

ANNEX A
SPECIFICATIONS
RENOVATION

DESCRIPTION: Supply all labour, material, tools, equipment, transportation, and supervision necessary to carry out a renovation, including painting, new carpet, installing millwork, new light fixture, and plumbing fixtures.

1. GENERAL CONDITIONS

The General Conditions, Labour Conditions and the Bidding Requirements are hereby made part of this section. The contract will be awarded to the contractor with the lowest bid.

2. SITE VISIT

For estimating purposes, a floor plan is included (drawing not to scale). The General Contractor and the Subcontractors tendering on this job shall visit the job site to determine conditions under which work will be done. A walk through is mandatory and will be scheduled by the government of Canada. During the walk through, 3 mock up rooms will be shown. The contractor is to attend the mandatory site visit at the facilities wherein the work is to be done and thoroughly examine measure and determine the requirements to complete the work as described herein. The Contractor and the Subcontractors will visit the site and acquaint themselves with the extent of the work and all conditions that may affect it. They will make their own calculations of materials and labor involved.

3. GENERAL REQUIREMENTS

- 3.1 The General Contractor and Subcontractors shall comply with all applicable by laws, rules and regulations of local and provincial authorities and pay for all licenses and fees associated with the work.
- 3.2 Where not otherwise stated or specified, the work shall conform to at least the minimum standards of the latest versions of the National Building Code and Municipal and Local Building, Electrical and Plumbing Codes and National Fire Code.
- 3.3 Protect the property during the course of the work and make good at no extra cost, and to the satisfaction of the Government of Canada, any damage caused throughout the performance of this contract.

4. TEMPORARY FACILITIES

- 4.1 The General Contractors and Subcontractors shall be responsible for and arrange for their own storage facilities.
- 4.2 Coordinate with the Project Manager regarding any disposal containers that may be required; any related costs are at the Contractor's sole expense.
- 4.3 No washrooms will be available during the project unless the General Contractor agrees to use one of the suites to be renovated. If so, it must not delay the completion date of the suite. The General Contractor and Subcontractors shall be

responsible to clean the washroom regularly and supply their own toiletry. A final cleaning must be done at the end of the project.

5. WORKMANSHIP

- 5.1 Workmanship is to be of the best quality throughout and be executed in accordance with the best standard practice and all applicable codes.
- 5.2 Work of all trades shall be completed by qualified journeymen tradesmen.
- 5.3 The successful contractor must provide on-site supervision at all times.

6. INTERPRETATION OF SPECIFICATIONS

- 6.1 The manufacturer/General Contractor shall, before close of tender, bring to the attention of the Government of Canada Senior Contracting Officer, the omission of an item which is obviously intended to be required for a complete job. Failure to cooperate in this respect will not relieve the manufacturer/General Contractor of the responsibility of completing the work in accordance with the standard of the contract as though it has been properly incorporated in the documents.
- 6.2 In case of doubt as to the intention of the specifications, request clarification before proceeding. Should the specifications call for any items which are either impractical or impossible, the contractor is required to obtain instructions from the Departmental Representative before proceeding, otherwise, the Government of Canada will assume that all work can be carried out in an acceptable manner.
- 6.3 Refer to enclosed drawings for more details and specifications.

7. MATERIALS

- 7.1 The contractor will supply all necessary equipment and materials for the complete execution of this contract.
- 7.2 Material shall be delivered to the job in their original unopened containers and shall comply with the latest editions of the Canadian Government Specification Boards (CGSB) as listed in the finish Schedule.
- 7.3 Use low-emission glues to install carpet tiles.
- 7.4 Painting and finishing products for use in the work shall be the standard best or top brands produced for each particular kind of material required herein.
- 7.5 All tools and equipment shall be kept in first class condition.
- 7.6 Store materials, if necessary, only in areas designated by the Government Representative.
- 7.7 On site storage room is limited. Restrict storage to materials and equipment related to the project only.
- 7.8 Ensure that all equipment, excess materials and debris are removed from the work site as soon as possible.
- 7.9 Remove from Facilities all materials, tools and equipment immediately after completion of the project.
- 7.10 All materials brought on site should be handled and cared for professionally.
- 7.11 Cover new carpet entirely if cutting or trimming materials.

8. SCHEME DESIGN

8.1 Paint (inside rooms):

- Walls including bathroom and bathroom ceiling - Benjamin Moore Regal - Hemp Seed CC578
- Doors and Frames - Benjamin Moore Regal - Metropolis CC 546

8.2 Paint (corridors):

- Walls - Benjamin Moore Regal - Stone hearth CC-490
- Doors and Frames - Benjamin Moore Regal - Fairview taupe HC-85
- Ceilings and ceiling grids: General Paint HP 2000 eggshell latex white

8.3 Ceramic, carpet tile and carpet base

- Ceramic tile – Ceratec Tile Studio Collection Tibet satin finish 8734
- Carpet tile - Shaw Diffuse 59575 color Flutter 75761
- Carpet base - Shaw Diffuse 59575 color Flutter 75761
- Transition stripe (brown):
 - 7/8” T-Caps
 - 1¼” track or E+T Caps
- Grout colour - Quartzlock2 (Urethane Grout) - Almond 230

8.4 Millwork:

- Pre-finished wood for Headboard, Desk/Night stand, and Closet Organizer - 752 Tierra Linea
- Arborite for bathroom sink – P-277 LM – St.Lawrence
- Chair rail – 12” wood – maple wood water borne product with clear finish
- TV arms backing with solid edges – ¾” plywood G1S – painted to match wall
- Cabinet knob – Richelieu BP34013170 25mm dia

8.5 Grilles for headboards with brown finish:

- DABLS-B-68x4-Brown (1 per room)
- DABLS-C-36x3-Brown (2 per room)

8.6 Basin, water closet, bathtub and liner for bathtub (color: white):

- Basin – Vitreous China Gerber – Maxwell Oval self-rimming lavatory 12-834 CH (PO OS&B 3600Q)
 - Tap – Moen chateau L64601 (color: chrome)
- Caulking for basin: Translucent
- Water closet Toto Drake
 - Bowl C744E #101
 - Tank ST743E #01
 - Seat close face with cover – Centoco #600
- White Bath fitter bathtub liner with:
 - Drain kit
 - Chrome over flow cover and touch toe (OS&B clicker)
 - Oval soap dish
- Caulking for bathtub: White – Mildew resistant

8.7 Electrical:

- Light fixtures (2)

| PRODUCT | SOURCE/VOLTAGE | VOLTAGE | FINISH | OPTIONS |
|---------------------|---|-----------------------|----------------------------------|--|
| Nike C 14½” Housing | NEC14-L12.5 – 12.5W (36) LED Array | 120V (50/60Hz) | BN – Brushed Nickel Plate | 12.5 LED ARRAY 30K-3000K Color Temp. - 80 CRI Typ. |

| | | | | |
|--|--|--|--|--|
| | | | | <ul style="list-style-type: none"> - Constant Current at 350 Milliamps by driver - 12.5 Input = 1113 LED Lumens (700 Fixture Lumens) - Estimated 89 Lumens per watt |
|--|--|--|--|--|

8.8 Ceiling tiles:

- CertainTeed - Protectone Fire rated PBT-197 - BAROQUE

9. METHOD OF WORK

- 9.1 Schedule the work with Departmental Representative so as to ensure continuity of the Training Program. Maintain service to buildings, no interruption to the Academy.
- 9.1.2 This project must be completed 12 weeks after the contract is awarded.
- 9.1.3 Ensure proper ventilation at all times and that no potential or known fire hazards exist. Protect all areas not in construction at all times.
 - 9.1.3.1 It is the responsibility of the contractor to ensure that the fire detectors are cleaned out at the end of construction and ensure that they are functional.
 - 9.1.3.2 Block off return air intake when dust is created.
 - 9.1.3.3 Contractor to clean ventilation ceiling grilles at the end of construction.
- 9.1.4 It is the responsibility of the contractor to remove and reinstall all hardware for painting. All hardware must be reinstall securely and function properly.
- 9.1.5 All rooms to be painted including 2 lounges, 53 single person suites, storage rooms, corridors...
- 9.1.6 All rooms to be carpeted (except storage rooms).
 - 9.1.7.1 All shelves in lounges to be dismantled and disposed by contractor.
 - 9.1.7.2 All shelves in storage rooms to remain in place. Painters are allowed to paint around in these rooms only.
- 9.1.8 Entire space must be cleaned professionally by the General Contractor before substantial walk through.
- 9.1.9 Install stainless steel corners (1½" x 1½" by 16 gauge) on all outside corners in the hallways to protect them from top of carpet to bottom of maple chair rail. Shop drawings to be provided by contractor and approved by the Government Representative on how to fasten them.

9.2 Paint (Rooms and corridors)

- 9.2.1 All surfaces shall be cleaned and repaired as necessary, to present a good surface prior to application of paint.
- 9.2.2 Do not paint over dirt, rust, scale, grease, moisture, voids and blemishes, or other conditions detrimental to formation of a durable paint film. Thoroughly wash, scrape, sand, etc. as needed to provide a proper surface.
- 9.2.3 Skim coat when needed.
- 9.2.4 Cut out all loose plaster cracks or drywall, taped, mud ready to paint.
- 9.2.5 Finish surface to match texture or surrounding area.
- 9.2.6 Tape off items such as counters, etc. if required.
- 9.2.7 Fill nail holes or other imperfections with coloured putty for varnished wood surfaces or plaster where painted.
- 9.2.8 Sanding is required between coats. All surfaces shall be sanded before painting to remove any deteriorated paint, roughness or imperfections in the surfaces and

- between coats as necessary to ensure good adhesion of succeeding coats of paints.
- 9.2.9 If painting over oil based paint, apply one primer and two finish coats with water bourne paint.
 - 9.2.10 All colour changes shall receive one full coat of primer and two finish coats.
 - 9.4.11 Apply additional coats when undercoats, stains, or other conditions show through final coat of paint. Final finish shall have uniform finish, color, and appearance.
 - 9.2.12 Primers and undercoats shall be of same manufacture as finish coats.
 - 9.2.13 Finish access panels and similar items in the same color as their surroundings.
 - 9.2.14 Respect drying time recommended by manufacturer. Do not apply succeeding coats until the undercoat is thoroughly dry.
 - 9.2.15 It is the Contractor's responsibility to remove and reinstall all objects (screws, nails, signs, frame, electrical outlet, faceplates, light fixtures, handle bars, toilet paper holders, napkin disposals, door bumpers...) on the walls. Do not paint around them. Where the 2 picture frames are hung, it is acceptable to paint on top of anchors, but screws to be removed and reinstalled.
 - 9.2.16 The contractor shall perform all necessary prep, including but not limited to: cleaning surfaces, caulking joints, puttying of defects and nail holes, and masking and protecting of non-painted surfaces/materials.
 - 9.2.17 The contractor shall paint all gypsum wallboard wall and ceiling surfaces (except ceiling tiles), doors and jambs, window jambs and trim, door casing, base board, shelving, and other architectural trim elements
 - 9.2.18 Contractor to provide schedule of paint to be used for walls, trims and doors (semi-gloss, eggshell...).
 - 9.2.19 Contractor shall submit colour samples (drawdowns) for approval by Departmental Representative prior to beginning work.
 - 9.2.20 At the end of the work, contractor shall provide an unopened, labeled, one-gallon can of paint of each type/color used.
 - 9.2.21 Painting for use in the work shall be the standard best or top brands produced for each particular kind of material required herein. The products shall also comply with the applicable federal specifications and shall be equal to the product of Benjamin Moore Regal. If using another brand, it must be approved first by the Departmental Representative prior to beginning work.
 - 9.2.22 Paint, finish re-painting shall be considered a two finish coat paint job. However, if a second finish coat is necessary in certain areas to achieve a good result, it shall be applied at no extra cost. All new or previously bare surfaces shall receive one primer and two finish coats of paint.
 - 9.2.23 All paint shall be applied in strict accordance with manufacturer's instructions.
 - 9.2.24 Finish paint work shall be even in texture, colour, and consistency, with no runs, sags or noticeable overlapping.
 - 9.2.25 Supply sufficient protective covering to prevent paint coming into contact with furnishing and surfaces not to be painted.
 - 9.2.26 All wire molds and conduit to be painted to match décor.
 - 9.2.27 All wall angles to be caulked with latex before painting.
 - 9.2.28 All wall door frames to be caulked with latex before painting.
 - 9.2.29 There will be a significant amount of patching and repairing to the drywall when removing millwork especially where they vanities, backsplash and closets are located.
 - 9.2.30 All door frames wood/metal should be primed before receiving new colours.

9.3 Cabinets and millwork

- 9.3.1 Refer to Annexe 1 – millwork document for shop drawings and layout. The contractor is to build cabinets and millwork as per code.
- 9.3.2 It is the contractor responsibility to remove and properly dispose of all cabinets and millwork in each room.
- 9.3.3 When removing vanities, backsplash and closets, patch wall to be ready to paint as described in section 9.2.
- 9.3.4 Cost to dispose cabinets is at the Contractor's sole expense.
- 9.3.5 Contractor to install chair rail made of solid maple in all corridors with a clear finish. Chair rail to be from 36" A.F.F. to 48" A.F.F.
- 9.3.6 Contractor to install TV arms/TV on designated wall and add a ¾" plywood backing piece painted to match the wall (Government Representative to provide monitor arms). Size to fit stud to stud in width and 12" in height.
- 9.3.7 Remove, store and reinstall gun boxes.
- 9.3.8 Hatches for millwork to be screwed, do not use pressure gun – Use European hardware, no press in hinges, use screw type.
- 9.3.9 Supply and install grilles in headboards.
- 9.3.10 Supply and install screw caps where needed and match millwork colour.
- 9.3.11 Chiffonier wall rad covers – dimensions are approximately, it is the contractor responsibility to confirm dimensions
- 9.3.12 All chair rails to be caulked with translucent caulking.
- 9.3.13 Fill out all chair rail nail holes.
- 9.3.14 Chair rail edges to be equal and smooth
- 9.3.15 Rad covers to be caulked with matching brown.
- 9.3.16 Window trims and rad covers variance to be caulked with matching brown.

9.4 Ceramic tile

- 9.4.1 It is the contractor responsibility to remove and properly dispose of the VCT flooring in the bathroom.
- 9.4.2 Cost to dispose old ceramic tiles is at the Contractor's sole expense.
- 9.4.3 Floor to be cleaned of any foreign substances.
- 9.4.4 Holes/imperfections to be patched with an Ardex compound for proper bond.
- 9.4.5 Tiles to be installed as per manufacturers' specification.
- 9.4.6 Grout lines between flooring tiles to be 3/16" including around the bathtub.
- 9.4.7 Grout lines around doors frame to be tighter fit.
- 9.4.8 Tiles to be grouted with an epoxy grout.
- 9.4.9 Tiles must be leveled with each other.
- 9.4.10 Transition strip to be leveled with carpet and ceramic in between room and bathroom.
- 9.4.11 All ceramic bases to be caulked with translucent caulking.
- 9.4.12 All ceramic bases to be 4" high.
- 9.4.13 Contractor to have one room as a model, the tile, grout, spacing and general installation of the tile will be inspected and approved by the Government Representative. The remaining rooms will be constructed to the approved standard.

9.5 Carpet tiles, carpet base

- 9.5.1 It is the contractor responsibility to remove and properly dispose of the carpet.
- 9.5.2 Install new carpet tiles and carpet base.

- 9.5.3 Notify the Government Representative immediately upon discovery of any suspect condition that could potentially cause a faulty installation. Remedy any faulty installation.
- 9.5.4 Ensure that, prior to flooring installation, the substrate is: properly prepared for the flooring material; free of inherent defects such as ridges, bumps, rises, dips, low spots, cracks, holes, joints and the like that could cause a faulty installation.
- 9.5.5 Remove flooring to concrete.
- 9.5.6 Scrape the floor and use floor leveling compound when needed it. Do not leave unlevelled floor. The floor is to be properly prep before the installation of new carpet tiles.
- 9.5.7 Ensure that excess materials on the substrate, that would prevent the proper installation of the new flooring, are removed and disposed of properly.
- 9.5.8 Utilize only the adhesives that are the appropriate type, amount, spread and meet the environmental conditions according to the manufacturer's specifications.
- 9.5.9 Cut flooring according to manufacturer's specifications.
- 9.5.10 Ensure that any patterns of the flooring are aligned and positioned properly; that there is uniformity and conformity of direction.
- 9.5.11 Install flooring material in all designated areas including under any open-bottom items, removable flanges, furnishings, in alcoves and closets to the edge of all walls columns, permanently mounted articles and the like.
- 9.5.12 Install transition strip or overlapping flanges to conceal edges in between room and bathroom.
- 9.5.13 Provide tightly fitting cut-outs as appropriate.
- 9.5.14 Ensure that all joints and edges are properly butted so that there are no gaps or distortions in the flooring.
- 9.5.15 Ensure that the installed flooring does not interfere or restrict any existing cabling or wiring for any devices including without limitation: computers, fax machines, telephones, copiers, electrical boxes and the like.
- 9.5.16 Do not bridge building expansion joints with continuous flooring.
- 9.5.17 Remove immediately, all excess adhesive from all areas and ensure that its removal causes no damage to new flooring or adjacent surfaces.
- 9.5.18 Clean and vacuum, as appropriate, the new installed.
- 9.5.19 Remove and reinstall door stops.
- 9.5.20 Carpet bases to be 4" high in all rooms and 6" high in corridors.
- 9.5.21 Transition stripe to be fasten down.
- 9.5.22 Do not install carpet under headboards.

9.6 Light fixtures

- 9.6.1 It is the contractor responsibility to remove and properly dispose of all electrical.
- 9.6.2 Cost to dispose electrical is at the Contractor's sole expense.
- 9.6.3 Replace light fixtures and bulb in bathroom (1) and main room (1). Refer to section 8.6 for parts specification.
- 9.6.4 Do not replace the light fixture in the closet, but remove fixture, prep the wall, paint and replace.
- 9.6.5 No alternate will be accepted for the light fixtures.

9.7 Bath fitter bathtub liner and bathtub

- 9.7.1 It is the contractor responsibility to remove and properly dispose of all plumbing fixtures when need it.
- 9.7.2 Cost to dispose plumbing fixtures is at the Contractor's sole expense.
- 9.7.3 Refer to attached drawings to identify which room is being replaced
- 9.7.4 Install new Bath Fitter bathtub liner as per attached drawings.
- 9.7.5 System will be custom-made to fit perfectly over each existing fixtures. The procedure is to be approved by the Government Representative.
- 9.7.6 Include new drain kit (as existing) for each for each bathtub that is been restored. Include chrome over flow cover and touch toe (OS&B clicker). Include oval soap dish as shown in the mock up room.
- 9.7.7 New basins and water-closets require new wax seal and braided chrome flex supply tubes.
- 9.7.8 Remove existing caulking from around bath tub face, apron, edges, etc. Re-caulk with new white caulking type.

9.8 Basin and water-closet

- 9.8.1 It is the contractor responsibility to remove and properly dispose of all plumbing fixtures when need it.
- 9.8.2 Cost to dispose plumbing fixtures is at the Contractor's sole expense.
- 9.8.3 Refer to attached drawings to identify which room is being replaced.
- 9.8.4 Install new basin and water-closet in each room marked on drawings.
- 9.8.5 Replace all R19's or R16's and supply stops (commercial grade) chrome.
- 9.8.6 Use closet flange spacer if required.
- 9.8.7 All basins to be caulked with translucent caulking.
- 9.8.8 All water closets to be caulked with translucent caulking.
- 9.8.9 Coordinate water shut off with Government Representative when changing valves.
- 9.8.10 No alternate will be accepted for the plumbing fixtures.

9.9 Repair tiles in tub/shower

- 9.9.1 Refer to attached drawings to identify which room is being replaced.
- 9.9.2 Walls are to be cleaned of any foreign substance first.
- 9.9.3 All loose grout to be removed carefully not to damage wall tile.
- 9.9.4 Install new epoxy grout.
- 9.9.5 Remove & clean existing silicone
- 9.9.6 Install new perimeter bead of silicone as per existing.

9.10 Ceiling grid and tiles

- 9.10.1 Replace all damaged tiles in rooms and corridors.
- 9.10.2 Paint all ceiling grids in rooms and corridors.
- 9.10.3 All wall angles to be caulked.

10. SCHEDULING OF WORK

- 10.1 This project must be completed 12 weeks after the contract is awarded.
- 10.2 All work is to be scheduled with Departmental Representative and is to be completed during normal working hours, Monday to Friday, unless facility usage prohibits work during this time or if alternative schedule is agreed to by the Departmental Representative.

- 10.3 General Contractor to provide initial schedule after the contract is awarded. Schedule to show anticipated progress stages and final completion of work.

11. CLEAN UP

- 11.1 During the performance of the daily work, keep all areas tidy. All empty paint cans, paint rags and the like, shall be removed daily and shall not be left in the building overnight.
- 11.2 Upon completion of the work, leave the area clean and tidy, with all equipment and furniture in original location.
- 11.3 Upon completion of the work, remove any paint smears and marks from glass and other surfaces not intended for paint, and leave the building neat and tidy.
- 11.4 The contractor must provide their own waste disposal and may not dispose of construction debris in the owner's or other contractors' receptacles.

12. GUARANTEE

The Contractor shall provide the Government of Canada with a warranty to be in force and in effect for a period of ONE (1) year from the date of acceptance by the Government of Canada, that guarantees the quality of workmanship and material. Make good at no extra cost to, and to the satisfaction of, the Government of Canada, any defects that may develop within the warranty period.

13. SECURITY SCREENING REQUIREMENTS

Employees who are to be employed on this project will be subject to a criminal record name check by the Government of Canada; therefore, contractors will be required to provide the Government of Canada with the full name, address, and birth date of all employees who will be working at the site. Time also must be afforded daily for the issuing of visitor tags. The Government of Canada will provide security escorts; however, the contractor must advise the Departmental Representative in advance as to when he will be conducting work on the academy.

14. SITE AND BUILDING ACCESS

The site and building have restricted access. Therefore, the Departmental Representative will provide the necessary access to the site and building based on the work schedule.

15. SCOPE OF WORK

- 15.1 To renovate the entire fourth floor in the D Block building (including 53 single person suites, 2 lounges, storage rooms and corridors) as per floor plan. Additionally, to paint and install carpet tile/carpet base in corridors. As shown during the walk through, this project includes but not limited to:
- Replace carpet and ceramic tiles
 - Replace countertop and backsplash in bathroom
 - Replace water-closet and basin
 - Install bathtub liner
 - Repair caulking/grout on bath ceramic tiles
 - New millwork
 - Paint walls and doors
 - Paint ceiling grids in rooms and corridors
 - Replace light fixtures (2)

- Replace damaged ceiling tiles and paint ceiling grids
- Remove TV's from stand and install them on monitor arms and install monitor arms on the wall for 22" & 26" flat screen TV
- Remove and dispose of all objects with a "green" sticker as identified during walk through

15.2 Each room could have different plumbing renovation needs, refer to drawings for specifications.

15.3 Rooms are not all standard size. It is the contractor responsibility to take the right measurements especially for millwork including closets and rad covers.

15.4 Provide all labour, material and equipment necessary for the preparation of surfaces and applications as noted hereunder and in accordance with this specification.

16. CODE AND REFERENCE MATERIALS

The following documents form a part of these specifications to the extent stated herein and shall be the latest edition thereof. Where differences exist between codes and standards, the one affording the greatest protection shall apply.

17. CONSTRUCTION SAFETY MEASURES

17.1 Observe construction safety measures of National Building Code 2010, Provincial Government Workers/Workmen Compensation Board and municipal authority provided that in any case of conflict or discrepancy the more stringent requirements are to apply.

17.2 Comply with requirements of FCC N. 301

17.3 Successful bidder must submit a copy of their safety plan to the Government of Canada.

18. POTENTIAL FOR HAZARODUS MATERIAL

Asbestos could be found on the paint and the drywall mud. The heating system in the building could have asbestos behind it or around the pipes as insulation. If Asbestos is found, stop work immediately and contact the Departmental Representative.

19. OVERLOADING

Ensure no part of work is subjected to loading that will endanger its safety or will cause permanent damage.

20. WHIMS

20.1 Comply with requirements of Workplace Hazardous Materials Information System (WHIMS) regarding use, handling, storage, and disposal of hazardous materials; with labeling and provision of material safety data sheets acceptable to Labour Canada and Health Canada.

20.2 Deliver copies of WHIMS data sheets to the Departmental Representative on delivery of materials.

21. APPENDICES

- D block Building – floor plan (fourth floor)
- Annexe 1 - Millwork