

CONSTRUCTION TENDER FORM

Closing Date/Time	Monday, February 3, 2014 @ 2PM Atlantic time	Solicitation No.	F5211-130407
Closing Location	Fisheries and Oceans Canada C/O Natural Resources Canada 1350 Regent Street, Fredericton, NB E3B 5P7		
Fax No.	506-452-3676		
Project Title	Port Dover Canadian Coast Guard Search and Rescue Base - Wharf Repairs		
Project Location	Port dover CCG Search and Rescue base – 55 Passmore St, Port Dover, Ontario		

1. TENDER DOCUMENTS

- 1.1. Construction Tender Form - FP-5155E
- 1.2. DFO Instructions to Bidders - Construction at <http://www.dfo-mpo.gc.ca/contract-contrat/instructions-instructions-eng.htm>
- 1.3. DFO General Conditions - Construction at <http://www.dfo-mpo.gc.ca/contract-contrat/general-generale-eng.htm>
- 1.4. Labour Conditions at 1.1. [http://www.labour.gc.ca/eng/standards\\_equity/contracts/conditions/conditions.shtml](http://www.labour.gc.ca/eng/standards_equity/contracts/conditions/conditions.shtml)
- 1.5. Schedules of Wages Rates for Federal Construction Contracts.  
The appropriate Schedule of Wage rates for the contract are the ones for the location where the work will be performed. Please refer to: [http://www.labour.gc.ca/eng/standards\\_equity/contracts/schedules/index.shtml](http://www.labour.gc.ca/eng/standards_equity/contracts/schedules/index.shtml)
- 1.6. Insurance Conditions at <http://www.dfo-mpo.gc.ca/contract-contrat/insurance-assurances-eng.htm>
- 1.7. Insurer's Certificate of Insurance - FP-5140E at [http://www.dfo-mpo.gc.ca/forms-formulaires/FP\\_5140\\_E.pdf](http://www.dfo-mpo.gc.ca/forms-formulaires/FP_5140_E.pdf)
- 1.8. Plans and Specifications

2. We, having informed ourselves fully of the conditions relating to the work to be performed, having full knowledge of site conditions and having carefully examined the plans and specifications and all the terms and covenants of the Tender Documents, including any amendments (IT BEING UNDERSTOOD AND AGREED THAT FAILURE TO HAVE DONE SO WILL NOT RELIEVE US OF OUR OBLIGATION TO ENTER INTO A CONTRACT AND CARRY OUT THE WORK FOR THE CONSIDERATION SET OUT HEREAFTER) do tender and offer to perform the said work in strict accordance with the said documents and such further details, plans and instructions as may be supplied from time to time and to furnish to Her Majesty the Queen in Right of Canada, all materials, plant, machinery, tools, labour and things necessary for the construction or carrying out and proper completion of the said work for the sums stated in the Combined Price Schedule of this tender form.
3. We understand and agree that all applicable taxes, duties, permits and fees are our responsibility and are included in our Tendered Price. The exceptions to the foregoing are the Goods and Services Tax (GST) / the Harmonized Sales Tax (HST). GST / HST will be paid to the contractor by Fisheries and Oceans Canada in addition to any amounts due under the contract.
4. We certify that Bid Security, if required, in one of the forms outlined in GI09 of the "DFO Instruction to Bidders - Construction", accompanies this Tender.
5. It is understood and agreed that in the event of this Tender being accepted within 30 (thirty) calendar days of the date and time stated for closing of tenders and our failing or refusing to carry out the contract in accordance with the terms of our Tender, our bid security, if required by the tender, (i) if in the form of a certified cheque, bank draft, or bonds of, or bonds unconditionally guaranteed as to principal and interest by, the Government of Canada, or (ii) if in the form of a Bid Bond, shall be forfeited to Her Majesty the Queen in Right of Canada and the Bonding Company shall be liable in accordance with the terms of the Bond.

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Project Location Port Dover CCG Search and Rescue base




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6. It is further understood and agreed that notwithstanding (i) the forfeiture of the certified cheque or bonds of (ii) the liability of the Bonding Company, Her Majesty shall be entitled to the payment of any additional amounts that may be required to meet the cost of all loss and damage suffered by Her Majesty by reason of our default in carrying out the contract.
7. We understand this project must be completed by March 28, 2014 . If our Tender is accepted, we agree to start work immediately upon notification of contract award and once all required insurances, permits, Letter of Good Standing and Clearance from applicable provincial compensation authority, etc., are in place. We will attend start-up meeting and will work vigorously and continuously to complete the project within this prescribed time.
8. Bidders shall take note that the performance of the Contractor during and upon completion of the work shall be evaluated by Her Majesty. The evaluation shall be based on the quality of workmanship; timeliness of completion of the work; project management, contract management and management of health and safety.  
  
Should the Contractor's performance be considered unsatisfactory, the Contractor's bidding privileges for future work may be suspended.  
  
The form Contractor Performance Evaluation Report Form (FP 5135E) at [http://www.dfo-mpo.gc.ca/forms-formulaires/FP\\_5135\\_E.pdf](http://www.dfo-mpo.gc.ca/forms-formulaires/FP_5135_E.pdf) will be used to record the performance.
9. By signing below we certify that we are authorized to sign this tender on behalf of the Corporation, Partnership, Joint Venture or Sole Proprietorship and bind the company to it.
10. We certify that we are in possession of all the tender documents listed in this tender form.
11. Special tender form inserts/additional instructions (For DFO use only)

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 Fisheries and Oceans Canada Pêches et Océans Canada

**12. We certify that our tender is inclusive of all obligations as required by the preceding pages of this tender form, without change.**

Our Goods and Services Tax/Harmonized Sales Tax (GST/HST) Registration number is: \_\_\_\_\_

Please indicate type of business and check one of the following :

Corporation  Partnership  Sole Proprietorship  Joint Venture

_____	_____	_____
Tenderer Name (Print)	Title	Company Name
_____	_____	Address: _____
Tenderer Signature	Date	
Duly Authorized Representative*		Fax: _____
*As per Paragraph 10 of this Tender Form		Phone: _____
		Email: _____

IF APPLICABLE

\_\_\_\_\_

Witness Name (Print)

\_\_\_\_\_

Witness Signature

CORPORATE SEAL

13. COMBINED PRICE SCHEDULE

- The prices per unit shall govern in establishing the Total Extended Amount. Any arithmetical errors in this Appendix will be corrected by Her Majesty
- Her Majesty may reject the bid if any of the prices submitted do not reasonably reflect the cost of performing the part of the work to which that price applies.

Tenderer Name \_\_\_\_\_

**LUMP SUM**

The Lump Sum Amount designates Work to which a Lump Sum Arrangement applies.

(a) Work included in the Lump Sum Amount represents all work not included in the unit price table.

LUMP SUM AMOUNT (LSA) Excluding GST/HST	
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Tenderer Name \_\_\_\_\_

~~UNIT PRICE TABLE~~  
 The Unit Price Table designates Work to which a Unit Price Arrangement applies.  
 (a) Work included in each item is as described in the referenced specification section.  
 (b) The Price per Unit shall not include any amounts for Work that is not included in that unit price item.

Item	Specification Reference	Class of Labour, Plant or Material	Unit of Measurement	Estimated Quantity (EQ)	Price per Unit (PU) (GST/HST extra)	Extended Amount (EQ x PU) (GST/HST extra)
TOTAL EXTENDED AMOUNT (TEA) Excluding GST/HST						

TOTAL BID AMOUNT

TOTAL BID AMOUNT (LSA + TEA) Excluding GST/HST	
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January 16, 2014

CONTRACT SERVICES  
Fisheries and Oceans Canada  
C/O Natural Resources Canada  
1350 Regent St  
Fredericton, NB E3C 2G6

**Re: Invitation to Tender F5211-130407  
Port Dover Canadian Coast Guard Search and Rescue Base - Wharf Repairs**

**Sealed, signed tenders will be received up to 2:00 p.m. Atlantic Time: Monday, February 3, 2014** for the said service in accordance with the documents enclosed.

Bidders have the option to submit via email to the Contracting Officer processing this tender at [DFOtenders-soumissionsMPO@dfo-mpo.gc.ca](mailto:DFOtenders-soumissionsMPO@dfo-mpo.gc.ca) or bids may be submitted and addressed as per sample below. Your bid submission must include:

**two (2) signed copies of the Form of Tender;**

Do not address the bid to any individual, it may delay the receipt of the tender submission and could be considered late and therefore non-compliant. Make sure any outside envelope (i.e. courier envelopes) are addressed as per the sample below.

The onus is on the bidder to ensure that the bid is delivered on time to the location designated

Upon acceptance the successful bidder will be required to supply:

proof of insurance;  
proof of WCB coverage;

Any tender received after the above noted time will be considered late and will be returned to the sender unopened. Tenders may be revised by email, letter or fax (506) 452-3676, provided the tender and revision(s) are both received prior to Tender Closing Time.

**Mandatory Site Visit:** is to be held on **Wednesday, January 22<sup>nd</sup>, 2014 at 10:00am local time** at the Port Dover Canadian Coast Guard Search and Rescue base located at – 55 Passmore St, Port Dover, Ontario. It is a requirement for all persons wishing to tender on this project to attend this meeting at the site to familiarize themselves fully with the scope of work and the tendering requirements.

For further project or contract information, please contact Kim Walker by email at



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[DFOtenders-soumissionsMPO@dfo-mpo.gc.ca](mailto:DFOtenders-soumissionsMPO@dfo-mpo.gc.ca). Bidders should note that all questions regarding this request for proposals must be submitted in writing, **No Later Than January 28<sup>th</sup>, 2014, 2 pm (14:00 Hours) ATLANTIC TIME** to the contract authority as set out in section 18 of annex 1- offer of services / contract form. The department will be unable to respond to questions submitted after that date.

Regards,

Kim Walker  
Contracts Officer  
Enclosures

## SAMPLE ENVELOPE

*Your company name and address*

Fisheries and Oceans Canada  
**TENDER SUBMISSION**

Fisheries and Oceans Canada  
c/o Natural Resources Canada  
1350 Regent Street  
Fredericton NB  
E3B 5P7

**Tender**      **F5211-130407**  
Port Dover Canadian Coast Guard Search  
and Rescue Base - Wharf Repairs

**Date Due:**    **Monday, February 3, 2013**  
2:00 PM Atlantic Time



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## APPEL D'OFFRES

**Faire parvenir les soumissions cachetées à :**

Pêches et Océans Canada  
SOUMISSION CONSÉCUTIVE À UN APPEL D'OFFRES  
a/s de Ressources naturelles Canada  
1350, rue Regent  
Fredericton (N.-B.) E3C 2G6

**et indiquer : Soumission - F5211-130407**

Base de recherche et sauvetage de la Garde côtière canadienne de Port  
Dover – Réparation des quais

**Les soumissions seront acceptées jusqu'à : LUNDI, 3 FEVIER 2014**

14 h, heure de l'Atlantique

**Nature des travaux :**

Le contrat porte sur les travaux suivants :

1. Retrait et élimination du quai flottant et de la rampe de mise à l'eau existants, de la terre de déblai et autres matériaux connexes, conformément aux dessins.
2. Fourniture et installation de nouveaux quai flottant, rampe de mise à l'eau, pieux, toiles géotextiles et revêtement de pierre, conformément aux dessins.
3. Autres travaux de génie civil, électrique et mécanique pertinents.

**On rappelle aux soumissionnaires de consulter le dossier d'appel d'offres pour obtenir de plus amples renseignements et les exigences particulières.**

**Emplacement:** Les travaux seront effectués à la base de recherche et sauvetage de la Garde côtière canadienne de Port Dover, située au 55, rue Passmore, Port Dover (Ontario).

**Date de début :** Dès l'attribution.

**Date d'achèvement :** Tous les travaux doivent se terminer avant le 28 mars 2014.

**Visite obligatoire du site:** La visite aura lieu le mercredi 22 janvier 2014 à 10 h, heure locale, effectués à la base de recherche et sauvetage de la Garde côtière canadienne de Port Dover, située au 55, rue Passmore, Port Dover (Ontario). Cette réunion sur le site est obligatoire pour toutes les personnes qui souhaitent présenter une soumission afin



qu'elles se familiarisent entièrement avec la portée des travaux et les exigences de la soumission.

**Exigences de sécurité:** Un service d'escorte sera fourni.

**Demandes de renseignements :** Toutes les demandes de nature techniques et contractuelles doivent être transmises par courriel à l'autorité contractante Kimberly Walker à l'adresse : [DFOtenders-soumissionsMPO@dfo-mpo.gc.ca](mailto:DFOtenders-soumissionsMPO@dfo-mpo.gc.ca).

Les soumissionnaires doivent noter que toutes les questions concernant cette demande de propositions doivent être présentées par écrit, **AU PLUS TARD LE 28 janvier 2014 à 14 h (HEURE DE L'ATLANTIQUE)** au responsable du contrat tel que le stipule l'article 18 de l'annexe 1 – offre de services / formule du contrat. le ministère ne sera pas en mesure de répondre aux questions présentées après cette date.

Pêches et Océans Canada n'acceptera pas nécessairement la soumission la moins coûteuse ni l'une des soumissions reçues, et il se réserve le droit de refuser l'une ou l'autre ou l'ensemble des soumissions reçues, cette décision est sans appel et à la seule discrétion du Ministère.

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## INVITATION TO TENDER

**Sealed Tenders, addressed to:**

Fisheries and Oceans, Canada  
TENDER SUBMISSION  
c/o Natural Resources Canada  
1350 Regent Street  
Fredericton NB E3C 2G6

**and marked: Invitation to Tender F5211-130407**

Port Dover Canadian Coast Guard Search and Rescue Base - Wharf  
Repairs

**will be received up to: MONDAY, 3 FEBRUARY 2014**  
2:00 p.m. Atlantic time

**Nature of Work:**

Work of this Contract comprises the following scope of work:

1. removal and disposal of existing floating dock and ramp, excavated earth and other associated materials as noted on the drawings
2. supply and install new floating dock, ramp, piles, geotextile and rock reventment as noted on drawings
3. all other associated civil, electrical, and mechanical work

**Bidders are instructed to consult the appended tender package for further details and specific requirements.**

**Site Locations:** The project site is the Port dover Canadian Coast Guard Search and Rescue base located at – 55 Passmore St, Port Dover, Ontario.

**Start Date:** Upon Award.

**Completion Date:** All work to be completed by 28 March 2014

**Mandatory Site Visit:** is to be held on **Wednesday, January 22<sup>nd</sup>, 2014 at 10:00am local time** at the Port Dover CCG Search and Rescue base – 55 Passmore St, Port Dover, Ontario. It is a requirement for all persons wishing to tender on this project to attend this meeting at the site to familiarize themselves fully with the scope of work and the tendering requirements.

**Security Requirements:** Escorts will be provided if needed.

**Inquiries:** Direct all technical and contractual inquiries to the contracting authority Kimberly Walker by email at [DFOtenders-soumissionsMPO@dfo-mpo.gc.ca](mailto:DFOtenders-soumissionsMPO@dfo-mpo.gc.ca).

Bidders should note that all questions regarding this request for proposals must be submitted in writing, **No Later Than January 28<sup>th</sup>, 2014, 2 pm (14:00 Hours) ATLANTIC TIME** to the contract authority as set out in section 18 of annex 1- offer of services / contract form. The department will be unable to respond to questions submitted after that date.

Fisheries and Oceans Canada will not necessarily accept the lowest or any of the tenders received and reserves the right to reject any and all tenders received which shall be final and at the sole discretion of the Department.

Canada

**Part 1            General**

**1.1                WORK COVERED BY CONTRACT DOCUMENTS**

- .1            Work of this Contract comprises of the following scope of work:
  - .1 - removal and disposal of existing floating dock and ramp, excavated earth and other associated materials as noted on the drawings
  - .2 – supply and install new floating dock, ramp, piles, geotextile and rock reventment as noted on drawings
  - .3 – all other associated civil, mechanical and electrical work
  
- .2            The project site is the Port Dover Canadian Coast Guard Search and Rescue Base located at 55 Passmore Street, Port Dover Ontario

**1.2                CONTRACT METHOD**

- .1            Construct Work under stipulated price construction contract.

**1.3                TIME OF COMPLETION**

- .1            Work on this contract is to be performed in a timely manner. Commence planning and preparatory work immediately upon official notification of acceptance of Contract and complete the work within the time stipulated in the Construction tender.

**1.4                WORK SEQUENCE**

- .1            Construct Work in stages to accommodate continued use of premises during construction.
- .2            Co-ordinate Progress Schedule and co-ordinate with Owner Occupancy during construction.
- .3            Maintain fire access/control.

**1.5                CONTRACTOR USE OF PREMISES**

- .1            Limit use of premises for Work, for storage, and for access, to allow:
  - .1            Owner occupancy.
  - .2            Co-ordinate use of premises under direction of Departmental Representative.
  - .3            Remove or alter existing work to prevent injury or damage to portions of existing work which remain.

- .4 Repair or replace portions of existing work which have been altered during construction operations to match existing or adjoining work, as directed by the Department Representative.
- .5 At completion of operations condition of existing work: equal to or better than that which existed before new work started.

**1.6 OWNER OCCUPANCY**

- .1 Owner may occupy premises during entire construction period for execution of normal operations.
- .2 Co-operate with Owner in scheduling operations to minimize conflict and to facilitate Owner usage.

**1.7 EXISTING SERVICES**

- .1 Notify, Departmental Representative and utility companies as required of intended interruption of services and obtain required permission.
- .2 Where Work involves breaking into or connecting to existing services, give the Departmental Representative 48 hour's notice for necessary interruption of mechanical or electrical service throughout course of work. Minimize duration of interruptions. Carry out work at times as directed by governing authorities with minimum disturbance.
- .3 Provide alternative routes for vehicular traffic as may be required.
- .4 Establish location and extent of service lines in area of work before starting Work. Notify Departmental Representative of findings.
- .5 Submit schedule to and obtain approval from Departmental Representative for any shut-down or closure of active service or facility including power and communications services. Adhere to approved schedule and provide notice to affected parties.
- .6 Provide temporary services when directed by Departmental Representative to maintain critical systems.
- .7 Provide adequate bridging over trenches which cross sidewalks or roads to permit normal traffic.
- .8 Where unknown services are encountered, immediately advise Departmental Representative and confirm findings in writing.
- .9 Protect, relocate or maintain existing active services. When inactive services are encountered, cap off in manner approved by authorities having jurisdiction.
- .10 Record locations of maintained, re-routed and abandoned service lines.
- .11 Construct barriers in accordance with Section 01 56 00 - Temporary Barriers and Enclosures.

**1.8 DOCUMENTS REQUIRED**

- .1 Maintain at job site, one copy each document as follows:
  - .1 Contract Drawings.
  - .2 Specifications.
  - .3 Addenda.
  - .4 Reviewed Shop Drawings.
  - .5 List of Outstanding Shop Drawings.
  - .6 Change Orders.
  - .7 Other Modifications to Contract.
  - .8 Field Test Reports.
  - .9 Copy of Approved Work Schedule.
  - .10 Health and Safety Plan and Other Safety Related Documents.
  - .11 Other documents as specified.

**1.9 SUPPLEMENTARY INFORMATION FOR PROGRESS PAYMENTS**

- .1 Submit to Departmental Representative, within 5 days of Contract Award cost breakdown in detail as directed and on the form as provided by the Departmental Representative, for parts of the Work, aggregating the total amount of the contract price. After approval by the Departmental Representative the cost breakdown will be used as the basis for progress payments.

**Part 2 Products**

**2.1 NOT USED**

- .1 Not used.

**Part 3 Execution**

**3.1 NOT USED**

- .1 Not used.

**END OF SECTION**



**Part 1            General**

**1.1                ACCESS AND EGRESS**

- .1 Design, construct and maintain temporary "access to" and "egress from" work areas, including stairs, runways, ramps or ladders and scaffolding as required, independent of finished surfaces and in accordance with relevant municipal, provincial and other regulations.

**1.2                USE OF SITE AND FACILITIES**

- .1 Execute work with least possible interference or disturbance to normal use of premises. Make arrangements with Departmental Representative to facilitate work as stated.
- .2 Maintain existing services to site and provide for personnel and vehicle access.
- .3 Contractor to provide their own sanitary facilities.

**1.3                EXISTING SERVICES**

- .1 Notify, Departmental Representative and utility companies as required of intended interruption of services and obtain required permission.
- .2 Where Work involves breaking into or connecting to existing services, give Departmental Representative 48 hours of notice for necessary interruption of mechanical or electrical service throughout course of work. Keep duration of interruptions minimum.
- .3 Construct barriers in accordance with Section 01 56 00 - Temporary Barriers and Enclosures.

**1.4                SPECIAL REQUIREMENTS**

- .1 Submit construction progress schedule in GANTT chart format.
- .2 Ensure that Contractor personnel employed on site become familiar with and obey regulations including safety, fire, traffic and security regulations.
- .3 Keep within limits of work and avenues of ingress and egress.

**1.5                SECURITY CLEARANCES**

- .1 Personnel employed on this project may be subject to security check. Obtain clearance, as instructed.
- .2 Personnel may be required to sign in the construction registry daily at start of work shift.

**1.6                BUILDING SMOKING ENVIRONMENT**

- .1 Comply with smoking restrictions. Smoking is not allowed within 8 metres of the buildings. Use containers provided for butts. Keep area clean.



- Part 2**            **Products**
- 2.1**            **NOT USED**
- .1        Not Used.

- Part 3**            **Execution**
- 3.1**            **NOT USED**
- .1        Not Used.

**END OF SECTION**

**Part 1            General**

**1.1                ADMINISTRATIVE**

- .1     Schedule and administer project meetings throughout the progress of the work at the call of Departmental Representative.
- .2     Distribute notice of each meeting four days in advance of meeting date to Departmental Representative.
- .3     Preside at meetings.
- .4     Record the meeting minutes. Include significant proceedings and decisions. Identify actions by parties.
- .5     Reproduce and distribute copies of minutes within three days after meetings and transmit to meeting participants and affected parties not in attendance.

**1.2                PRECONSTRUCTION MEETING**

- .1     Within 5 days after award of Contract, request a meeting of parties in contract to discuss and resolve administrative procedures and responsibilities.
- .2     Departmental Representative, Contractor, Subcontractors, field inspectors and supervisors will be in attendance.
- .3     Establish time and location of meeting and notify parties concerned minimum 5days before meeting.
- .4     Agenda to include:
  - .1     Appointment of official representative of participants in the Work.
  - .2     Schedule of Work: Construction Progress Schedules - Bar Chart.
  - .3     Schedule of submission of shop drawings, Submit submittals in accordance with Section 01 33 00 - Submittal Procedures.
  - .4     Requirements for temporary facilities, site sign, offices, storage sheds, utilities, fences in accordance with Section 01 52 00 - Construction Facilities.
  - .5     Site security.
  - .6     Proposed changes, change orders, procedures, approvals required, mark-up percentages permitted, time extensions, overtime, administrative requirements.
  - .7     Record drawings in accordance with Section 01 33 00 - Submittal Procedures .
  - .8     Maintenance manuals in accordance with Section 01 78 00 - Closeout Submittals.
  - .9     Take-over procedures, acceptance, warranties in accordance with Section 01 78 00 - Closeout Submittals.
  - .10    Monthly progress claims, administrative procedures, photographs, hold backs.

**1.3 PROGRESS MEETINGS**

- .1 During course of Work, schedule progress meetings biweekly.
- .2 Contractor, Subcontractors involved in Work and Departmental Representative are to be in attendance.
- .3 Record minutes of meetings and circulate to attending parties and affected parties not in attendance within 3 days after meeting.
- .4 Agenda to include the following:
  - .1 Review, approval of minutes of previous meeting.
  - .2 Review of Work progress since previous meeting.
  - .3 Field observations, problems, conflicts.
  - .4 Problems which impede construction schedule.
  - .5 Review of off-site fabrication delivery schedules.
  - .6 Corrective measures and procedures to regain projected schedule.
  - .7 Revision to construction schedule.
  - .8 Progress schedule, during succeeding work period.
  - .9 Review submittal schedules: expedite as required.
  - .10 Maintenance of quality standards.
  - .11 Review proposed changes for affect on construction schedule and on completion date.
  - .12 Other business.

**Part 2 Products**

**2.1 NOT USED**

- .1 Not Used.

**Part 3 Execution**

**3.1 NOT USED**

- .1 Not Used.

**END OF SECTION**

**Part 1            General**

**1.1                REFERENCES AND CODES**

- .1        Perform Work in accordance with National Building Code of Canada (NBC) including amendments up to tender closing date and other codes of provincial or local application provided that in case of conflict or discrepancy, more stringent requirements apply.
  
- .2        Meet or exceed requirements of:
  - .1        Contract documents.
  - .2        Specified standards, codes and referenced documents.

**Part 2            Products**

**2.1                NOT USED**

- .1        Not Used.

**Part 3            Execution**

**3.1                NOT USED**

- .1        Not Used.

**END OF SECTION**



**Part 1            General**

**1.1                SUBMITTALS**

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

**1.2                INSTALLATION AND REMOVAL**

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

**1.3                DEWATERING**

- .1        Provide temporary drainage and pumping facilities to keep excavations and site free from standing water.

**1.4                TEMPORARY HEATING AND VENTILATION**

- .1        Provide temporary heating as required during construction period, including attendance, maintenance and fuel.
- .2        Provide temporary heat and ventilation in enclosed areas as required to:
  - .1        Facilitate progress of Work.
  - .2        Provide ambient temperatures and humidity levels for storage, installation and curing of materials.
  - .3        Provide adequate ventilation to meet health regulations for safe working environment.
- .3        Be responsible for damage to Work due to failure in providing adequate heat and protection during construction.

**1.5                FIRE PROTECTION**

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

**Part 2            Products**

**2.1                NOT USED**

- .1        Not Used.

<b>Part 3</b>	<b>Execution</b>
<b>3.1</b>	<b>NOT USED</b>
.1	Not Used.

**END OF SECTION**



**Part 1          General**

**1.1                SUBMITTALS**

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

**1.2                INSTALLATION AND REMOVAL**

- .1      Indicate use of supplemental or other staging area.
- .2      Provide construction facilities in order to execute work expeditiously.
- .3      Remove from site all such work after use.

**1.3                SCAFFOLDING**

- .1      Scaffolding in accordance with CAN/CSA-S269.2.
- .2      Provide and maintain scaffolding, ramps, ladders, swing staging, platforms and temporary stairs.

**1.4                HOISTING**

- .1      Provide, operate and maintain hoists, cranes required for moving of materials and equipment.
- .2      Hoists, cranes to be operated by qualified operator.

**1.5                CONSTRUCTION PARKING**

- .1      Parking will be permitted on site provided it does not disrupt performance of Work and facility occupants.

**1.6                EQUIPMENT, TOOL AND MATERIALS STORAGE**

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

**1.7                CONSTRUCTION SIGNAGE**

- .1      Signs and notices for safety and instruction in both official languages Graphic symbols to CAN/CSA-Z321.
- .2      Maintain approved signs and notices in good condition for duration of project, and dispose of off-site on completion of project or earlier if directed by Departmental Representative.

**1.8                CLEAN-UP**

- .1      Remove construction debris, waste materials, packaging material from work site daily.

- .2 Clean dirt or mud tracked onto paved or surfaced roadways.
- .3 Store materials resulting from demolition activities that are salvageable.
- .4 Stack stored new or salvaged material not in construction facilities.

**Part 2 Products**

**2.1 NOT USED**

- .1 Not Used.

**Part 3 Execution**

**3.1 NOT USED**

- .1 Not Used

**END OF SECTION**

**Part 1        General**

**1.1            INSTALLATION AND REMOVAL**

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

**1.2            GUARD RAILS AND BARRICADES**

- .1    Provide secure, rigid guard rails and barricades as required by governing authorities.

**1.3            ACCESS TO SITE**

- .1    Provide and maintain access roads, and ramps as may be required for access to Work.

**1.4            FIRE ROUTES**

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

**1.5            WASTE MANAGEMENT AND DISPOSAL**

- .1    Separate waste materials for reuse and recycling.

**Part 2        Products**

**2.1            NOT USED**

- .1    Not Used.

**Part 3        Execution**

**3.1            NOT USED**

- .1    Not Used.

**END OF SECTION**



**Part 1            General**

**1.1                REFERENCES**

- .1        If there is question as to whether products or systems are in conformance with applicable standards, Departmental Representative reserves right to have such products or systems tested to prove or disprove conformance.
- .2        Cost for such testing will be born by Departmental Representative in event of conformance with Contract Documents or by Contractor in event of non-conformance.

**1.2                QUALITY**

- .1        Products, materials, equipment and articles incorporated in Work shall be new, not damaged or defective, and of best quality for purpose intended. If requested, furnish evidence as to type, source and quality of products provided.
- .2        Defective products, whenever identified prior to completion of Work, will be rejected, regardless of previous inspections. Inspection does not relieve responsibility, but is precaution against oversight or error. Remove and replace defective products at own expense and be responsible for delays and expenses caused by rejection.
- .3        Should disputes arise as to quality or fitness of products, decision rests strictly with Departmental Representative based upon requirements of Contract Documents.
- .4        Unless otherwise indicated in specifications, maintain uniformity of manufacture for any particular or like item throughout.

**1.3                AVAILABILITY**

- .1        Immediately upon signing Contract, review product delivery requirements and anticipate foreseeable supply delays for items. If delays in supply of products are foreseeable, notify Departmental Representative of such, in order that substitutions or other remedial action may be authorized in ample time to prevent delay in performance of Work.
- .2        In event of failure to notify Departmental Representative at commencement of Work and should it subsequently appear that Work may be delayed for such reason, Departmental Representative reserves right to substitute more readily available products of similar character, at no increase in Contract Price or Contract Time.

**1.4                STORAGE, HANDLING AND PROTECTION**

- .1        Handle and store products in manner to prevent damage, adulteration, deterioration and soiling and in accordance with manufacturer's instructions when applicable.
- .2        Store packaged or bundled products in original and undamaged condition with manufacturer's seal and labels intact. Do not remove from packaging or bundling until required in Work.
- .3        Store products subject to damage from weather in weatherproof enclosures.

- .4 Store cementitious products clear of earth or concrete floors, and away from walls.
- .5 Keep sand, when used for grout or mortar materials, clean and dry. Store sand on wooden platforms and cover with waterproof tarpaulins during inclement weather.
- .6 Store sheet materials, lumber on flat, solid supports and keep clear of ground.
- .7 Remove and replace damaged products at own expense and to satisfaction of Departmental Representative.

**1.5 TRANSPORTATION**

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

**1.6 MANUFACTURER'S INSTRUCTIONS**

- .1 Unless otherwise indicated in specifications, install or erect products in accordance with manufacturer's instructions. Do not rely on labels or enclosures provided with products. Obtain written instructions directly from manufacturers.
- .2 Notify Departmental Representative in writing, of conflicts between specifications and manufacturer's instructions, so that Departmental Representative will establish course of action.
- .3 Improper installation or erection of products, due to failure in complying with these requirements, authorizes Departmental Representative to require removal and re-installation at no increase in Contract Price or Contract Time.

**1.7 QUALITY OF WORK**

- .1 Ensure Quality of Work is of highest standard, executed by workers experienced and skilled in respective duties for which they are employed. Immediately notify Departmental Representative if required Work is such as to make it impractical to produce required results.
- .2 Do not employ anyone unskilled in their required duties. Departmental Representative reserves right to require dismissal from site, workers deemed incompetent or careless.
- .3 Decisions as to standard or fitness of Quality of Work in cases of dispute rest solely with Departmental Representative whose decision is final.

**1.8 CO-ORDINATION**

- .1 Ensure co-operation of workers in laying out Work. Maintain efficient and continuous supervision.
- .2 Be responsible for coordination and placement of openings, sleeves and accessories.

**1.9 REMEDIAL WORK**

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

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

**Part 2 Products**

**2.1 NOT USED**

- .1 Not Used.

**Part 3 Execution**

**3.1 NOT USED**

- .1 Not Used.

**END OF SECTION**





**Part 1            General**

**1.1                SUBMITTALS**

- .1        Submittals: in accordance with Section 01 33 00 - Submittal Procedures.
- .2        Prepare instructions and data using personnel experienced in maintenance and operation of described products.
- .3        Copy will be returned after final inspection, with Departmental Representative's comments.
- .4        Revise content of documents as required prior to final submittal.
- .5        Two weeks prior to Substantial Performance of the Work, submit to the Departmental Representative, four final copies of operating and maintenance manuals in English.
- .6        Ensure spare parts, maintenance materials and special tools provided are new, undamaged or defective, and of same quality and manufacture as products provided in Work.
- .7        Furnish evidence, if requested, for type, source and quality of products provided.
- .8        Defective products will be rejected, regardless of previous inspections. Replace products at own expense.
- .9        Pay costs of transportation.

**1.2                FORMAT**

- .1        Organize data as instructional manual.
- .2        Binders: vinyl, hard covered, 3 'D' ring, loose leaf 219 x 279 mm with spine and face pockets.
- .3        When multiple binders are used correlate data into related consistent groupings. Identify contents of each binder on spine.
- .4        Cover: identify each binder with type or printed title 'Project Record Documents'; list title of project and identify subject matter of contents.
- .5        Provide tabbed fly leaf for each separate product and system, with typed description of product and major component parts of equipment.
- .6        Text: manufacturer's printed data, or typewritten data.
- .7        Drawings: provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.

**1.3 CONTENTS - EACH VOLUME**

- .1 Table of Contents: provide title of project;
  - .1 Date of submission; names.
  - .2 Addresses, and telephone numbers of Consultant and Contractor with name of responsible parties.
  - .3 Schedule of products and systems, indexed to content of volume.
- .2 For each product or system:
  - .1 List names, addresses and telephone numbers of subcontractors and suppliers, including local source of supplies and replacement parts.
- .3 Product Data: mark each sheet to identify specific products and component parts, and data applicable to installation; delete inapplicable information.
- .4 Drawings: supplement product data to illustrate relations of component parts of equipment and systems, to show control and flow diagrams.
- .5 Typewritten Text: as required to supplement product data. Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions

**1.4 AS-BUILTS AND SAMPLES**

- .1 Maintain, in addition to requirements in General Conditions, at site for Departmental Representative one record copy of:
  - .1 Contract Drawings.
  - .2 Specifications.
  - .3 Addenda.
  - .4 Change Orders and other modifications to Contract.
  - .5 Reviewed shop drawings, product data, and samples.
  - .6 Field test records.
  - .7 Inspection certificates.
  - .8 Manufacturer's certificates.
- .2 Store record documents and samples in field office apart from documents used for construction. Provide files, racks, and secure storage.
- .3 Label record documents and file in accordance with Section number listings in List of Contents of this Project Manual. Label each document "PROJECT RECORD" in neat, large, printed letters.
- .4 Maintain record documents in clean, dry and legible condition. Do not use record documents for construction purposes.
- .5 Keep record documents and samples available for inspection by Departmental Representative.

## **1.5 RECORDING ACTUAL SITE CONDITIONS**

- .1 Record information on set of black line drawings.
- .2 Provide felt tip marking pens, maintaining separate colours for each major system, for recording information.
- .3 Record information concurrently with construction progress. Do not conceal Work until required information is recorded.
- .4 Contract Drawings and shop drawings: mark each item to record actual construction, including:
  - .1 Measured depths of elements of foundation in relation to datum.
  - .2 Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.
  - .3 Measured locations of internal utilities and appurtenances, referenced to visible and accessible features of construction.
  - .4 Field changes of dimension and detail.
  - .5 Changes made by change orders.
  - .6 Details not on original Contract Drawings.
  - .7 References to related shop drawings and modifications.
- .5 Specifications: mark each item to record actual construction, including:
  - .1 Manufacturer, trade name, and catalogue number of each product actually installed, particularly optional items and substitute items.
  - .2 Changes made by Addenda and change orders.
- .6 Other Documents: maintain manufacturer's certifications, inspection certifications, field test records, required by individual specifications sections.

## **1.6 MATERIALS AND FINISHES**

- .1 Building Products, Applied Materials, and Finishes: include product data, with catalogue number, size, composition, and colour and texture designations.
- .2 Instructions for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.
- .3 Additional Requirements: as specified in individual specifications sections.

## **1.7 WARRANTIES AND BONDS**

- .1 Provide plan in narrative form and contain sufficient detail to make it suitable for use by future maintenance and repair personnel.
- .2 Submit, warranty information to [Departmental Representative for approval.
- .3 Include information contained in warranty management plan as follows:

- .1 Roles and responsibilities of personnel associated with warranty process, including points of contact and telephone numbers within the organizations of Contractors, subcontractors, manufacturers or suppliers involved.
- .4 Respond in a timely manner to oral or written notification of required construction warranty repair work.
- .5 Written verification will follow oral instructions. Failure to respond will be cause for the Departmental Representative to proceed with action against Contractor.

**Part 2 Products**

**2.1 NOT USED**

- .1 Not Used.

**Part 3 Execution**

**3.1 NOT USED**

- .1 Not Used.

**END OF SECTION**

**Part 1            General**

**1.1                ADMINISTRATIVE**

- .1        Submit to the Departmental Representative, submittals listed for review. Submit promptly and in orderly sequence to not cause delay in Work. Failure to submit in ample time is not considered sufficient reason for extension of Contract Time and no claim for extension by reason of such default will be allowed.
- .2        Do not proceed with Work affected by submittal until review is complete.
- .3        Present shop drawings, product data, samples and mock-ups in SI Metric units.
- .4        Where items or information is not produced in SI Metric units converted values are acceptable.
- .5        Review submittals prior to submission to the Departmental Representative. This review represents that necessary requirements have been determined and verified, or will be, and that each submittal has been checked and co-ordinated with requirements of Work and Contract Documents. Submittals not stamped, signed, dated and identified as to specific project will be returned without being examined and considered rejected.
- .6        Notify the Departmental Representative in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.
- .7        Verify field measurements and affected adjacent Work are co-ordinated.
- .8        Contractor's responsibility for errors and omissions in submission is not relieved by the Departmental Representative's review of submittals.
- .9        Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by the Departmental Representative's review.
- .10      Keep one reviewed copy of each submission on site.

**1.2                SHOP DRAWINGS AND PRODUCT DATA**

- .1        The term "shop drawings" means drawings, diagrams, illustrations, schedules, performance charts, brochures and other data which are to be provided by Contractor to illustrate details of a portion of Work.
- .2        Submit drawings stamped and signed by the Contractor's representative indicating all project requirements have been met.
- .3        Indicate materials, methods of construction and attachment or anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of Work. Where articles or equipment attach or connect to other articles or equipment, indicate that such items have been co-ordinated, regardless of Section under which adjacent items will be supplied and installed. Indicate cross references to design drawings and specifications.
- .4        Allow 7 days for Departmental Representative review of each submission.
- .5        Adjustments made on shop drawings by the Departmental Representative are not intended to change Contract Price. If adjustments affect value of Work, however state such in writing to Departmental Representative prior to proceeding with Work.

- .6 Make changes in shop drawings as the Departmental Representative may require, consistent with Contract Documents. When resubmitting, notify the Departmental Representative in writing of revisions other than those requested.
- .7 Accompany submissions with transmittal letter, in duplicate, containing:
  - .1 Date.
  - .2 Project title and number.
  - .3 Contractor's name and address.
  - .4 Identification and quantity of each shop drawing, product data and sample.
  - .5 Other pertinent data.
- .8 Submissions include:
  - .1 Date and revision dates.
  - .2 Project title and number.
  - .3 Name and address of:
    - .1 Subcontractor.
    - .2 Supplier.
    - .3 Manufacturer.
  - .4 Contractor's stamp, signed by Contractor's authorized representative certifying approval of submissions, verification of field measurements and compliance with Contract Documents.
  - .5 Details of appropriate portions of Work as applicable:
    - .1 Fabrication.
    - .2 Layout, showing dimensions, including identified field dimensions, and clearances.
    - .3 Setting or erection details.
    - .4 Capacities.
    - .5 Performance characteristics.
    - .6 Standards.
    - .7 Operating weight.
    - .8 Wiring diagrams.
    - .9 Single line and schematic diagrams.
    - .10 Relationship to adjacent work.
- .9 After the Departmental Representative review, distribute copies.
- .10 Submit 4 copies of product data sheets or brochures for requirements requested in specification Sections.
- .11 Submit 4 copies of manufacturers installation instructions for requirements
- .12 Documentation of the testing and verification actions taken by manufacturer's representative to confirm compliance with manufacturer's standards or instructions.
- .13 Submit 4 copies of Operation and Maintenance Data for all supplied equipment.
- .14 Supplement standard information to provide details applicable to project.
- .15 If upon review by the Departmental Representative, no errors or omissions are discovered or if only minor corrections are made, copies will be returned and fabrication and installation of Work may proceed. If shop drawings are rejected, noted copy will be returned and resubmission of

corrected shop drawings, through same procedure indicated above, must be performed before fabrication and installation of Work may proceed.

- .16 The review of shop drawings by the Departmental Representative is for the sole purpose of ascertaining conformance with general concept.
  - .1 This review shall not mean that the Departmental Representative approves detail design inherent in shop drawings, responsibility for which shall remain with the Contractor submitting same, and such review shall not relieve the Contractor of responsibility for errors or omissions in shop drawings or of responsibility for meeting requirements of construction and Contract Documents.
  - .2 Without restricting generality of foregoing, Contractor is responsible for dimensions to be confirmed and correlated at job site, for information that pertains solely to fabrication processes or to techniques of construction and installation and for co-ordination of Work of sub-trades.

### **1.3 SAMPLES**

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

### **1.4 PROGRESS PHOTOGRAPHS**

- .1 Submit progress photographs as requested by Departmental Representative.

### **1.5 CERTIFICATES AND TRANSCRIPTS**

- .1 Immediately after award of Contract, submit Workers' Compensation Board status.

## **Part 2 Products**

### **2.1 NOT USED**

- .1 Not Used.



**Part 3 Execution**

**3.1 NOT USED**

.1 Not Used.

**END OF SECTION**