

**DELIVERY AND INSTALLATION PLAN**

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**144 WELLINGTON REHABILITATION  
OTTAWA, ONTARIO**

**DELIVERY PLAN FOR FURNITURE/COMPONENTS CONTRACTORS  
SUPPLYING DELIVERY AND INSTALLATION SERVICES**

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### **1.0 DELIVERY PLAN:**

- 1.1 All deliveries must have a packing slip that clearly identify the following:
  - 1.1.1 Public Works and Government Services Canada (PWGSC) Contract Number
  - 1.1.2 Description of item(s)
  - 1.1.3 Total number of item(s)
- 1.2 Specific installation locations will be provided on site by EllisDon.
- 1.3 Any deliveries made without a packing slip and specific installation locations will not be accepted and turned away
- 1.4 Goods with visible damage or damaged packaging may be refused by EllisDon and/or PWGSC.
- 1.5 Deliveries via Wellington Street loading dock at 144 Wellington Street, Ottawa, Ontario K1P 5T3 shall be completed between 9:30am and 2:30pm on regular weekdays (i.e. Monday to Friday), excluding holidays. The successful proponent must contact EllisDon in advance to make arrangements for the use of the loading dock for all deliveries. Unscheduled deliveries will be refused. (EllisDon Contact Information will be provided to the successful bidder)
- 1.6 At no time is Sparks Street to be used for removals, staging or deliveries.
- 1.7 EllisDon will provide a traffic control plan to successful bidders. Each driver coming to site must review and understand this plan prior to the delivery being made.
- 1.8 There will be no opportunity for jockeying or maneuvering the contents of the delivery vehicle while at the loading dock. The item(s) to be delivered must be the first accessible item(s) in the delivery vehicle.
- 1.9 Site Information
  - 1.9.1 The site at 144 Wellington St. is considered a construction site. As the Construction Manager, EllisDon is in control of the site and will coordinate and manage all deliveries and activities on site. Contractors are required to follow EllisDon's on site instructions related to Health & Safety.
  - 1.9.2 The maximum size of delivery trucks is to be limited to a five ton truck
  - 1.9.3 The contractor will be responsible to take the necessary steps to ensure all interior finishes i.e., door frames, flooring finishes, elevators, etc. are protected against damage.
  - 1.9.4 One loading dock serves the entire building. A staging area will be provided on the ground floor that measures approximately 17.8m x 18.0m.
  - 1.9.5 The Sir John A. Macdonald building has one freight elevator (elevator #4) that will be allocated for moving components between the floors. EllisDon is responsible for scheduling the use of the elevator.
  - 1.9.6 All waste is to be removed from the site by the Contractor. Under no circumstances are the on-site dumpsters to be used.
  - 1.9.7 Standard 110V, 15A power will be provided inside the building.

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- 1.9.8 All personnel involved with installation services must attend a site orientation provided by EllisDon (approximately 10 minutes).
- 1.9.9 At a minimum, all personnel coming to site must wear the following Personal Protective Equipment (PPE):
  - 1.9.9.1 CSA eye protection
  - 1.9.9.2 CSA/ANSI Class 'B' or Class 'E' (if specified by regulators) industrial hard hat
  - 1.9.9.3 'Green Triangle' boots, minimum 6" in height which have full puncture resistant soles as well as steel toes
- 1.9.10 Contractors are required to provide personnel coming to site with any additional PPE that may be required, such as hearing protection, face shields, etc.
- 1.9.11 CSA approved steel toed running shoes do not comply as adequate footwear.
- 1.9.12 Long pants and t-shirts with sleeves are the minimum required clothing on site. Muscle shirts and shorts are not allowed.
- 1.9.13 Delivery & Installation Services
  - 1.9.13.1 Deliver product to loading dock and move product to staging area
  - 1.9.13.2 Remove product from packaging
  - 1.9.13.3 Assembling of product (if required) to occur in staging area or final location depending on feasibility
  - 1.9.13.4 Assemble and/or install product as per contract
  - 1.9.13.5 Clean product
  - 1.9.13.6 Remove packaging material from site
  - 1.9.13.7 Obtain acknowledgement of receipt from EllisDon or Public Works and Government Services Canada (PWGSC) representative (leave copy of packing slip with EllisDon representative on site)