) day's dosage into the institution.

**1.13 RESTRICTIONS ON TOBACCO USE**

- 1.13.1** Neither Contractors nor Construction Personnel are permitted to smoke inside or outside when they are within the perimeter of a correctional institution. They must not have unauthorized tobacco products in their possession within the institutional perimeter.
- 1.13.2** Contractors and Construction Personnel who violate this policy will be asked to stop smoking or to throw out all unauthorized tobacco products immediately. Individuals who continue to violate this policy will be asked to leave the institution.
- 1.13.3** Smoking will only be permitted outside the correctional institution's perimeter, in a location designated by the Warden.



**1.14 PROHIBITED ITEMS**

- 1.14.1** Firearms, ammunition, explosives, alcohol, drugs and narcotics are prohibited on institutional premises.
- 1.14.2** The Warden must be notified immediately if anyone is found in possession of prohibited items on the work site.
- 1.14.3** The Contractor must be vigilant in monitoring Construction Personnel and the Subcontractor's employees. Individuals found in possession of prohibited items may have their security clearance revoked. If the violation is serious, the company in question may be expelled from the institution for the duration of the work.
- 1.14.4** If firearms or ammunition are found in the vehicle of a Contractor, Subcontractor, supplier, or their personnel, the security clearance of the vehicle's driver will be revoked immediately.

**1.15 SEARCHES**

- 1.15.1** All individuals and vehicles arriving on the institution's premises may be searched.
- 1.15.2** If the Warden has reason to believe that one of the Contractor's employees is in possession of a prohibited item, the Warden may order a search of that person.
- 1.15.3** The personal belongings of all personnel arriving at the institution may be checked to search for the residue of contraband drugs.

**1.16 ACCESS TO THE INSTITUTION AND REMOVAL OF VEHICLES**

- 1.16.1** Neither Construction Personnel nor commercial vehicles may be admitted to the institution's premises outside normal working hours without the express authorization of the Warden.

**1.17 VEHICLE TRAFFIC**

- 1.17.1** Vehicles may be escorted on and off the institution's premises through the vehicular access gate during the periods indicated in the section 01 14 00.
- 1.17.2** Vehicles may not leave the institution until an inmate count has been performed.

**NOTE:** Hours vary from one institution to the next. They should be verified with the institution in question.

- 1.17.3** The Contractor must give the Warden twenty-four (24) hours' notice of the arrival of heavy equipment, such as concrete trucks and cranes.
- 1.17.4** Vehicles carrying soil or other detritus deemed impossible to search must constantly be monitored by CSC employees or Commissionaires who report to the Warden.
- 1.17.5** Before a commercial vehicle may be admitted onto the institution's premises, the Contractor or its representative must certify that the vehicle's content is essential to the execution of the work.
- 1.17.6** The Warden may refuse entry to all vehicles carrying materials that he or she believes pose a risk to institutional security.

- 1.17.7** The personal vehicles of Construction Personnel are not allowed within the security fence or walls of medium- or maximum-security institutions without the express permission of the Warden.

**NOTE:** Check the institution's policy on employees' private vehicles.

- 1.17.8** With prior authorization from the Warden, a vehicle can be used to transport employees to the site in the morning and from the site in the evening, but may not stay on the premises during the day.

**NOTE:** Check the institution's policy on vehicles used to transport employees.

- 1.20.9** With prior authorization from the Warden, some equipment may be left on site overnight or over the weekend. It must be locked and its batteries removed. The Warden may require that equipment be chained and padlocked to another solid object.

## **1.18 CONSTRUCTION PERSONNEL TRAFFIC ON INSTITUTIONAL PREMISES**

- 1.18.1** Subject to proper institutional security, the Warden will give the Contractor and Construction Personnel as much freedom of movement and autonomy as possible.

- 1.18.2** The previous paragraph notwithstanding, the Warden may:
- a) prohibit access to sections of the institution;
  - b) require that Construction Personnel be accompanied by a CSC security officer in designated sections for the duration of the work or during certain periods;
  - c) require that all personnel remain on-site during coffee/health and lunch breaks, but they are not authorized to eat in the Correctional Officers' break room or lunch room.

## **1.19 MONITORING AND INSPECTION**

- 1.19.1** CSC security staff monitors and inspects activities and related employee and vehicle traffic to ensure that established security standards are being followed.

- 1.19.2** At the start and throughout the duration of the work, CSC staff must be sure to convey to Construction Personnel the necessity of monitoring and inspections.

## **1.20 WORK STOPPAGE**

- 1.20.1** At any time, the Warden may ask the Contractor, Construction Personnel, or Subcontractors not to enter the construction site or to leave immediately if a security incident is in progress in the institution. The site supervisor designated by the Contractor must note the name of the employee issuing the request and the time, and comply with the order as soon as possible.

- 1.20.2** The Contractor must notify the Engineer of the work stoppage within twenty-four (24) hours.

**1.21 CONTACT WITH INMATES**

- 1.21.1** It is prohibited to enter into contact with inmates, speak to them, give them anything or accept anything from them without specific authorization. Anyone who violates this order will be expelled from the site and have their security clearance revoked.

**NOTE:** If the project requires CORCAN and inmate labour, check the institution's policy on contact with inmates.

- 1.21.2** It is prohibited to photograph inmates or CSC employees. It is also prohibited to photograph sectors of the institution when such photography is not required for the execution of the contract.

**1.22 COMPLETION OF THE WORK**

- 1.22.1** Unless otherwise indicated in the contract, once the construction project is completed or the facilities have been taken over, the Contractor must remove all materials, tools and equipment from the institution.

**END OF SECTION**

## **1. GENERAL INFORMATION**

### **1.1. WORK SITE CLEANLINESS**

- 1.1.1. Keep the work site clean and free of debris and waste materials.
- 1.1.2. Take all necessary action and obtain permits from the appropriate authorities to have debris and waste materials removed.
- 1.1.3. If necessary, provide for debris and waste removal receptacles on the work site.
- 1.1.4. Remove debris and waste materials from the work site at the end of every shift.
- 1.1.5. Store volatile wastes in sealed metal containers and remove them from the work site at the end of every shift.
- 1.1.6. On a daily basis, clean up existing roads that have been used by Contractor vehicles.

### **1.2. FINAL CLEAN-UP**

- 1.2.1. Sweep and clean hard-surface areas and rake remaining areas.

### **1.3. MEASUREMENT FOR PAYMENT PURPOSES**

- 1.3.1. No measurements will be required at the end of this section. Apportion the costs of clean-up work among the various items of the bid.

**END OF SECTION**



Service correctionnel  
Canada

Correctional Service  
Canada

---

## 1.2 TECHNICAL REQUIREMENTS

---

## 1 GENERAL INFORMATION

### 1.1 SECTION CONTENT

- 1.1.1 This section describes the plumber and apprentice plumber service.

### 1.2 REFERENCES

- 1.2.1 National Building Code of Canada (NBC) 2010, including all amendments to date.
- 1.2.2 The Act respecting occupational health and safety (R.S.Q., c. S-2.1) and its Regulation (r.19.01), current to October 1, 2010.
- 1.2.3 Quebec Construction Code, Chapter III - Plumbing, and National Plumbing Code – Canada 2005 (amended).
- 1.2.4 Standard NSF61 Annex G (not more than 0.25% lead content)
- 1.2.5 Health Canada – Workplace Hazardous Materials Information System (WHMIS).
- 1.2.6 Material Safety Data Sheets (MSDS).
- 1.2.7 Regulation respecting the quality of drinking water (Q-2, r.40) updated January 1<sup>st</sup>, 2012.

### 1.3 CODES

- 1.3.1 The Contractor shall complete the work in accordance with the National Building Code of Canada (NBC), the National Plumber Code of Quebec 2005 (modified) and any other applicable provincial or municipal codes. In the event of any inconsistency or conflict, the stricter requirements shall prevail.
- 1.3.2 Treasury Board Standard, Chapter 3-6, Fire Protection Standard for Correctional Institutions. This standard can be accessed at the following website:
- 1.3.3 [http://www.hrsdc.gc.ca/eng/labour/fire\\_protection/policies\\_standards/commissioner/index.shtml](http://www.hrsdc.gc.ca/eng/labour/fire_protection/policies_standards/commissioner/index.shtml)
- 1.3.4 The standards published by HRSDC listed below are available at the following website: [http://www.hrsdc.gc.ca/eng/labour/fire\\_protection/policies\\_standards/commissioner/index.shtml](http://www.hrsdc.gc.ca/eng/labour/fire_protection/policies_standards/commissioner/index.shtml)
- Welding and Cutting.
  - Record Storage.
  - Piers and Wharves.
  - General Storage.
  - Fire Extinguishers.
  - Sprinkler Systems.

- 1.3.5 The fire prevention standards are listed below and are available under the section "Occupational Health and Safety - Policies and Publications" at the following Treasury Board Secretariat website:  
[http://www3.rhdcc.gc.ca/search?as\\_sitesearch=www.rhdcc.gc.ca/fra/travail/protection\\_incendies&q=normes&site=hrsdc\\_fr&btnG=Recherche&client=rhdcc\\_boew\\_r12&output=xml\\_no\\_dtd&proxystylesheet=rhdcc\\_boew\\_r12&sort=date%3AD%3A%3Ad1&entqr=0&oe=UTF-8&ie=UTF-8&ud=1&ip=198.103.109.141&access=p](http://www3.rhdcc.gc.ca/search?as_sitesearch=www.rhdcc.gc.ca/fra/travail/protection_incendies&q=normes&site=hrsdc_fr&btnG=Recherche&client=rhdcc_boew_r12&output=xml_no_dtd&proxystylesheet=rhdcc_boew_r12&sort=date%3AD%3A%3Ad1&entqr=0&oe=UTF-8&ie=UTF-8&ud=1&ip=198.103.109.141&access=p)
- 1.3.6 -Fire Protection Services - General - 3-00.  
-Fire Alarm Systems, Standard for 3-04.  
-Fire Protection Design and Construction, Standard for 3-02.  
-Fire Protection Electronic Data Processing Equipment, Standard for - 3-03.  
-Fire Protection Correctional Institutions, Standard for - 3-06.

#### 1.4 DESCRIPTION OF WORK

- 1.4.1 The project includes the work listed below. The following list is not necessarily exhaustive and does not negate the Contractor's obligation to fully complete the project according to the trade practices, intentions and general principles, as described further on in this specification.
- 1.4.2 The types of work covered include maintenance, replacement, modification and addition of new components to the network plumbing facilities. The work will be carried out on various types of networks:
- 1.4.2.1 Water System
  - 1.4.2.2 Sanitary Sewer
  - 1.4.2.3 Storm Sewer
  - 1.4.2.4 Network heating (water and steam)
  - 1.4.2.5 Network gas
- 1.4.3 Work excluded from this administrative agreement include:
- 1.4.3.1 Removal of asbestos
  - 1.4.3.2 The Pipe insulation
- 1.4.4 The Contractor shall provide labor, materials and equipment required for the full and consistent implementation of the work requested.
- 1.4.5 The Contractor shall not, under any circumstances, provide not required to complete the work requested materials. Specifically, the Contractor may not be used for the exclusive supply of materials and / or parts under this Offer.
- 1.4.6 List of minimum equipment and materials that the Contractor must have upon arrival at the institution:

#### Equipment that the Contractor must provide at no cost:

- truck with:
- 30-foot ladder
- 6-, 8-, and 10-foot stepladders

- Hilti hammer drill, with 3/16" to 2" drill bits
- cordless drill
- portable band saw
- power saw
- 1/2 electric drill
- hole saw, 1/2 to 4 inches
- shop vacuum
- mechanical bender for 1/2", 3/4" and 1" EMT conduit
- plumber's basic tool bag
- 3 50-foot electric extension cords
- 2 portable bobbins for wire reels
- drop light
- Brady wire marker
- tape measure
- iron saw
- 3 padlocks and 1 15-foot, 3/8" chain
- wire puller for 100 feet of 1/8 wire
- multimeter
- ammeter

**Materials:**

- 1/2" to 1" EMT conduit (100 feet of each)
- #14, #12, #10 xlink wires in four colours
- 10 feet of cantruss in 7/8 and 1 5/8 diameters
- 1/2" and 3/8" threaded rods
- #14 and #12 BX armoured cable
- various sized boxes (4x4 11/16, 6x6)

**1.5 PERMITS AND REGULATIONS**

- 1.5.1 The Contractor shall comply with all the legislation and regulations related to the work at the federal, provincial and municipal levels, as if they were working for someone other than the Crown.
- 1.5.2 The Contractor shall pay for all permits, certificates and licences required to carry out the work. At the request of the Technical Authority, the Contractor shall provide proof of meeting the legal obligations relating to said permits, certificates and licences.

**1.6 CALL-UP AWARD**

- 1.6.1 All call-ups shall begin with a work appraisal and appear on a preliminary assessment sheet.
  - 1.6.2 Following a CSC request for a call-up, the Contractor, at the request of CSC, shall go to the work site at their own expense to assess the scope of the work.
  - 1.6.3 Upon receipt of the preliminary assessment sheet, the Technical Authority shall authorize the work in writing and define the terms and conditions of the project work.
-



- 1.6.4 The Contractor's representatives that carry out the work shall fill out the worksheet provided by CSC at the end of every work day, taking care to complete every section. The number of hours indicated on the worksheet shall be verified and approved by the Technical Authority. The representatives shall obtain the Technical Authority's signature to validate the document.
- 1.6.5 The worksheets shall be submitted at the end of every work day.
- 1.6.6 The Contractor shall advise the Technical Authority when work progress reaches 75%. If it is foreseen that the preliminary assessment will be exceeded, the Contractor shall inform the Technical Authority when or before progress reaches 75%. If the Contractor fails to submit a progress report, intentionally or unintentionally, hours that have not been approved cannot be billed.
- 1.6.7 Any replacement must demonstrate similar skills and meet all of the mandatory criteria of the call for tenders. However, no cessation of obligations and responsibilities related to the contractual obligations (liability insurance) will be permitted.
- 1.6.8 For the duration of the Administrative Agreement, CSC will guarantee 3 hours for each service call. Time paid shall be calculated based on arrival and departure times at the institution.
- 1.6.9 Payment for services rendered shall be based on an hourly rate and issued upon receipt of the invoices.

## 1.7 SERVICE CALLS FOR EMERGENCY WORK

- 1.7.1 For emergency work, the Contractor shall begin the work within 3 hours of receiving confirmation by phone or other means from the Technical Authority or as soon as possible.
- 1.7.2 The Contractor shall provide an emergency phone number where they can be reached and must be available 24/7.
- 1.7.3 The Contractor shall provide the qualified labour, parts, materials, tools, and equipment necessary to carry out emergency work.
- 1.7.4 There is a difference between emergency work and planned work performed outside of business hours:
  - 1.7.4.1 *Emergency work* is a service call made by the institution requiring the Contractor's immediate mobilization with less than 24 hours' notice, regardless of the rate period during which the work is carried out.
  - 1.7.4.2 *Planned work* is a service call made by the institution with at least 24 hours' notice. The call-up award protocol described in paragraph 1.6 of this section can be applied in its entirety.
- 1.7.5 The rate for an emergency service call can only be applied to that service.
- 1.7.6 For the duration of the Administrative Agreement, CSC will guarantee 3 hours for each emergency service call. Time paid shall be calculated based on arrival and departure times at the institution.

## 1.8 EMERGENCY PROCEDURE

- 1.8.1 In case of a technical emergency during the project: The Contractor shall immediately inform the Technical Authority of the situation and try to limit the damage as much as possible while making sure that no lives are endangered.

- 1.8.2 The Contractor shall inform the Technical Authority and wait for instructions before carrying out additional work that may incur costs for CSC.

## **1.9 EXISTING NETWORKS**

- 1.9.1 When work requires connecting to existing networks, the Contractor shall carry it out during the hours established by the Technical Authority to avoid disrupting institutional activities and operations as much as possible.
- 1.9.2 The Contractor shall submit the work schedule to the CSC Technical Authority and obtain approval at least 48 hours in advance for any stoppage or disruption of existing networks or services. Stoppages must be carried out in accordance with the approved schedule and with advance notice to the Technical Authority.

## **1.10 PROVISION OF MATERIALS**

- 1.10.1 The materials provided shall be indicated on the worksheet signed and approved by the Technical Authority at the end of every work day.
- 1.10.2 Materials shall be at cost plus a profit margin (if required) as established in the call for tenders, and proof must be provided with the invoice.

## **1.11 LABOUR**

- 1.11.1 The Contractor must be able to provide more than one work team at a time. A work team is made up of either:
- 1.11.1.1 A Pumber
  - 1.11.1.2 A Plumber and a Apprentice.
- 1.11.2 The skill cards must be provided together with the form of security check required CSC-1279 in Section 01 35 13.
- 1.11.3 The employees of the Contractor should demonstrate skill cards issued by the Construction Committee of Quebec for work.
- 1.11.3.1 Plumbers (companion map of competence approved by CCQ).
  - 1.11.3.2 Help plumber (apprentice).
- 1.11.4 The Contractor shall be able to provide the service by both types of skills.

## **1.12 WORK IN CONFINED SPACES**

- 1.12.1 Employees shall have a permit for confined spaces and comply with the institution's local practices.
- 1.12.2 The preliminary assessment shall take into account the working conditions of confined spaces. Exceeding the preliminary assessment cannot be justified by the omission of this consideration.
- 1.12.3 When working in confined spaces, the Contractor shall provide all the necessary equipment, including all personal protective equipment, at no cost.
-

1.12.4 The Contractor's employees shall show that they are certified to work in confined spaces.

### **1.13 WORKING AT HEIGHTS**

1.13.1 The preliminary assessment shall take into account the conditions of working at heights. Exceeding the preliminary assessment cannot be justified by the omission of this consideration.

1.13.2 When working at heights, the Contractor shall provide all necessary equipment, including all personal protective equipment, at no cost.

1.13.3 The Contractor's employees shall demonstrate that are certified to work at heights.

### **1.14 LOCK-OUT**

1.14.1 Employees shall have a lock-out permit and comply with the institution's local practices.

1.14.2 The Contractor shall provide the number of padlocks required during jobs that require a lock-out, at no cost.

1.14.3 The Contractor's employees shall demonstrate that they are certified to perform the lock-out procedure.

### **1.15 FEES AND EXPENSES**

1.15.1 ONLY those expenses invoiced at the above bid rates shall be paid. Bid rates include EVERYTHING that is necessary to perform the work in accordance with expected services. This includes but is not limited to: administration fees and expenses; profit; transportation of labour, equipment and materials; and/or any other expenses incurred in delivering the services.

### **1.16 HOURLY RATES**

1.16.1 ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to time required to set up, tear down and clean up. Hourly rates do not apply to meal times or unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid shall be calculated based on arrival and departure times at the institution.

### **1.17 QUALITY ASSURANCE**

1.17.1 The Contractor plumbing should be officially recognized as a member in good standing of the Corporation of Master Pipe Mechanics of Quebec and must be a licensed master pipefitter issued by CMPMQ under the Act the building.

1.17.2 The Contractor shall provide a copy of its current license from the Régie du Bâtiment du Québec (RBQ) in the categories for making such works are minimally the following categories:

1.17.2.1 **11.1** Pressurized industrial or institutional piping

1.17.2.2 **15.2** Natural gas burners

1.17.2.3 **15.4** Hot water and steam heating systems

**1.17.2.4 15.5 Plumbing**

1.17.3 When working on the water system of an establishment, such work must be supervised at all times by a competent person holding a diploma, a certificate or a certificate recognized by the Ministry of the Environment under of Article 44 of the Regulation respecting the quality of drinking water. Therefore, the Contractor shall provide a Certificate of Qualification (P6B attendant to water or equivalent) during the call-in offer. Only persons who have provided their skill cards to the Departmental Representative will oversee the work, failing which no work can be performed on the water system.

1.17.4 When repairs and refurbishment, CSC may require the foreman has a minimum of five (5) years. Other workers must possess the required licenses to perform the work on systems warm air heating, hot water or steam systems on natural gas burners or oil or plumbing systems.

**1.18 INSPECTION AND ACCEPTANCE OF WORK**

The Contractor shall complete the work satisfactorily, with diligence, and according to trade practices. Any call-up work or small-scale project order falling under this Administrative Agreement shall be subject to inspection and acceptance by the Technical Authority.

**1.19 SECURITY CONTROL**

1.19.1 The Contractor cannot leave the work site without notifying the CSC Technical Authority.

**2. PRODUCTS****2.1. FIXTURE**

- 2.1.1. All fixtures must be of stainless steel Type 302 or 304

**2.2. DOMESTIC WATER PIPING**

- 2.2.1. Hard copper tube Type L
- 2.2.2. Cast copper fitting or welding pressure
- 2.2.3. Ductile iron pipe and fitting connected

**2.3. EXHAUST PIPE AND VENT**

- 2.3.1. Type DWV copper tube and fittings forged copper solder
- 2.3.2. Cast iron pipe with a diameter equal to or greater than DN 3 with associated fittings.

**2.4. LEAD**

- 2.4.1. All plumbing components for drinking water should have a low lead and thus meet the standard NSF61 Appendix G (ie less than 0.25% lead in the alloy composition)

**2.5. AVAILABLE**

- 2.5.1. The waste piping, valves and fittings shall be deposited in the containers identified by the CSC. Debris are disposed on the working time charged to CSC. The TA will tell the worker or go wear scrap.
-

### **3. PERFORMANCE**

#### **3.1 FIXTURE**

- 3.1.1.** Install stainless fixtures of porcelain or steel (type 302 or 304 to be confirmed by the technical authority). The technical authority is responsible for the choice of materials.

#### **3.2. DOMESTIC WATER PIPING**

- 3.2.1.** Install conduits and copper fitting L type for all applications above ground
- 3.2.2.** Install conduit and fittings or ductile steel pipe buried in the ground cast.

#### **3.3. EXHAUST PIPE AND VENT**

- 3.3.1.** Install Type DWV copper tube for above ground applications
- 3.3.2.** Install cast iron pipes and related fitting pipes to be buried in the ground.

#### **3.4. PROCEDURE FOLLOWING QUALITY ASSURANCE FOR SERVICE INTERRUPTIONS IN DRINKING WATER WORKS IN A BUILDING**

- 3.4.1.** Any cuts in water should be done in coordination with the team work of the institution.
- 3.4.2.** When cutting a pipe, you should clean the freshly cut parts with a chlorine solution.
- 3.4.3.** All new installations (pipes, elbow, plumbing fixtures, etc.) Should be cleaned with a bleach solution before turning the water supply.
- 3.4.4.** Upon restarting the network, leave at least one faucet ultimately in the open position to allow purging of at least 10 minutes.
- 3.4.5.** After rinsing, take a free chlorine residual test to confirm the presence of chlorine with a concentration of 0.2mg / L otherwise continue bleeding until it reaches this value.
- 3.4.6.** Take a turbidity test to confirm that the turbidity is less than 1UTN otherwise continue bleeding until it reaches this value.
- 3.4.7.** Subsequently inform the TA that the network is returned to service.

#### **3.5. PRESENCE OF ASBESTOS**

- 3.5.1.** The removal of asbestos fiber applied spray or trowel may be hazardous to health. If, during the execution of the work, the Contractor discovers materials which resemble asbestos applied spray or trowel, he must interrupt his work and immediately notify the technical authority. Do not resume work until you have received written authority of technical instructions in this regard.

#### **3.6. FIRE SAFETY AND PROTECTION OF PLANTS**

- 3.6.1.** For hot work where an open flame must be used, follow these additional precautions: Inform the technical authority and wait for issuance of a hot work permit before starting work.
-

- 3.6.2.** At the end of each working day, use a heat gun detector to detect any outbreak of fire may smolder. The site organization must allow the presence of workers at least one hour after completion of welding. An inspection must be made at the end of daily work by an employee of the Contractor expert in this kind of work. At the end of each day, a written report, signed and dated must be submitted to the technical authority certifying that the inspection was done according to the requirements.
- 3.6.3.** Never weld directly on wood strips of flame shall be provided where applicable.
- 3.6.4.** Very carefully to ensure the cleanliness of the site and always have a hose off when possible and at least one fire extinguisher UL listed Class A, B and C loaded and in perfect condition throughout the implementation, within 6 meters of each torch.
- 3.6.5.** Observe the safety instructions accompanying data sheets sealants.
- 3.6.6.** Ensure that the location where the torch is placed is not located near flammable or combustible materials.
- 3.6.7.** In no case the torch flame should enter an area where it is not visible or can't be controlled easily.
- 3.6.8.** Report to the Technical Authority welding work anticipated and safeguards put in place to perform the work. The technical authority shall make the necessary checks before allowing welding. The Contractor shall advise when the work is completed.

**END OF SECTION**



Service correctionnel  
Canada

Correctional Service  
Canada

## TENDER SHEET

### COMPLEX LAVAL, COMPLEX STE-ANNE-DES-PLAINES, CORCAN AND JOLIETTE INSTITUTION

Plumber and Apprentice Plumber Service

**ANNEX - Fixed Period 2 years**

**From September 1, 2013 to August 31, 2015**

## UNIT PRICE SCHEDULE

It is agreed between Canada and the Contractor that the following table is the "Standing Offer Unit Price Schedule."

Item	Description	Unit of measur e-ment	Unit price	Estimated quantity	Estimated price
<b>A. Plumber and Apprentice Plumber</b>					
A.1.1	Hourly rate for one Plumber during normal working hours	Hr	\$ _____	9000 hrs	\$ _____
A.1.2	Hourly rate for a apprentice Plumber during normal working hours	Hr	\$ _____	5600 hrs	\$ _____
A.2.1	Hourly rate for one Plumber outside normal working hours (Monday to Saturday)	Hr	\$ _____	1300 hrs	\$ _____
A.2.2	Hourly rate for a apprentice Plumber during outside normal working hours (Monday to Saturday)	Hr	\$ _____	1300 hrs	\$ _____
A.3.1	Hourly rate for one Plumber outside normal working hours (Sundays and statutory holidays)	Hr	\$ _____	700 hrs	\$ _____
A.3.2	Hourly rate for a apprentice Plumber during outside normal working hours (Sundays and statutory holidays)	Hr	\$ _____	600 hrs	\$ _____
<b>Materials</b>					
B.1	Parts and materials at cost plus profit margin	%	\$ _____	\$10 000	\$ _____
<b>Estimated total price</b>					\$ _____
<i>*Estimated quantities are provided as a reference for bid evaluation purposes.</i>					

Canada 





Service correctionnel  
Canada

Correctional Service  
Canada

## TENDER SHEET

### COMPLEX LAVAL, COMPLEX STE-ANNE-DES-PLAINES, CORCAN AND JOLIETTE INSTITUTION

Plumber and Apprentice Plumber Service

#### ANNEX – OPTION 1

From September 1, 2015 to August 31, 2016

### UNIT PRICE SCHEDULE

It is agreed between Canada and the Contractor that the following table is the "Standing Offer Unit Price Schedule."

Item	Description	Unit of measurement	Unit price	Estimated quantity	Estimated price
<b>A. Plumber and Apprentice Plumber</b>					
A.1.1	Hourly rate for one Plumber during normal working hours	Hr	\$ _____	4500 hrs	\$ _____
A.1.2	Hourly rate for a apprentice Plumber during normal working hours	Hr	\$ _____	2800 hrs	\$ _____
A.2.1	Hourly rate for one Plumber outside normal working hours (Monday to Saturday)	Hr	\$ _____	650 hrs	\$ _____
A.2.2	Hourly rate for a apprentice Plumber during outside normal working hours (Monday to Saturday)	Hr	\$ _____	600 hrs	\$ _____
A.3.1	Hourly rate for one Plumber outside normal working hours (Sundays and statutory holidays)	Hr	\$ _____	350 hrs	\$ _____
A.3.2	Hourly rate for a apprentice Plumber during outside normal working hours (Sundays and statutory holidays)	Hr	\$ _____	300 hrs	\$ _____
<b>Materials</b>					
B.1	Parts and materials at cost plus profit margin	%	\$ _____	\$10 000	\$ _____
<b>Estimated total price</b>					\$ _____
<i>*Estimated quantities are provided as a reference for bid evaluation purposes.</i>					

Canada



Service correctionnel  
Canada

Correctional Service  
Canada

## TENDER SHEET

### DONNACONA INSTITUTION

Plumber and Apprentice Plumber Service

#### ANNEX - Fixed Period 2 years

From September 1, 2013 to August 31, 2015

### UNIT PRICE SCHEDULE

It is agreed between Canada and the Contractor that the following table is the "Standing Offer Unit Price Schedule."

Item	Description	Unit of measurement	Unit price	Estimated quantity	Estimated price
<b>A. Plumber and Apprentice Plumber</b>					
A.1.1	Hourly rate for one Plumber during normal working hours	Hr	\$ _____	1200hrs	\$ _____
A.1.2	Hourly rate for a apprentice Plumber during normal working hours	Hr	\$ _____	1200 hrs	\$ _____
A.2.1	Hourly rate for one Plumber outside normal working hours (Monday to Saturday)	Hr	\$ _____	200 hrs	\$ _____
A.2.2	Hourly rate for a apprentice Plumber during outside normal working hours (Monday to Saturday)	Hr	\$ _____	200 hrs	\$ _____
A.3.1	Hourly rate for one Plumber outside normal working hours (Sundays and statutory holidays)	Hr	\$ _____	100 hrs	\$ _____
A.3.2	Hourly rate for a apprentice Plumber during outside normal working hours (Sundays and statutory holidays)	Hr	\$ _____	100 hrs	\$ _____
<b>Materials</b>					
B.1	Parts and materials at cost plus profit margin	%	\$ _____	\$10 000	\$ _____
<b>Estimated total price</b>					\$ _____
<i>*Estimated quantities are provided as a reference for bid evaluation purposes.</i>					

Canada 



Service correctionnel  
Canada

Correctional Service  
Canada

**TENDER SHEET**  
**DONNACONA INSTITUTION**  
Plumber and Apprentice Plumber Service  
**ANNEX – OPTION 1**  
**From September 1, 2015 to August 31, 2016**

**UNIT PRICE SCHEDULE**

It is agreed between Canada and the Contractor that the following table is the "Standing Offer Unit Price Schedule."

Item	Description	Unit of measur e-ment	Unit price	Estimated quantity	Estimated price
<b>A. Plumber and Apprentice Plumber</b>					
A.1.1	Hourly rate for one Plumber during normal working hours	Hr	\$ _____	600 hrs	\$ _____
A.1.2	Hourly rate for a apprentice Plumber during normal working hours	Hr	\$ _____	600 hrs	\$ _____
A.2.1	Hourly rate for one Plumber outside normal working hours (Monday to Saturday)	Hr	\$ _____	100 hrs	\$ _____
A.2.2	Hourly rate for a apprentice Plumber during outside normal working hours (Monday to Saturday)	Hr	\$ _____	100 hrs	\$ _____
A.3.1	Hourly rate for one Plumber outside normal working hours (Sundays and statutory holidays)	Hr	\$ _____	50 hrs	\$ _____
A.3.2	Hourly rate for a apprentice Plumber during outside normal working hours (Sundays and statutory holidays)	Hr	\$ _____	50 hrs	\$ _____
<b>Materials</b>					
B.1	Parts and materials at cost plus profit margin	%	\$ _____	\$10 000	\$ _____
<b>Estimated total price</b>					\$ _____
<i>*Estimated quantities are provided as a reference for bid evaluation purposes.</i>					

Canada 



Service correctionnel  
Canada

Correctional Service  
Canada

## TENDER SHEET

### DRUMMOND INSTITUTION

Plumber and Apprentice Plumber Service

### ANNEX - Fixed Period 2 years

From September 1, 2013 to August 31, 2015

## UNIT PRICE SCHEDULE

It is agreed between Canada and the Contractor that the following table is the "Standing Offer Unit Price Schedule."

Item	Description	Unit of measur e-ment	Unit price	Estimated quantity	Estimated price
<b>A. Plumber and Apprentice Plumber</b>					
A.1.1	Hourly rate for one Plumber during normal working hours	Hr	\$ _____	2000 hrs	\$ _____
A.1.2	Hourly rate for a apprentice Plumber during normal working hours	Hr	\$ _____	2000 hrs	\$ _____
A.2.1	Hourly rate for one Plumber outside normal working hours (Monday to Saturday)	Hr	\$ _____	500 hrs	\$ _____
A.2.2	Hourly rate for a apprentice Plumber during outside normal working hours (Monday to Saturday)	Hr	\$ _____	500 hrs	\$ _____
A.3.1	Hourly rate for one Plumber outside normal working hours (Sundays and statutory holidays)	Hr	\$ _____	200 hrs	\$ _____
A.3.2	Hourly rate for a apprentice Plumber during outside normal working hours (Sundays and statutory holidays)	Hr	\$ _____	200 hrs	\$ _____
<b>Materials</b>					
B.1	Parts and materials at cost plus profit margin	%	\$ _____	\$10 000	\$ _____
<b>Estimated total price</b>					\$ _____
<i>*Estimated quantities are provided as a reference for bid evaluation purposes.</i>					

Canada 



Service correctionnel  
Canada

Correctional Service  
Canada

## TENDER SHEET

### DRUMMOND INSTITUTION

Plumber and Apprentice Plumber Service

### ANNEX – OPTION 1

From September 1, 2015 to August 31, 2016

## UNIT PRICE SCHEDULE

It is agreed between Canada and the Contractor that the following table is the "Standing Offer Unit Price Schedule."

Item	Description	Unit of measur e-ment	Unit price	Estimated quantity	Estimated price
<b>A. Plumber and Apprentice Plumber</b>					
A.1.1	Hourly rate for one Plumber during normal working hours	Hr	\$ _____	1000 hrs	\$ _____
A.1.2	Hourly rate for a apprentice Plumber during normal working hours	Hr	\$ _____	1000 hrs	\$ _____
A.2.1	Hourly rate for one Plumber outside normal working hours (Monday to Saturday)	Hr	\$ _____	250 hrs	\$ _____
A.2.2	Hourly rate for a apprentice Plumber during outside normal working hours (Monday to Saturday)	Hr	\$ _____	250 hrs	\$ _____
A.3.1	Hourly rate for one Plumber outside normal working hours (Sundays and statutory holidays)	Hr	\$ _____	50 hrs	\$ _____
A.3.2	Hourly rate for a apprentice Plumber during outside normal working hours (Sundays and statutory holidays)	Hr	\$ _____	50 hrs	\$ _____
<b>Materials</b>					
B.1	Parts and materials at cost plus profit margin	%	\$ _____	\$10 000	\$ _____
<b>Estimated total price</b>					\$ _____
<i>*Estimated quantities are provided as a reference for bid evaluation purposes.</i>					

Canada