

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Travaux publics et Services gouvernementaux  
Canada**  
**Place Bonaventure, portail Sud-Est**  
**800, rue de La Gauchetière Ouest**  
**7 ième étage**  
**Montréal**  
**Québec**  
**H5A 1L6**  
**FAX pour soumissions: (514) 496-3822**

**INVITATION TO TENDER**  
**APPEL D'OFFRES**

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

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

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

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

**Comments - Commentaires**

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

**Issuing Office - Bureau de distribution**  
**Travaux publics et Services gouvernementaux Canada**  
**Place Bonaventure, portail Sud-Est**  
**800, rue de La Gauchetière Ouest**  
**7 ième étage**  
**Montréal**  
**Québec**  
**H5A 1L6**

<b>Title - Sujet</b> Fourniture allée bowling Ste-Anne	
<b>Solicitation No. - N° de l'invitation</b> 51307-132003/A	<b>Date</b> 2014-01-23
<b>Client Reference No. - N° de référence du client</b> 51307-13-2003	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$MTA-775-12571
<b>File No. - N° de dossier</b> MTA-3-36296 (775)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2014-03-03</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Heure Normale du l'Est HNE	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Aguilera, Maria Pia	<b>Buyer Id - Id de l'acheteur</b> mta775
<b>Telephone No. - N° de téléphone</b> (514) 496-3573 ( )	<b>FAX No. - N° de FAX</b> (514) 496-3822
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTERE DES AFFAIRES DES ANCIENS COMBATTANTS Achats et Magasins ANCIENS COMBATTIANTS CANADA HOPITAL STE-ANNE 305 BLVD ANCIENS COMBATTIANTS STE ANNE D BELLEVUE Québec H9X 1Y9 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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## **PART 1 - GENERAL INFORMATION**

### **1. Security Requirement**

There is no security requirement associated with this bid solicitation.

### **2. Statement of Work**

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

### **3. Debriefings**

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

## **PART 2 - BIDDER INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual*

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### **2. Submission of Bids**

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

### **3. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to

enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

#### 4. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Quebec.

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

#### 5. Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for site visit to be held on **January 30th, 2014 at 10h00 AM** at:

**Hôpital Sainte-Anne  
Pavillon Édith-Temple / Entrée des employés  
305, boul. des Anciens-Combattants  
Sainte-Anne-de-Bellevue, Québec  
H9X 1Y9.**

Bidders must communicate with the Contracting Authority no later than two (2) days before the scheduled visit to confirm attendance and provide the names of the person(s) who will attend. Bidders will be required to sign an attendance form. Bidders should confirm in their bids that they have attended the site visit. Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-compliant. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

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## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

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

- Section I: Technical Bid ( 1 hard copy)  
Section II: Financial Bid ( 1 hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

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

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

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### Section I: Technical Bid

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

#### Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

#### Section III: Certifications

Bidders must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

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## 1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

### 1.1 Technical Evaluation

#### 1.1.1 Mandatory Technical Criteria

See Annex "A" - Statement of Work

### 1.2 Financial Evaluation

*SACC Manual* Clause A0220T (2013-04-25), Evaluation of Price

## 2. Basis of Selection

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

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## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and documentation to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.

### 1. Mandatory Certifications Required Precedent to Contract Award

#### 1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003. The related documentation therein required will assist Canada in confirming that the certifications are true.

#### 1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Human Resources and Skills Development Canada \(HRSDC\)](#) - Labour's website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

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## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Security Requirement

There is no security requirement applicable to this Contract.

### 2. Statement of Work

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

### 3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual*

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### 3.1 General Conditions

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

### 4. Term of Contract

#### 4.1 Period of the Contract

The period of the Contract is from date of Contract to March 28th, 2014 inclusive.

### 5. Authorities

#### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Maria Pia Aguilera  
Public Works and Government Services Canada  
Acquisitions Branch  
Place Bonaventure  
800 de la Gauchetière Street West,  
Southeast Portal, 7<sup>th</sup> floor  
Montreal, QC



Telephone: (514) 496-3573

Facsimile: (514) 496-3822

E-mail address: mariapia.aguilera@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

## 5.2 Project Authority

The Project Authority for the Contract is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone : \_\_\_\_ \_

Facsimile: \_\_\_\_ \_

E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

## 5.3 Contractor's Representative

Name : \_\_\_\_\_

Title : \_\_\_\_\_

Organisation : \_\_\_\_\_

Adresse : \_\_\_\_\_

Telephone : \_\_\_\_ \_

Facsimile : \_\_\_\_ \_

Email: \_\_\_\_\_

## 6. Payment

### 6.1 Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

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 contract in Annex "A" for a cost of \$ \_\_\_\_\_ insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

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Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

## 6.2 Limitation of Price

*SACC Manual* clause C6000C (2011-05-16) Limitation of Price

## 6.3 SACC Manual Clauses

*SACC Manual* clause H1000C (2008-05-12), Single payment  
*SACC Manual* clause C2000C(2007-11-30), Limitation of Price

## 7. Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of the release document and any other documents as specified in the Contract;
- b. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;

2. Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the following address for certification and payment.

\_\_\_\_\_ (Insert the name of the organization)

\_\_\_\_\_ (Insert the address of the organization)

## 8. Certifications

### 8.1 Compliance

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

## 9. Applicable Laws

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

## 10. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (c) the general conditions (2010C );General Conditions - Services (Medium Complexity)
- (d) Annex AA, Statement of Work,
- (e) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on \_\_\_\_\_” or “, as amended on \_\_\_\_\_” and insert date(s) of clarification(s) or amendment(s)*)

## 13. SACC Manual Clauses

A9068C (2010-01-11 ), Government Site Regulations  
B1501C (2006-06-16), Electrical Equipment  
G1005C (2008-05-12), Insurance

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mta775

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

51307-13-2003

File No. - N° du dossier

MTA-3-36296

CCC No./N° CCC - FMS No/ N° VME

## **ANNEX "A"**

### **STATEMENT OF WORK**



**Ste. Anne's Hospital  
Ste-Anne-de-Bellevue**

## **Plans and Specifications**

**Project: 13-001**

**Replacement of the two  
bowling alley pinsetters**

**December 2013**

## **1.0 GENERAL CONDITIONS**

- .1 The Contractor shall, for all parts of the work, comply with all the general clauses outlined in the general conditions and general instructions in these specifications. The clauses also bind the General Contractor and his subcontractors.
- .2 All the general instructions and requirements for all the conditions outlined in section 1 that apply, govern all the sections, and are an integral part thereof.
- .3 The Contractor must inquire about bulletins and addendums, if applicable, and shall comply.
- .4 For the sake of convenience and clarity, the specifications are subdivided into sections. The sections shall not be interpreted as defining the scope of work of the various trades. It is the General Contractor's responsibility to assign and/or divide work between the various trades, unless otherwise stated.

## **2.0 DEFINITIONS**

- .1 The following definitions shall apply to the tender documents.
- .2 The term "Owner" refers to the term used in the general conditions and identifies: "Ste. Anne's Hospital".
- .3 The term "Contractor" refers to the term "Principal Contractor" according to the terms of the Act and identifies the company to whom the contract is awarded and applies to all subcontractors in his employ.
- .4 The term "premises" refers to Ste. Anne's Hospital located at 305 boul. Des Anciens combattants, Ste-Anne-de-Bellevue, QC H9X 1Y9

## **3.0 SCOPE OF WORK**

- .1 The work covered by this contract includes, but is not limited to:
  - .1 The dismantling of the old pinsetters currently in place
  - .2 The supply and installation of two new sting pinsetters
  - .3 Alterations to kickbacks and angling of flat channels

## **4.0 WORK SEQUENCE**

- .1 Work must be completed by March 28, 2014.
- .2 The Contractor in charge shall propose a work sequence that reduces the total time needed to complete the work. The final decision to accept a schedule other than the one set forth in the specifications however, shall be up to the Owner.

- .3 To ensure adequate tracking of the work schedule, the first coordination meeting shall be held in the week following contract award and will serve to inform the Contractor of the safety instructions requested by the Owner during the work and to validate the timetable.
- .4 At the meeting, the Owner shall assign persons responsible in each of the departments affected by the project, in an effort to make all stakeholders aware of the scope of the work.

## **5.0 WORK DAY AND CATCHING UP**

- .1 The Contractor will be able to work from 7 a.m. to 4 p.m., Monday to Friday.

## **6.0 WORK SCHEDULE AND TIME OF COMPLETION**

- .1 The Contractor shall submit a work schedule to the Supervisor no later than five (5) business days after contract award.
- .2 Approval of the work schedule by the Supervisor shall not, in any way, discharge the Contractor of his responsibilities and obligations relating to this project.
- .3 The schedule shall be reviewed by the Supervisor, according to the progress of the scheduled work, and updated by the Contractor at each meeting.
- .4 When work is delayed and not on schedule, the Contractor shall take the means necessary to catch up at his expense.
- .5 The Contractor may not claim any additional compensation if the periods of activity or work methods outlined in the schedule prove to be inaccurate or ineffective.

## **7.0 JOB SITE MEETINGS**

- .1 The Supervisor shall organize site meetings, set the time and date, as well as prepare and distribute minutes, if required.

## **8.0 INSPECTION OF THE WORK**

- .1 The Owner can, if he so wishes, call on specialized inspection companies at various stages of the project. The fee for these inspections shall be paid by the Owner.

## **9.0 PARKING ON THE OWNER'S PROPERTY**

- .1 Parking vehicles on the Owner's property will be allowed after prior agreement.

## **10.0 SAFETY BOOKLET**

- .1 Each of the Contractor's workers and subcontractors will receive a safety booklet. All employees working on the site are expected to comply with the safety standards and clauses outlined in the booklet at all times. The General Contractor shall be responsible for returning the booklets to the Supervisor at the end of the project. Fifty dollars will be held back from the contract for each unreturned booklet.

## **11.0 SECURITY AND PASSES**

- .1 Prior to accessing the job site, each of the Contractor's employees must obtain a pass from the Hospital's Security department. Security will issue passes every day and they must be returned at the end of each workday. Fifty dollars will be held back from the contract for each unreturned pass.

## **12.0 KEYS TO PREMISES**

- .1 The Contractor shall call on the person in charge of building security to have doors locked and unlocked.

## **13.0 SERVICES AVAILABLE**

- .1 Electricity: The Contractor shall have access to electrical power in areas designated by the Owner.
- .2 Sanitary facilities: The Contractor shall have access to the facilities in areas designated by the Owner.



#### **14.0 INSPECTIONS AND CERTIFICATES**

- .1 The Contractor must submit for approval all plans required by inspection services and must do so before work begins. He must make all applications for inspection and pay all expenses incurred.
- .2 The Contractor must ensure that the work is inspected during construction and obtain the competent authority approval certificate when the project is completed and when the systems are checked and started up in compliance with the Supervisor's instructions.
- .3 The Contractor must provide all the necessary inspection certificates as evidence that the mechanical and electrical installations comply with the laws and regulations established by the competent authorities.

#### **15.0 BUILDING PERMITS**

- .1 The Bidder is responsible for obtaining the required building permits, when necessary, from the Town of Sainte-Anne-de-Bellevue. The Contractor shall include the cost of permits in his bid.

#### **16.0 DOCUMENTS REQUIRED**

- .1 Maintain at the job site, one copy of each of the following documents:
  - .1 Contract drawings
  - .2 Specifications
  - .3 Addenda
  - .4 Reviewed shop drawings
  - .5 Change orders
  - .6 Other modifications to contract
  - .7 Field test reports
  - .8 Approved work schedule
  - .9 Manufacturer's installation and application instructions

#### **17.0 PLANS AND SPECIFICATIONS**

- .1 The plans, specifications and other contract documents are complementary, and what is required by any one shall be as binding as if required by all work.
- .2 The Contractor may not take advantage of any error or omission from the plans or specifications. He must notify the professional who will be in charge of rectifying the situation or making the proper interpretation, so that the work is completed in keeping with the plans and specifications.

- .3 Unless otherwise indicated, specification of materials involves its implementation, while specification of work involves the materials required, even when the "supply and install" formula is omitted.
- .4 The Contractor and subcontractors must be familiar with the general conditions, and the General Contractor must be acquainted with the specifications. They cannot, under any circumstance, plead ignorance to justify claims or omissions.
- .5 The intent of the contract documents is for the Contractor to perform the work and supply the materials required in the plans and specifications, and to perform ancillary work and repairs not described in the specifications, but that are required to meet obvious project needs.

## **18.0 REVIEW OF PLANS AND SPECIFICATIONS AND SITE VISIT**

- .1 Bidders must carefully review standard plans, specifications and contract documents as well as the location of the projected work to see, firsthand, the conditions that may affect the work under contract.

## **19.0 DRAWINGS**

- .1 Keep one copy of the plans and specifications as well as the approved shop drawings on the job site.
- .2 Scale: no scale measurement on plans shall be used for interpretation of construction dimensions.

## **20.0 ADDITIONAL DRAWINGS**

- .1 The professional may issue additional drawings to clarify certain construction details.
- .2 These additional drawings have the same meaning and scope as if they were included in the "Plans and Specifications".

## **21.0 SHOP DRAWINGS AND SAMPLES**

- .1 When required, the Contractor shall submit to the Supervisor for approval, one reproducible copy and two copies of each shop drawing.
- .2 The review and approval only applies to general arrangement drawings. Dimension and quantity errors, as well as impediments to completion may be noted however, this does not relieve the Contractor of his responsibility to complete the work according to the plans and specifications.

## 22.0 "AS-BUILT" DRAWINGS

- .1 For provisional acceptance of work, the Contractor must submit to the Supervisor, one copy of the "As-built drawings". The copy must be clean, and annotations should only reflect changes that have been made. The Contractor shall provide "As-built" plans for all plans: architectural, mechanical, electrical, plumbing, etc.
- .2 Plans submitted by the Contractor will be verified by the professionals assigned to the project and will have to be reworked if deemed unsatisfactory or incomplete.
- .3 Plans verified by the professionals and deemed acceptable will be submitted to the Owner.

## 23.0 WORK / OCCUPIED PREMISES

- .1 The work in question will take place on the 2nd floor in the Main Building.
- .2 The Contractor must note that work is to be carried out in buildings that are fully operational.
- .3 **The Contractor must always mark off and secure areas where work is underway.**
- .4 The Owner's privacy, throughout the premises, must be respected and, unless their presence is crucial to further work, the presence of any worker in any of the premises occupied by the Owner, will not be tolerated.
- .5 The particular requirements prescribed, do not limit the extent of the Contractor's responsibilities or the extent of his obligations under the contract. In all cases, the Owner's requirements prevail over those of the Contractor.
- .6 The Owner reserves the right to suspend work, at any time, if it is interfering with normal operations.

## 24.0 CHANGES OR REPAIRS TO EXISTING PREMISES

- .1 Perform work with minimal disruption and by ensuring, whenever possible, normal use of the premises. Reach an agreement with the Supervisor and the Owner to facilitate work.

- .2 Where security is reduced by work, provide temporary means to maintain security of the area at all times.

## **25.0 TEMPORARY PROTECTIVE PARTITIONS**

- .1 Entrance to the site shall be marked off with a temporary partition. Three copies of the keys must be given to the Hospital's security department in the event of an emergency.
- .2 The Contractor shall protect access to the site at all times to prevent unauthorized persons from gaining access to the worksite.
- .3 Depending on the type of operation, the Contractor shall create an enclosure with canvas or polythene sheeting to keep dust inside the work area. The protective enclosures must meet the Owner's requirements.

## **26.0 EXISTING MECHANICAL AND ELECTRICAL SERVICES**

- .1 Temporary fittings and diversions are necessary to ensure that existing mechanical and electrical services in premises occupied by the Owner are maintained at all times and meet the Owner's needs.

## **27.0 LOCATION OF EQUIPMENT AND DEVICES**

- .1 Location of equipment, devices and outlets indicated on the drawings or specifications are to be considered as approximate. They must be verified on site by the Contractor.
- .2 Locate equipment, devices and distribution systems to provide minimum interference and maximum usable space and in accordance with the manufacturer's recommendations for safety, access and maintenance.
- .3 Inform the Supervisor of impending installation and obtain his approval for actual location.
- .4 Submit field drawings to indicate relative position of various services and equipment when required.

## **28.0 CEILING DISMANTLING AND REASSEMBLY**

- .1 To allow for modifications and installation of electrical and communication conduits or mechanical elements, dismantle and reassemble the structure and metal lath ceilings or existing suspended ceilings.

## **29.0 EXISTING CEILINGS AND WALLS**

- .1 Whatever the information provided in the plans, assess on site, the extent of work to be done and forecast the costs associated with drilling through and touching-up plaster or concrete walls and ceilings and, upon completion, leave the site clean and well finished.

## **30.0 CONCEALMENT**

- .1 In finished areas, the Contractor shall conceal pipes, ducts and wiring in floors, walls and ceilings, except where indicated otherwise.

## **31.0 REPAIRS**

- .1 When partial demolition is required to install new mechanical, electrical or communication conduits, the Contractor shall repair any damage and restore to its original condition.
- .2 Existing work outlined in the contract requires joining new and existing sections and must therefore be properly prepared. This includes cleaning and removing any loose material and digging to form an acceptable joint.

## **32.0 TOUCH-UPS**

- .1 Touch-up finishes and surfaces damaged by connection work. Restore all wall, floor and ceiling surfaces to the condition they were in prior to starting work. Keep touch-ups to a minimum.

## **33.0 HANDLING AND STORAGE OF MATERIALS**

- .1 Deliver, store and maintain packaged material with the manufacturers' seals and labels intact.

#### **34.0 MANDATORY DAILY CLEANING**

- .1 The Contractor shall keep the premises free from accumulation of waste material and debris. The Contractor shall clean the premises at the end of each work day and wash floors made dirty by the work, as needed.
- .2 Clean finished surfaces and surfaces on which subsequent work will be performed.
- .3 As the work is going on, remove dust, stains, paint marks, any corrosive or foreign material and any deposit that could set or be difficult to remove later during the final clean up.
- .4 Once work is completed, do a final clean up of all surfaces.

END OF SECTION

## PART 1 - GENERAL

The Contractor shall manage worksite activities in such a way that the health and safety of his workers and the public, as well as the protection of the environment, always take precedence over cost and scheduling considerations.

### 1.1 LEGAL AND REGULATORY REQUIREMENTS

- .1 Canada Labour Code, Part II, Canada Occupational Health and Safety Regulations
- .2 Canadian Standards Association (CSA)
- .3 *Act respecting Occupational Health and Safety*, RSQ, Chapter S-2.1 [latest version]
- .4 Safety Code for the Construction Industry, S-2.1, r.6 [latest version]

**Standards:** Regardless of the publication date shown in the Safety Code for the Construction Industry, the most recent version must always be used.

### 1.2 TRANSMISSION OF DOCUMENTS

- .1 Submit two copies of the required documents before work begins.
- .2 Submit to the Hospital representative, the CSST and the Association paritaire en santé et sécurité du secteur de la construction (ASP Construction) the site-specific safety program, as outlined in article 1.7, at least 10 days prior to start of work. The contractor must then review his program during the course of the project if any change occurs in work as planned. The Hospital representative may, after receiving the program, or at any time during the project, ask the Contractor to update or modify the program in order to better reflect the reality of the construction site. The Contractor must make the required changes before work begins.
- .3 Submit the duly completed site inspection sheet to the Hospital representative at the frequency outlined in article 1.12.1.
- .4 Submit a copy of any inspection report, change order or recommendation issued by federal or provincial inspectors to the Hospital representative, within 24 hours.
- .5 Submit an investigation report for any accident involving injury or any incident exposing a potential hazard to the Hospital representative, within 24 hours.
- .6 Submit to the Hospital representative all material safety data sheets for controlled products to be used at the site, at least three days before they are to be used on the worksite.
- .7 Submit to the Hospital representative copies of all training certificates required for application of the safety program, including:

- Health and safety on construction site courses
- Safety officer certificate
- First aid in the workplace and cardiopulmonary resuscitation
- Work likely to release asbestos dust
- Work in confined spaces
- Lockout procedures
- Wearing and fitting of personal protective equipment
- Any other training called for by regulation or the safety program

.8 Medical examinations

Where legislation, regulations, guidelines, specifications or a safety program require medical examinations, the contractor shall:

- Prior to mobilization, submit to the Hospital representative, certificates of medical examination for all supervisory staff and employees concerned with the first paragraph of this article and who will be present for the site opening.
- Thereafter, submit without delay, certificates of medical examination for any newcomers to the worksite and concerned with the first paragraph of this article.

.9 Emergency plan

The emergency plan, as defined in article 1.7.3, shall be submitted to the Hospital representative, along with the site-specific safety program.

.10 Notice of site opening

A notice of site opening shall be submitted to the Commission de la santé et de la sécurité du travail before work begins, along with a copy to the Hospital representative. A copy of the notice shall also be posted in full view at the site. At demobilization, a notice of site closing shall be submitted to the CSST, with a copy to the Hospital representative.

.11 Work permit

The contractor shall obtain all the municipal, provincial and federal permits that are required in the contract. A copy of the permit application forms and of the permits shall be submitted, without delay, to the Hospital representative.

.12 Plans and certificates of compliance

The contractor shall provide the CSST and the Hospital representative with a copy of all plans and certificates of compliance, signed and sealed by an engineer, as required in the Safety Code for the Construction Industry (S-2.1, r. 6), or in other legislation, regulation, or clause in the specifications or in this contract. A copy of these documents must be available at the site, at all times.

.13 Certificate of compliance delivered by the CSST



The certificate of compliance is a document delivered by the CSST to certify that the contractor is in good standing with the CSST, i.e. that he paid out all the benefits concerning a given contract. This document must be provided to the Hospital representative once work is completed.

### 1.3 IDENTIFICATION OF HAZARDS, WORK METHODS, EQUIPMENT AND INSTALLATIONS

- .1 The contractor must identify all hazards inherent to each task carried out at the site.
- .2 The contractor shall plan and organize the work so as to promote hazard abatement at the source, or mutual protection so that reliance on personal protective equipment can be kept to a minimum. Where personal fall-protection equipment is needed, workers shall use a safety harnesses that complies with CSA standard CAN-CSA- Z-259.10 - M90 requirements. Safety belts shall not be used as protection against falls.
- .3 Equipment, tools and protective gear that cannot be installed or used without compromising the health or safety of workers or the public shall be deemed inadequate for the work at hand.
- .4 All mechanical equipment shall be inspected before delivery to the site. Prior to using any mechanical equipment, the Contractor shall submit a certificate of compliance to the Hospital representative, signed by a qualified mechanic.
- .5 Whenever the Hospital representative suspects a defect or accident risk, he may, at any time, order the immediate shutdown of equipment and order that a second inspection be performed by a specialist of his choice.

### 1.4 HEALTH AND SAFETY MEETINGS

- .1 A contractor's representative who has decision-making powers, must attend all meetings at which health and safety issues are to be discussed.

### 1.5 LEGAL AND REGULATORY REQUIREMENTS

- .1 Comply with all legislation, regulations and standards that apply to the execution of the work.

### 1.6 SITE-SPECIFIC CONDITIONS

- .1 On this site, the following particularities must be taken into consideration:
  - .1 Work is carried out on premises occupied by staff and patients.

## 1.7 HEALTH AND SAFETY MANAGEMENT

- .1 Accept and shoulder all the tasks and obligations normally assumed by the principal contractor under the terms of the *Act respecting Occupational Health and Safety*, (RSQ, Chapter S-2.1) and the Safety Code for the Construction Industry (S-2.1, r.6).
- .2 Develop a site-specific safety program based on hazards identification and apply it from the start of the project through to demobilization. The safety program must take into account all the information stated in article 1.6. It must be submitted to all parties concerned, in accordance with the provisions set forth in article 1.2.

At minimum, the safety program shall include:

- .1 The company's health and safety policy.
  - .2 A description of the work, total costs, schedule and projected workforce curve.
  - .3 A flowchart of health and safety responsibility.
  - .4 The physical and material layout of the site.
  - .5 First-aid and first-line treatment standards.
  - .6 Identification of site-specific hazards.
  - .7 Risk assessment of the tasks to be carried out including preventive measures and procedures for applying the latter.
  - .8 Training requirements.
  - .9 Procedure in case of accident/injury
  - .10 Written commitment to comply with the safety program, signed by all parties.
  - .11 A site inspection schedule based on the preventive measures.
- .3 Emergency plan

The contractor shall draw up an effective emergency plan based on the characteristics and constraints of the site and its surroundings. A copy of the emergency plan must be given to all parties concerned, as required in article 1.2.

The emergency plan shall include:

- .1 The evacuation procedure
- .2 The identification of respondents (police, firefighters, ambulance service, etc.)
- .3 The identification of those in charge at the site.
- .4 The identification of first aid attendants.
- .5 Training required for those responsible for applying the emergency plan.
- .6 Any other information needed, in light of the site characteristics.

## 1.8 RESPONSIBILITIES

- .1 Regardless of the size of the job site or the number of workers on the site, the Contractor shall appoint a competent person to supervise and be in charge of job site health and safety. Take all the necessary

measures to ensure the health and safety of persons and property at or in the immediate vicinity of the job site and likely to be affected by the work.

- .2 Take all the necessary measures to ensure application of and compliance with the health and safety requirements in the contract documents, federal and provincial regulations, applicable standards, as well as the site-specific safety program, and comply without delay with any order or correction notice issued by the Commission de la santé et de la sécurité du travail.
- .3 Take all the necessary measures to keep the site clean and tidy throughout the course of the work.

## 1.9 COMMUNICATION AND POSTING OF DOCUMENTS

- .1 Take all the necessary steps to ensure the effective exchange of health and safety information at the site.

As they arrive on site, all workers must be briefed on the site-specific safety program and of their rights and obligations. The Contractor must insist on the workers' right to refuse to perform work which they feel may threaten their own health, safety or physical integrity or that of other persons at the site. The Contractor shall keep and update a written record of all information relayed and the signature of all the workers who have been briefed.

- .2 The following information and documents must be posted in a location that is readily accessible to all workers:
  - .1 Notice of site opening
  - .2 Identification of the principal contractor
  - .3 Facility's WHS policy
  - .4 Site-specific safety program
  - .5 Emergency plan
  - .6 Material safety data sheets for all controlled products used at the site
  - .7 Minutes of site committee meetings
  - .8 Names of site committee representatives
  - .9 Names of first aid attendants
  - .10 Action reports and correction notices issued by the CSST

## 1.10 UNFORESEENS

- .1 When a source of danger not defined in the specifications and not identified during the preliminary site inspection arises as a result of the work or in the course of activities, the Contractor shall interrupt work immediately and take appropriate temporary measures to protect the workers and the public and notify the Hospital representative, both verbally and in writing. The Contractor shall then modify or update the site-specific safety program in order to safely resume work.

### 1.11 HEALTH / SAFETY / HYGIENE / ENVIRONMENT SPECIALISTS

- .1 As soon as the site opens, appoint a qualified person whose job consists in making sure that all legislation, regulations and standards, as well as contractual requirements dealing with site health and safety are respected and enforced.
- .2 Give this person the authority, the resources and the tools needed to perform their job.
- .3 The person appointed must have:
  - In-depth knowledge of the legislation and regulations that apply to worksite health and safety.
  - Develop and disseminate an awareness-raising program for all workers on the jobsite.
  - Make sure that no worker is admitted to the site without having followed the awareness-raising program and without having met the training requirements in accordance with the applicable statutes and the site-specific safety program.
  - Inspect the work and make sure that all regulatory requirements and other requirements outlined in the contract documents or the safety program are respected.
  - Keep a daily written record of one's interventions and send a copy to the Hospital representative once a week.

### 1.12 WORKPLACE INSPECTION AND CORRECTION OF HAZARDOUS SITUATIONS

- .1 Inspect the worksite and fill the site inspection checklist at least once a week.
- .2 Immediately take all the necessary steps to correct any lapses from legislative or regulatory requirements and any hazard identified by a government inspector, the Hospital representative, the construction health and safety coordinator or during routine inspections.
- .3 Provide the Hospital representative with written confirmation of all measures taken to correct lapses or hazardous situations.
- .4 Work interruption:
  - .1 Give the safety officer or, where there is no safety officer, the person appointed to health and safety, full authority to order the interruption and resumption of work when deemed necessary or desirable in the interest of health and safety. This person should always act so that the health and safety of the public and site workers and environmental protection take precedence over cost and scheduling considerations.

- .2 Without limiting the scope of articles 1.7 and 1.8, the Hospital representative or any other person mandated to manage or oversee the project may, at any time, order cessation of work if they perceive there to be a hazard or threat to the health or safety of site workers, the public or the environment.

#### **1.13 ACTUALIZED FASTENING TOOLS AND OTHER TOOLS WITH CARTRIDGES**

- .1 The use of actualized fastening tools and other tools with cartridges IS FORBIDDEN.

***NOTICE TO CONTRACTORS CONDUCTING WORK AT STE.  
ANNE'S HOSPITAL:***

**INTEGRATE EACH OF THE FOLLOWING ELEMENTS INTO YOUR  
SAFETY PROGRAM**

**BEFORE STARTING WORK IN ANY OCCUPIED AREA  
WITHIN THE HOSPITAL:**

- 1- Sign in at the Security desk (internally at extension 8411)  
or externally at 457-8411
- 2- Wear your ID card
- 3- Notify the Hospital representative

**IN THE EVENT OF HOSPITAL EQUIPMENT FAILURE:**

- 1- Secure the premises
- 2- Notify the Hospital representative and the dispatcher  
(internally at extension 2263) and externally at 514-457-  
3440 extension 2263.

## **STE. ANNE'S HOSPITAL**

### **RESPECT THE RESIDENTS**

- 1- Residents deserve the utmost respect.
- 2- Residents are given priority when it comes to using the elevators, stairs, entrances and exits.
- 3- Never place the health and safety of residents at risk when carrying out work.
- 4- When a resident asks for help, escort them to a suitable Nursing resource.
- 5- The Nursing Department must be notified of any irregularity regarding residents.
- 6- Never leave toolboxes, tools, equipment or dangerous products unattended or unsecured.

### **USE OF THE HOSPITAL'S TWO-WAY RADIO**

- 1- Use the following procedure: "Person to whom we want to speak" *HERE* "Person who is speaking".
- 2- Unnecessary communications are forbidden.
- 3- It is forbidden to make rude or obscene comments over the airwaves.
- 4- It is forbidden to transmit false distress signals.
- 5- Never transmit inside a resident's room or close to an electric wheelchair.

LIST OF EMERGENCY PHONE NUMBERS PROJECT: PAIN CLINIC SET-UP		
	INTERNAL	EXTERNAL
AMBULANCE	# 2222	514-457-8411 or 911
HOSPITAL: Lakeshore	- - -	514-630-2225
FIRE DEPARTMENT	# 2222	514-457-8411 or 911
POLICE	# 2222	514- 457-8411 or 911
C.S.S.T.	- - -	514- 906-2911
GUARD DESK	# 2400	(514) 457-8411 ou le 911
SAH PROJECT MANAGER Gilles Perry	# 2272	514- 457-3440 # 2272 Cel. 514-891-3024
CHIEF OF TECHNICAL SERVICES Daniel Boisvert	#2262	514-457-3057 #2262
QUEBEC POISON CONTROL CENTRE	- - -	1 800-463-5060
ENVIRONNEMENT QUÉBEC	- - -	514- 283-2333
<div>FOR INFORMATION PURPOSE: HOSPITAL EMERGENCY CODES</div> <div><div>Blue: Medical emergency</div><div>Yellow: Missing resident</div><div>White: Violence</div><div>Red: Fire</div><div>Black: Bomb threat</div><div>Green: Evacuation</div><div>Purple: Confinement</div><div>Brown: Hazardous spill</div><div>Orange: External disaster</div><div>Grey: Toxic spill</div></div>		

**NOTE: FOR ALL EMERGENCIES - NOTIFY THE GUARD DESK**



## **PART 1 - GENERAL**

### **1.1 Scope of work**

- .1 The Contractor shall provide all the material, accessories, hardware, equipment, tools and labour required to complete the work described in this section including the work outlined in the drawings, as well as those specified below.

### **1.2 Warranty**

- .1 The equipment manufacturer shall provide full warranty coverage for a minimum of one year on all material and labour.

### **1.3 Training**

- .1 Comprehensive training on the operation and maintenance of the new duckpin string pinsetters shall be planned and organized for two of the Hospital's technicians.

## **PART 2 - PRODUCTS**

### **2.1 Pinsetters**

- .1 Two (2) duckpin string pinsetters such as the TMS by QubicaAMF or approved equivalent.

### **2.2 Additional supplies**

- .1 Two (2) pit kits to retrieve balls and pins.
- .2 One (1) conveyor-type ball return lift.
- .3 One (1) aluminum ramp for ball return.
- .4 Two (2) sets of 10 duckpin pins.
- .5 Twenty (20) rubber bands for the duckpins.
- .6 Twenty (20) mushroom bushing.
- .7 Four (4) kickback plates to support the new pinsetters.
- .8 Two (2) complete pit cushion kits.
- .9 Two (2) pin selectors.

### **PART 3- WORK**

#### **3.1 Preparation**

- .1 Hospital employees will take care of disconnecting power to the existing pinsetters and ball lifts in place.
- .2 Masking units must to be removed and stored. They must be reinstalled upon completion of work.
- .3 The Contractor shall dismantle the two existing Brunswick DR-100 pinsetters and dispose of them off site.
- .4 Clean the premises after dismantling the old pinsetters in order to install new equipment on a clean surface.

#### **3.2 Installation**

- .1 Complete the installation of the two new string pin pinsetters on existing kickbacks, according to the manufacturer's standards and guidelines.
- .2 Make changes to kickbacks to suit the new pinsetters.
- .3 Properly angle flat channels so that the bowling balls return to the pit by gravity.
- .4 Reinstall the masking units.
- .5 Hospital employees will take care of reconnecting power to the new pinsetters and ball lifts.
- .6 Perform all calibration tests required to ensure that equipment is in perfect working order.

#### **3.3 Cleaning**

- .1 Clean the premises as the work progresses and leave site clean and in perfect order.

END OF SECTION