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| 1.
Description | .1 | The goal for this division is to complete all clauses and general conditions of this contract. |
| | .2 | Unless stated otherwise and being a particular case written on the drawings, drawings or other documents being part of the contract, these conditions and these complementary requirements are applicable without condition and according to the case, to the Contractor and sub-contractors of all trades, concerning the specified divisions in the present specification or for the whole architectural, structural, mechanical and electrical works, that must be done to complete the construction. |
| | .3 | For interpretation or contradiction of document, French documents take precedence on English documents. |
| 2.
Cooperation and coordination with other trades | .1 | Ensure the entire cooperation of all trades, without exception, pertaining to these works, for the furniture and the installation of all components necessary for the execution of this work. |
| | .2 | Unless stated otherwise, the manufacturer must provide all necessary accessories to complete, on the spot, the installation of the components he fabricated. |
| | .3 | The installation is the responsibility of the Contractor. He will provide materials, workmanship and equipment required to complete the installation of his work. |
| 3.
Openings and repairs | .1 | In principle, unless stated otherwise on the drawings and on Ministerial representative tender, all openings and piercing to be done, being over 150mm in diameter or more than 195 square centimeters, for the needs of different trades in the existing building and in new concrete slabs, will be done by the Contractor, after approval of Ministerial representative. |
| | .2 | The Contractor will do the repairs afterwards, as soon as subcontractor's work is done and that they have the certificates for tests, inspection and approval done by laboratories, inspectors and Ministerial representative. |
| | .3 | It is the responsibility of the Contractor to ensure the cooperation and the coordination of all subcontractors to anticipate, as much as possible before beginning of the work, the openings, location for fastening devices, necessary space for various components, etc. To this effect, refer to the beginning of each division for general clauses, proper to each trade. |
| 4.
Site limits | .1 | The Contractor will respect the site limits established while respecting the required conditions stated on the drawings, in the tender and by other requirements by Ministerial representative. |
| 5.
Existing services | .1 | When connecting work has to be done to existing networks, the work has to be performed at times fixed by responsible authority, not to bother the activities of users. |
| 6.
Other drawings | .1 | The Ministerial representative can, for clarification purposes only, give to the Contractor extra drawings to ensure the good execution of the works. These drawings will have the same signification and the same range as if they were part of the contract |

documents.

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| 7.
Site meetings | .1 | The Ministerial representative will organize some project meetings when necessary. He will state the time and write a progress report then distribute it. |
| 8.
Equipments | .1 | In their tender, the Contractor and subcontractors will take into account the installation costs for existing equipment and equipment provided by the Ministerial representative as stated in architectural, mechanical/electrical tender. |
| 9.
Site preparation | .1 | At the beginning and during work, prepare premises in advance and in relation with the work to be done. |
| | .2 | Anticipate the arrival of materials and equipment so as not to block or even reduce access ways during heavy traffic. Release and transport out of the site any residue resulting from construction work and demolition. As much as possible, deliver materials immediately before needed or for before installation, therefore not cluttering unnecessarily access to the buildings. |
| | .3 | In entrances and other places, remove all clutter to allow easy access where work must be done. Free entrances and build the required protections to allow users to pass in security, at all times. |
| | .4 | Plan, coordinate and prepare the work for each operations so there is no loss of time or delays due to the lack of foresight, of rules and regulations, of harmful overlapping of certain works, of useless clutter and hard access, basic work and incomplete preparation, or defective electricity, water and other inadequate supply services and of all other unfavorable similar causes or conditions. |
| | .5 | Before starting any work, coordinate and determine, with each subcontractor, the spaces required for doing the work. |
| 10.
Site conditions | .1 | Work must be planned and done to minimize all inconvenient such as interferences, troubles, noise, dust, gas for combustible motors and other nuisances. Work areas must be zoned and when required by the Ministerial representative, adequate temporary protections must be installed to confine construction spaces where necessary; (according to the requirements of the Ministerial representative). |
| 11.
Public, workers and occupants protection. | .1 | According to the regulation of Health and Work Security Board, the Contractor is the project manager. |
| | .2 | Build and maintain in good order, fences, partitions, wire netting, covered bridges and any other means for temporary protection appropriate for surrounding the building, around openings and scaffoldings and also in other dangerous areas around the building and on the ground. |
| | .3 | Provide, install and maintain in operation, during darkness periods, fires or guard lights in areas where there are ramps, clutter, open passages, dangerous objects or equipment and in any other area of this nature around the building and on the ground. |
| | .4 | Protective gears must be as per Workmen Health and Safety Code. |

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| | .5 | The Ministerial representative will have the right, without prior formal demand, to provide, at the expense of the contractor, safety measures that the Contractor has omitted to take, either for the maintenance of communications or for the protection of public or company's workers. |
| | .6 | It is the responsibility of the Contractor to build and maintain in place signs, barricades and required fences to ensure safety of occupants having to circulate on the site. However this work has to be coordinated with the security service of the Ministerial representative and municipal authorities. |
| | .7 | The prevention program of the Contractor, proper to the site, must be coordinated to the prevention program of the Ministerial representative. |
| 12.
Access to work on site | .1 | The Contractor is responsible for any damage caused on the site or out of the site area where work is being done with heavy machinery and demolition of construction materials. The route taken by vehicles must be approved by competent authorities. |
| | .2 | Access must be made to ensure safety of public and of workers in areas where work is being done, as much for municipal, ambulance, police and firemen services. |
| 13.
Traffic blocking | .1 | The Contractor has to comply with the prescribed measures and precautions stated by the Ministerial representative concerning tools, installations and work on the site and must not hinder traffic and not be the cause for accident. |
| | .2 | Actual services to buildings for taxis, suppliers, fire and security services, resupplying for cafeterias, postal services, and garbage removal must stay in operation at all times; the Contractor will coordinate his work and deliveries to the site so as not to hinder or affect normal functioning of services stated above. |
| 14.
Storage areas and parking | .1 | In principle, no massive storage will be authorized on the site, except for limited spaces well defined by the Ministerial representative, to store certain materials in large enough quantity to continue the work and ensure its continuity. |
| | .2 | Parking spaces for the Contractor and his subcontractors will be allowed only inside the limited area selected by the Ministerial representative. The Contractor must take into consideration that there are very few parking areas available on the site. |
| | .3 | Parking on the premise, elsewhere of inside prescribed limits is forbidden and any vehicle found will be towed at his own expense and be liable for a fine. |
| 15.
Site offices | .1 | The Contractor will not have any room outside of work area. |
| | .2 | Site meetings will be held in an office supplied by Ministerial representative. |
| 16.
Protection of materials | .1 | During storage period, protect against damage all materials and manufactured products delivered to the site. |

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| | .2 | Protect materials and manufactured products according to printed instruction from manufacturer. |
| 17.
Protection of work in place
and of the site. | .1 | With a tarp, protect plywood or other types of appropriated material, all existing walls and other works located nearby and near ramps, ladders and other temporary means of transport and circulation. |
| | .2 | During bad weather, protect work being done or finished against any deterioration by means of temporary shelter and other appropriate means. Also protect against humidity and water all work susceptible to be damaged by the weather. |
| | .3 | Cover with a plywood sheet all finished surfaces that must be protected to allow for work to continue. |
| | .4 | Protect all equipment that is entrusted to the Contractor. |
| 18.
Protection of existing
structures | .1 | The Contractor must, at his own expense, protect, support, hold, re-route and re-establish to good order, all water ducts, building gas conducts, energy, telephone or other structures met, disturbed or damaged in the course of the work, and all this, to the satisfaction of interested parties. |
| | .2 | Before beginning demolition work, the contractor must communicate with authorities of concerned services to locate existing ducts. Otherwise, the Contractor will be held responsible for damages caused to ducts, structures and other components like finishing, etc. |
| 19.
Removal of temporary works | .1 | As work progresses, remove scaffoldings, ramps, footbridges, ladders and other temporary work of same nature that are no longer required. |
| | .2 | At the end of the work, remove equipments, accessories, materials, networks etc, coming from temporary works. Leave grounds free of all residue material or surplus. |
| 20.
Temporary source for supplies | .1 | The Contractor will be able to use existing services for water, electricity, heating and any other source of energy necessary for the duration of the construction of expansion work, for his operation purpose and the ones for the subcontractors. |
| | .2 | Note that existing services are located near the main building. The Contractor must provide the necessary facilities near the site and protect the path traveled from the point of connection. |
| | .3 | Any damage done to the work due to inadequate functioning of temporary mechanical and electrical services must be repaired without additional cost to the Ministerial representative. |
| | .4 | Temporary services must comply with the laws and regulations pertaining to accident prevention of the Quebec Workmen Health and Safety Code. |
| | .5 | Temporary services must be maintained in operation until provisory acceptance of permanent designed areas. |

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| 21.
General repairs | .1 | Repair or replace all material or other accessories that could have been damaged by any situation out of control of the manufacturer or concerned trade. |
| | .2 | Before each final acceptance by the Ministerial representative, the Contractor must proceed to repair all surfaces that could have been damaged by Contractor or his subcontractors while doing their work. |
| 22.
Licenses and authorization | .1 | It is the responsibility of the Contractor to obtain from municipal and government authorities, all pertinent information concerning laws and regulations in force concerning construction work in the province and the town where work will be done. He must also inquire about the execution contingencies specific to the areas. |
| | .2 | No building permit is required for this construction. |
| 23.
Toilets | .1 | The Contractor shall erect temporary sanitary services near the project area. The positioning of facilities must be approved by the Ministerial representative. |
| 24.
Garbage containers | .1 | Cost of transportation and dumpsite will be paid by Contractor. |
| 25.
Approval of shop drawings | .1 | All shop drawings must be checked by Ministerial representative before making a product, equipment, etc. |
| | .2 | All products, equipment etc., stated in the shop drawings and that were not approved by Ministerial representative before their shipping, will be automatically rejected. |
| 26.
Building codes in force | .1 | Canadian Building Code and all other codes and regulations in force. |
| 27.
Supervision and coordination :
Responsibility of the
Contractor | .1 | The Contractor must coordinate himself all the works of different trades. |
| | .2 | The Contractor must keep an eye on all subcontractor works and make sure that the work is done according to specifications. The presence of a superintendent or responsible for the coordination is required during the construction period. |
| | .3 | Before sending Ministerial representative a requirement for definite approval, the Contractor must check all the lists of deficiencies given by the Ministerial representative after their inspection. He must verify himself that each items listed has been corrected. |
| 28.
Protection of finishing
components and other works | .1 | The Contractor has the responsibility to protect against all damage, all components that must be used in the building construction, mainly decoration and finishing accessories. Damaged components will be refused and must be replaced. |
| 29.
Works done by others | .1 | In the drawings and tender, the mention "by other divisions" or "by other sections" implies that these works are concerning the Contractor, either for another section or for another division of the tender. |
| | | When works are not part of the contract, the mention "apart from contract" appears specifically. |

The Contractor must consult in detail all architectural, structural, mechanical and electrical drawings and tender to be able to include, in his contract, all the works designed by the mention "by other divisions", "by the Contractor" or any other similar term.

Some of these works could already have been included in other sections of the tender or other drawings. It is the responsibility of the Contractor to consult all documents so he can itemize the ones being already under someone else's specific section of the tender or again, illustrated on the drawings of other specific trades or field. The ones that are not specifically described or itemized on the drawings or tender of other divisions will be the responsibility of the Contractor.

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