

ANNEX "A"
STATEMENT OF WORK
21220-14-2030880

Title:

Snow Removal and clearance at Dorchester Penitentiary and Westmorland Institution

Objective:

- The contractor must provide snow removal and clearance services at Dorchester Penitentiary and Westmorland Institution located in the town of Dorchester, New Brunswick.

Scope

- The contractor must provide snow removal and clearance services at Dorchester Penitentiary and Westmorland Institution located in the town of Dorchester, New Brunswick, for the period from December 1st to March 31st, inclusively.
- The services must be provided as stated herein and as identified on Annex B, title "Snow Removal Drawing"
- The contractor is responsible to supply all necessary supervision, appropriate equipment, sufficient labour and materials for the effective and timely removal/clearing of snow, slush, hard-packed snow and ice from roads, roadways, approaches, parking lots, building entrances and other designated area as identified in the Snow Removal Drawing, and in these present specifications, to allow safe vehicular and pedestrian traffic and movement.
- The contractor will be responsible to supply and install their own road markers prior to November 15th in Zone A (see snow removal drawing) as required. The contractor to take into consideration any potential underground services prior installing.
- Correctional Service Canada will be responsible to supply and install road markers on the following roads: Zone B, Millbrook well, Woodlawn Pump, Firing Range and the UV Building. The contractor and Site Authority to review these location markers prior to November 15 to ensure contractor is in agreement of markers location. Snow removal by contractor of these locations will be as per written request of the Site Authority (Chief Facilities Management or his/her delegate.
- Furthermore, the contractor may be requested by the Site Authority during the year to remove (truck or blown) all the snow in specific areas inside the wall for security reasons. This will be as per written request of the Site Authority - Chief Facilities Management or his/her delegate.

ANNEX "A"
STATEMENT OF WORK
21220-14-2030880

Task/Technical Specifications:

- It is a mandatory requirement during snowstorm accumulations of eight (8) cm or more to have on site immediately a minimum of 2 primary pieces of operational heavy equipment, such as a snow throwers/blowers or loaders. Both these Unit shall have rating more than 100 HP, capable of loading trucks or throwing the snow over the wall at a height of more than 30 feet without damaging the detection system's cables or spur fence located on top of the perimeter wall at three (3) - designated areas, in order to prevent a build up of packed snow. The contractor or his/her representative is to be constantly aware of site conditions and should NOT be required to be called in to provide the services.
- For all roads and roadways, the area to be blown/plowed is from the edge of the pavement to the edge of pavement or from the curb to curb, with the shoulder to be winged back, paying particular attention to intersections for visibility purposes. These will be blown / plowed after 8 cm accumulations and repeated during the storm so as to hold snow accumulation to eight (8) cm or less, with final complete removal and clearing at the end of the storm. Parking lots snow accumulation will be limited to eight (8) cm with particular attention to worker arrival and departure times.
- For all identified areas on the Snow Removal Plan (cross hatched and otherwise identified), snow accumulations of eight (8) cm or more will require snow blowing where viable. Other areas will require the pushing or hauling of snow to hold snow accumulations to a maximum of 1.2 m (4 feet) in these areas. Any snow blowing or hauling will be the responsibility of the Contractor and shall be carried out by the contractor by moving the snow, using trucks, to the nearest adjacent designated area on the institutional grounds where snow can be accumulated. The areas are commonly known as snow dumps and indicated on the Snow Removal Drawing.
- Roads, roadways and access ways will be kept clear of snow at all times to allow passage of patrol vehicles, fire and other emergency vehicles. Snow blowing and plowing shall continue during a storm to keep roads open and to prevent to build up of packed snow.
- Plow and equipment blades shall be adjusted, including down pressure if required, so as to leave a minimum amount of snow on the roadway and other areas. The said blades shall also be angled away from vehicles, fire hydrants, fences, concrete abutments and the perimeter wall.
- The work will also include periodic pushing of snow banks beyond the roadway shoulder to allow for storage space for future storms, improved visibility and proper drainage in the event of a rainstorm.

ANNEX "A"
STATEMENT OF WORK
21220-14-2030880

- Salt/sand of all roads, roadways and access ways is the responsibility of Dorchester & Westmorland Institution
- The contractor on occasion may have to provide Salt / sand spreading services. The mix should be applied at a rate of approximately 500-600 lbs. per mile. Salt / Sand mix will be purchased by CSC and stored at the Westmorland salt / sand storage site. Each salting / sanding procedure will be billed per diem.
- The Site Authority for this contract shall be the Chief Facilities Management or in his/her absence, his/her delegate.
- The contractor shall ensure that all equipment used will be equipped with appropriate and functioning safety back up alarms and rotating amber lights.
- The Site Authority reserves the right to inspect the tendering contractor's equipment for safety standards and to ensure that said equipment & attachment meet the Site requirements. Should the equipment or attachment fail the inspection, the Site Authority may either request that repairs are done to the equipment/attachment or the tender be disqualified? This inspection will be carried out by the Chief Facilities Management or his/her delegate prior to the approving of this contract.
- The work shall be carried out to the satisfaction of the Chief Facilities Management.

Constraints:

- The contractor's operators are required, upon arrival to the site facility during snow removal, to log into the institutional Visitor's Register maintained at Dorchester Penitentiary Principal Entrance, registering their names, times of arrival and departures in accordance with security requirements.
- Parking lot must be cleared of snow that fell during the night, before 0500 hours and must be kept clear of snow, as identified under the scope of work, in a timely manner to facilitate both shift and day workers.
 - ✓ Shift workers' shifts are generally 0630 hours to 15:30 hours and 13:30 to 22:30 hours for the 8 to 9 hours shift; 06:30 to 18:30 hours and 18:30 to 06:30 hours for the 12 hours shift, with many arriving ½ hours or more before shift change for Correctional staff.
 - ✓ The Health Care shifts are from 06:30 to 19:00 hours, 18:30 to 06:30 hours and 10:00 hours to 22:30 hours.
 - ✓ The Food Services shift is from 05:00 to 18:00 hours.
 - ✓ The Heating Plant workers shift is from 07:00 to 19:00 and 19:00 to 07:00.
 - ✓ Day workers arrive between 0700 hours and 08:30 hours and leave between 1600 hours and 1700 hours.

ANNEX "A"
STATEMENT OF WORK
21220-14-2030880

- ✓ A minimal number of vehicles are present on site and in parking lots between the hours of 2300 hours and 0600 hours. The above schedule may change depending on operational requirement.

- Snow must not be stockpiled in the exercise yard areas or near the perimeter walls preventing visual contact of staff and inmates from security posts. Snow banks must be not higher than 1.2 meters (5 feet) in these areas.

- The contractor must comply with all environmental and safety requirements in the carrying out of the work under this contract.

- The contractor shall protect himself and save harmless Dorchester Penitentiary & Westmorland Institution from any and all claims that may arise from the contractor's operations under the contract and shall maintain a Comprehensive General Liability Insurance.

- To fulfill the requirements of this contract, the contractor shall have in operation at least two (2) pieces of heavy equipment equipped with down pressure on the snow removal blade, or equipment capable of removing hard packed snow, (not counting 1/2 or 3/4 ton trucks equipped with plow blades) on site to remove snow during and immediately following each snowfall. This equipment may be a combination of backhoe, pay loader, snow blower, dump truck, sand / salt spreader and/or grader with wing and plow.

- The contractor shall designate and identify persons with authority to dispatch personnel and equipment to the Institutions as required within two (2) hours of being called for purposes of snow removal.

- The contractor shall ensure that rubber tires only shall be used on equipment for snow clearing operations on paved surfaces unless otherwise approved in writing by the Site Authority.

- During the term of this contract, the contractor is required to have available, 24 hours per day, seven (7) days per week, including holidays, adequate or sufficient personnel and equipment for the removal and clearing of snow for Dorchester Penitentiary & Westmorland Institution.

- The contractor shall be responsible for all damage to roads, curbs, gutters, buildings, fences, the detection system's cables or spur fence located on top of the perimeter wall at designated areas, fire hydrants, machinery and all other institutional property. The contractor will make good any damage at the contractor's own expense, prior to the final month's payment, to the satisfaction of the Chief Facilities Management.

ANNEX "A"
STATEMENT OF WORK
21220-14-2030880

- In the event that the contractor is required to blow the snow over the perimeter wall, it shall be done at the south perimeter wall at designated areas as per the wall markers, to lessen the impact on the designated snow dumps or to remove snow with dump trucks.
- Snow must be removed from all roads, roadways and walkways inside Dorchester Penitentiary from Monday to Friday must be opened by 07:00 hours for the day workers except for holidays and weekends.
- The contractor will be required to work around parked vehicles and will, therefore, be required to return to clear snow when the said vehicles have been moved. Two or more trips may be required at times, especially in parking lot areas.
- Within the perimeter walls, snow is to be removed prior to beginning of the workday to enable unimpeded traffic. Generally between 0500 hours to 0700 hours, but may be required earlier due to heavy snowfall. In the event of a snowfall during the day, snow will be removed during the snowfall until snow has ceased falling and the work is completed. Roadways and access ways will be kept open at all times to allow unimpeded passage of emergency, fire vehicles and security vehicles.
- All building entrances are to be kept clear of snow to within 40 cm (16 inches) of barriers, doors and overhead doors in such a manner are not to cause damages to doors, barriers, gates and fences in the process. Snow must also be removed to one (1) meters of each fire hydrant and NOT pushed up against it. Snow must not be pushed up toward and against buildings, concrete abutments, perimeter wall and any fences. "Back dragging" will be required in many of these areas and may be specifically request by the Site Authority.
- All roads, roadways, walkways and parking lots will be cleared of snow to their full width, with snow banks at entrances and exists levelled to a maximum of one (1) meter high, to allow visibility for safe travel.
- All equipment operators must have an ENHANCED RELIABILITY CLEARANCE.

Meetings:

- For the purpose of satisfying the requirements of this contract, the contractor or his/her representative will be on site during snowstorms and immediately available for contact for any requests made by institutional security (Correctional Manager in charge), Site Authority or his/her delegate on a 24 hour per day and seven (7) day per week basis. The contractor will continue the snow removal and clearance operation until the snowstorm is finished and the work is completed to the specification of this contract.

ANNEX "A"
STATEMENT OF WORK
21220-14-2030880

- At the completion of snow removal operations following a snowfall or storm, the contractor or his/her representative will, prior to leaving the site, check with the Works Supervisor at Dorchester & Westmorland Penitentiary or Correctional Manager's to provide a status report on the work completed and ensure all areas are completed to the satisfaction of the Site Authority. Failure to do so may result in the contractor being called back at his expense.
- The contractor will be responsible to inform the Site Authority (Chief Facilities Management) or his/her delegate in writing, when snow dumps are filled to capacity. The Site Authority will decide on the course of action to be taken for the clearing of the snow dumps and will notify the contractor in writing. Email is considered an acceptable means for this type of request/approval.
- The contractor will advise in writing of any additional work required outside the statement of work. Contractor is to provide detailed estimated cost of additional work. (i.e. equipment required and time required) The site authority or his/her delegate will advise in writing authorising approval of additional work. Email is considered an acceptable means for this type of request/approval. All additional work to be invoice separately.
- Prior to the expiry of this contract, the contractor or his representative shall, accompany the Chief Facilities Management, to tour the institutions in determining damages, if any, to government property from the snow removal operations.

Deliverables:

- The contractor is required to submit monthly invoices, outlining the dates of the services rendered, equipment used and hours worked.
- The contractor is required to submit a complete detailed description and list of hourly rates of each piece of equipment that may be required for additional operational requirements not covered by the terms of the contract. The listing is to include the following equipment: two (2) - dump truck, backhoe, pay loader, snow blower, salt/sand spreader with salt/sand storage facility and road grader with plow and wing. This price list will not be used in the evaluation criteria for the awarding of the contract.
- The Contractor shall provide a copy of their company's Occupational Health and Safety Policy and Program. It shall meet the most stringent of the Federal and Provincial Occupational Health and Safety Acts.