

Solicitation No. - N° de l'invitation

EE517-151166/A

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

EE517-151166

Amd. No. - N° de la modif.

File No. - N° du dossier

QCW-4-37224

Buyer ID - Id de l'acheteur

qcw028

CCC No./N° CCC - FMS No/ N° VME

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REQUEST FOR STANDING OFFER (RFSO)

TITLE: MAINTENANCE & REPAIR OF MARINE INSTALLATIONS – BASSE CÔTE NORD, QC

IMPORTANT NOTICE TO OFFERORS

Government of Canada moved its Government Electronic Tendering Service from MERX to Buyandsell.gc.ca/tenders.

Since June 1st 2013, Canada makes available Notices of Proposed Procurement (NPP), bid solicitations and related documents for download through the Government Electronic Tendering Service (GETS) at Buyandsell.gc.ca/tenders.

Canada is not responsible and will not assume any liabilities whatsoever for the information found on websites of third parties.

In the event an NPP, bid solicitation or related documentation would be amended, Canada will not be sending notifications. Canada will post all amendments using GETS. It is the sole responsibility of the Bidder to regularly consult GETS for the most up-to-date information.

Canada will not be liable for any oversight on the Bidder's part nor for notification services offered by a third party.

DEPARTMENTAL REPRESENTATIVE'S AUTHORITY

See related changes to GC2.1 of R2820D that have been included in the Standard Acquisition Clauses and Conditions (SACC)

INSURANCE TERMS

The Certificate of Insurance and its instructions has been replaced see APPENDIX 6. (Completed certificate is NOT required at bid closing)

SUPPORT THE USE OF APPRENTICES

Through Canada's Economic Action Plan 2013, the Government of Canada proposes to support the employment of apprentices in federal construction and maintenance projects. Refer to SI12.

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SPECIAL INSTRUCTIONS TO OFFEROR'S (SI)

SI01 INTRODUCTION

1. Public Works and Government Services Canada (PWGSC) is inviting Offerors to submit proposals for Standing Offers. The selected offerors shall provide a range of services as identified in the Statement of Work section of this document.
2. It is PWGSC's intention to authorize a Standing Offer, for a period of one year with four (4) extension periods of one year each. The total dollar value of all Standing Offers is estimated to be (\$212 703.75) (GST or HST included). Individual call-ups will vary, up to a maximum of (\$50 00.000) (GST or HST included). Offerors should note that there is no guarantee that the full or any amount of the Standing Offers will be called-up; PWGSC will issue call-ups only when the specific services to be provided under the Standing Offer are needed. Please refer to Section SOP04, CALL-UP PROCEDURE.

SI02 INTEGRITY PROVISIONS - ASSOCIATED INFORMATION

By submitting an offer, the Offeror certifies that the Offeror and its Affiliates are in compliance with the provisions as stated in GI01 of Integrity Provisions - Offer of General Instructions to Offerors - Construction Services. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

SI03 OFFER DOCUMENTS

1. The following are the offer documents:
 - a. Invitation to Tender - Page 1;
 - b. Special Instructions to Offerors;
 - c. General Instructions to Offeror's- Construction Services
 - d. Clauses & Conditions identified in "Contract Documents";
 - e. Drawings and Specifications;
 - f. Price Proposal form and related Appendix(s); and
 - g. Any amendment issued prior to solicitation closing.
2. Submission of an offer constitutes acknowledgement that the Offeror has read and agrees to be bound by these documents.
3. Offers received by fax will be accepted as official.

GI07, add following paragraph;

4. Offers received by fax will be accepted as official and must meet the following requirements

- a. Must be completed on the Price Proposal Form
- b. Must indicate
 - Request for standing offer number
 - Solicitation number
 - Offeror's name
 - Closing Date and Time
- c. Must be received before offer closing time at fax number (418) 648-2209.

SI04 ENQUIRIES DURING THE SOLICITATION PERIOD

1. Enquiries regarding this offer must be submitted in writing to steve.simoneau@tpsgc-pwgsc.gc.ca, the Contracting Officer named on the Request for Standing Offer (RFSO). Enquiries should be received no later than 5 calendar days prior to the solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may not result in an answer being provided.
2. To ensure consistency and quality of the information provided to Offerors the Contracting Officer shall examine the content of the enquiry and shall decide whether or not to issue an amendment.
3. All enquiries and other communications related to this offer sent throughout the solicitation period are to be directed ONLY to the Contracting Officer named on the RFSO - Page 1. Failure to comply with this requirement may result in the offer being declared non-responsive.

SI05 CONTRACTING AUTHORITY / DEPARTMENTAL REPRESENTATIVE

1. The Contracting Authority for this Request for Standing Offer is:

Name : Steve Simoneau
Title : Supply Intern Agent
Public Works and Government Services Canada
Address : 1550, avenue d'Estimauville
Québec, Québec, G1J 0C7
Telephone : 418-649-2816
Facsimile : 418 648-2209
E-mail: steve.simoneau@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the establishment of the Standing Offer, its administration, and any contractual issues relating to individual call-ups.

2. A Departmental Representative will be identified at time of each individual Call-Up. The Departmental Representative will be responsible for all matters concerning the technical content of the work under the Call-Up.

SI06 QUANTITY

The amount of work and estimated expenditure specified in the RFSO are only an approximation of requirements. The making of an offer by the Offeror shall not constitute an agreement by Canada. Canada may make one or several call-ups against a standing offer.

SI07 PWGSC OBLIGATION

A RFSO does not commit PWGSC to authorize the utilization of a standing offer or to pay any cost incurred in the submission of offers, or cost incurred in making necessary studies for the preparation thereof, or to procure or contract for any services. PWGSC reserves the right to reject or authorize for utilization any offer in whole or in part, with or without further discussion or negotiation. Canada reserves the right to cancel or amend the RFSO at any time.

SI08 SITE VISIT

Not applicable

SI09 REVISION OF OFFER

An offer may be revised by letter or facsimile in accordance with "General Instructions to Offerors – Construction Services to Offerors". The facsimile number for receipt of revisions is 418-648-2209.

SI10 OFFER VALIDITY PERIOD

1. The offer cannot be withdrawn for the period of 60 days following the RFSO closing date.
2. Canada reserves the right to seek an extension to the offer validity period. Upon notification in writing from Canada, Offerors shall have the option to either accept or reject the proposed extension.
3. If the extension referred to in paragraph 2 of SI10 is accepted, in writing, by all those who submitted offers, then Canada shall continue immediately with the evaluation of the offers and its approvals processes.
4. If the extension referred to in paragraph 2 of SI10 is not accepted in writing by all those who submitted offers then Canada shall, at its sole discretion, either
 - a. continue to evaluate the offers of those who have accepted the proposed extension and seek the necessary approvals; or
 - b. cancel the request for proposal.
5. The provisions expressed herein do not in any manner limit Canada’s rights in law or under GI09 “General Instructions to Offerors – Construction Services“.

SI11 SECURITY RELATED REQUIREMENTS

Not applicable

SI12 PUBLIC WORKS AND GOVERNMENT SERVICES CANADA AND DEFENCE CONSTRUCTION CANADA APPRENTICE PROCUREMENT INITIATIVE

1. To encourage employers to participate in apprenticeship training, Contractors bidding on construction and maintenance contracts by Public Works and Government Services Canada (PWGSC) are being asked to sign a voluntary certification, signaling their commitment to hire and train apprentices.
2. Canada is facing skills shortages across various sectors and regions, especially in the skilled trades. Equipping Canadians with skills and training is a shared responsibility. In Economic Action Plan (EAP) 2013, the Government of Canada made a commitment to support the use of apprentices in federal construction and maintenance contracts. Contractors have an important role in supporting apprentices through hiring and training and are encouraged to certify that they are providing opportunities to apprentices as part of doing business with the Government of Canada.
3. Through the Economic Action Plan 2013 and support for training programs, the Government of Canada is encouraging apprenticeships and careers in the skilled trades. In addition, the government offers a tax credit to employers to encourage them to hire apprentices. Information on this tax measure administered by the Canada Revenue Agency can be found at: www.cra-arc.gc.ca. Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.
4. Signed certifications (Appendix 5) will be used to better understand contractor use of apprentices on Government of Canada maintenance and construction contracts and may inform future policy and program development.
5. The Contractor hereby certifies the following:

In order to help meet demand for skilled trades people, the Contractor agrees to use, and require its subcontractors to use, reasonable commercial efforts to hire and train registered apprentices, to strive to fully utilize allowable apprenticeship ratios* and to respect any hiring requirements prescribed by provincial or territorial statutes

The Contractor hereby consents to this information being collected and held by PWGSC, and Employment and Social Development Canada to support work to gather data on the hiring and training of apprentices in federal construction and maintenance contracts.

To support this initiative, a voluntary certification signaling the Contractor's commitment to hire and train apprentices is available at Appendix 5.

If you accept fill out and sign Appendix 5.

** The journey-person-apprentice ratio is defined as the number of qualified/certified journeypersons that an employer must employ in a designated trade or occupation in order to be eligible to register an apprentice as determined by provincial/territorial (P/T) legislation, regulation, policy directive or by law issued by the responsible authority or agency.*

SI13 WEB SITES

The connection to some of the Web sites in the solicitation documents is established by the use of hyperlinks. The following is a list of the addresses of the Web sites:

Buy and Sell <https://www.achatsetventes-buyandsell.gc.ca>

Canadian economic sanctions <http://www.international.gc.ca/sanctions/index.aspx?lang=eng>

Contractor Performance Evaluation Report (Form PWGSC-TPSGC 2913)
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913.pdf>

Standard Acquisition Clauses and Conditions (SACC) Manual
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

PWGSC, Industrial Security Services <Http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>

PWGSC, Code of Conduct and Certifications
<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

PWGSC Consent to a Criminal Record Verification (PWGSC-TPSGC 229)
<Http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/229.pdf>

GENERAL INSTRUCTIONS TO OFFERORS – CONSTRUCTION SERVICES (GI)

GI01 (2014-03-01) Integrity Provisions – Offer

1. Offerors must comply with the [Code of Conduct for Procurement](#). In addition, offerors must respond to Requests for Standing Offers (RFSO) in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements stipulated in the RFSO, Standing Offer (SO) and any resulting contracts, and submit offers as well as enter into contracts only if they will fulfill all obligations of the Contract.
2. By submitting an offer, offerors confirm that they understand that, to ensure fairness, openness and transparency in the procurement process, the commission of certain acts or offences will render them ineligible to be issued a Standing Offer and awarded a contract. Canada will declare non-responsive any offer in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found by Canada to be untrue in any respect, at the time of issuance of the Standing Offer (SO). If it is determined, after issuance of the SO, that the Offeror made a false declaration, Canada will, following a notice period, have the right to set aside the SO and to terminate for default any resulting contracts. The Offeror will be required to diligently maintain up-to-date the information requested. The Offeror and any of the Offeror's

Affiliates, will also be required to remain free and clear of any acts or convictions specified in these Integrity Provisions during the period of any SO arising from this RFSO and any resulting call-ups.

3. Affiliates

For the purpose of these Integrity Provisions, everyone, including but not limited to organizations, bodies corporate, societies, companies, firms, partnerships, associations of persons, parent companies and subsidiaries, whether partly or wholly-owned, as well as individuals and directors, are Offeror's Affiliates if:

- a. directly or indirectly either one controls or has the power to control the other, or
- b. a third party has the power to control both.

Indicia of control, include, but are not limited to, interlocking management or ownership, identity of interests among family members, shared facilities and equipment, common use of employees, or a business entity created following the acts or convictions specified in these Integrity Provisions which has the same or similar management, ownership, or principal employees, as the case may be.

4. Offerors who are incorporated, including those submitting offers as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Offeror. Offerors submitting offers as sole proprietorship, including those submitting offers as a joint venture, must provide the name of the owner. Offerors submitting offers as societies, firms, or partnerships do not need to provide lists of names.

If the required names have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to provide the names within the time frame specified will render the offer non-responsive. Providing the required names is a mandatory requirement for a Standing Offer to be issued.

Canada may, at any time, request that the Offeror provide properly completed and signed consent forms ([Consent to a Criminal Record Verification form - PWGSC-TPSGC 229](#)) for any or all individuals mentioned above within a specified time frame. Failure to provide such consent forms and associated information within the time frame provided, or failure to cooperate to the verification process will result in the offer being declared non-responsive.

5. The Offeror must diligently inform Canada in writing of any changes affecting the list of names of directors during this procurement process as well as during the period of any Standing Offer arising from this RFSO and any resulting call-ups. The Offeror must also, when requested, provide Canada with properly completed and signed consent forms.
6. By submitting an offer, the Offeror certifies that it is aware, and that its Affiliates are aware that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Offeror, including the information relating to the acts or convictions specified in these Integrity Provisions, through independent research, use of any government resources or by contacting third parties.
7. By submitting an offer, the Offeror certifies that neither the Offeror nor any of the Offeror's Affiliates have directly or indirectly, paid or agreed to pay, and will not, directly or indirectly, pay a contingency fee to any individual for the solicitation, negotiation or obtaining of the Standing Offer and any resulting call-ups if the payment of the fee would require the individual to file a return under section 5 of the [Lobbying Act](#).

8. Time Period

The Time Period is 10 years and is measured from the date of the conviction or from the date of the conditional or absolute discharge.

In addition, for a conviction under paragraphs a. or b. of subsection 9, following the 10-year period, a pardon or a record suspension must have been obtained, or capacities must have been restored by the Governor in Council. The Offeror must therefore provide with its offer or promptly afterwards a copy of confirming documentation from an official source for its certification to be found true by Canada for the purpose of these Integrity Provisions. If the documentation has not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply within the time frame specified will render the offer non-responsive.

9. By submitting an offer, the Offeror certifies that neither the Offeror nor any of the Offeror's Affiliates have been convicted of an offence or received a conditional or an absolute discharge under any of the following provisions, unless the time period, as defined in the Time Period subsection, has elapsed:
- a. paragraph 80(1)(d) (*False entry, certificate or return*), subsection 80(2) (*Fraud against Her Majesty*) or section 154.01 (*Fraud against Her Majesty*) of the [Financial Administration Act](#), or
 - b. section 121 (*Frauds on the government and Contractor subscribing to election fund*), section 124 (*Selling or Purchasing Office*), section 380 (*Fraud*) for fraud committed against Her Majesty or section 418 (*Selling defective stores to Her Majesty*) of the [Criminal Code](#), or
 - c. section 119 (*Bribery of judicial officers, etc*), section 120 (*Bribery of officers*), section 346 (*Extortion*), sections 366 to 368 (*Forgery and other offences resembling forgery*), section 382 (*Fraudulent manipulation of stock exchange transactions*), section 382.1 (*Prohibited insider trading*), section 397 (*Falsification of books and documents*), section 422 (*Criminal breach of contract*), section 426 (*Secret commissions*), section 462.31 (*Laundering proceeds of crime*) or sections 467.11 to 467.13 (*Participation in activities of criminal organization*) of the [Criminal Code](#), or
 - d. section 45 (*Conspiracies, agreements or arrangements between competitors*), section 46 (*Foreign directives*), section 47 (*Bid rigging*), section 49 (*Agreements or arrangements of federal financial institutions*), section 52 (*False or misleading representation*), section 53 (*Deceptive notice of winning a prize*) of the [Competition Act](#), or
 - e. section 239 (*False or deceptive statements*) of the [Income Tax Act](#), or
 - f. section 327 (*False or deceptive statements*) of the [Excise Tax Act](#), or
 - g. section 3 (*Bribing a foreign public official*), section 4 (*Accounting*), or section 5 (*Offence committed outside Canada*) of the Corruption of [Corruption of Foreign Public Officials Act](#), or
 - h. section 5 (*Trafficking in substance*), section 6 (*Importing and exporting*), or section 7 (*Production of substance*) of the [Controlled Drugs and Substance Act](#).

The Offeror also certifies that no one convicted under any of the provisions under a. or b. are to receive any benefit under a Standing Offer arising from this Request for Standing Offers and any resulting call-ups, unless a pardon or a record suspension has been obtained or capacities restored by the Governor in Council, as defined in the Time Period subsection.

10. Foreign Offences

The Offeror also certifies that, within a period, as defined in the Time Period subsection, neither the Offeror nor any of the Offeror's Affiliates have been convicted of or have received a conditional or an absolute discharge, under any foreign offence that Canada deems to be of similar constitutive elements to the offences listed in these Integrity Provisions. Canada will also consider foreign measures declared by Canada to be similar in nature to the Canadian pardon, record suspension, or restoration of capacities by the Governor in Council.

11. Subcontractors

The Offeror must ensure that subcontracts include Integrity Provisions no less favourable to Canada than those imposed in the resulting contract.

12. Preventive Measures associated with the Time Period

In cases where the period (as defined in the Time Period subsection), for a conviction, or a conditional or an absolute discharge of the Offeror or any of the Offeror's Affiliates has elapsed, then the Offeror must also certify for itself and for its Affiliates that measures have been diligently put in place in order to avoid the reoccurrence of such convictions or reprehensible actions.

13. Public Interest Exception

Offerors understand that Canada may issue a Standing Offer with an offeror where the Offeror or the Offeror's Affiliates have been convicted of or have received a conditional or an absolute discharge for an offence specified

in these Integrity Provisions, when required to do so by law or legal proceedings, or when Canada in its sole discretion considers it necessary to the public interest for reasons which include, but are not limited to:

- o no one else is capable of performing the contract;
- o emergency;
- o national security;
- o health and safety;
- o economic harm;

If all offers are found non-responsive for reason of a listed relevant conviction or act, then Canada may invoke the public interest exception, as described in the paragraph above. In such cases, only offers containing a declaration concerning a relevant offence or act will be further considered. Canada may also elect to procure outside of the present process. In all cases, Canada reserves the right to impose additional conditions or measures to ensure the integrity of the procurement process.

14. Non-application

For governments, as well as entities controlled by a government, including Crown corporations, the present Integrity Provisions are reduced to complying with article 750 of the [Criminal Code](#), the [Government Contracts Regulations](#) and the [Code of Conduct for Procurement](#).

GI02 (2014-03-01) Completion of Offer

1. The offer shall be
 - a. submitted on the Price proposal form;
 - b. based on the Offer Documents listed in the Special Instructions to Offerors;
 - c. correctly completed in all respects;
 - d. signed by a duly authorized representative of the Offeror; and
 - e. accompanied by any other document or documents specified elsewhere in the solicitation where it is stipulated that said documents are to accompany the offer.
2. Subject to paragraph 6) of GI09, any alteration to the pre-printed or pre-typed sections of the Price Proposal form, or any condition or qualification placed upon the offer may be cause for disqualification. Alterations, corrections, changes or erasures made to statements or figures entered on the Price Proposal form by the Offeror shall be initialed by the person or persons signing the offer. Alterations, corrections, changes or erasures that are not initialed shall be deemed void and without effect.
3. Unless otherwise noted elsewhere in the Offer Documents, facsimile copies of offers are not acceptable.
4. Canada will make available Notices of Proposed Procurement (NPP), offer solicitations and related documents for download through the Government Electronic Tendering Service (GETS). Canada is not responsible and will not assume any liabilities whatsoever for the information found on websites of third parties. In the event an NPP, offer solicitation or related documentation would be amended, Canada will not be sending notifications. Canada will post all amendments, including significant enquiries received and their replies, using GETS. It is the sole responsibility of the Offeror to regularly consult GETS for the most up-to-date information. Canada will not be liable for any oversight on the Offeror's part nor for notification services offered by a third party.

GI03 (2007-05-25) Identity or Legal Capacity of the Offeror

1. In order to confirm the authority of the person or persons signing the offer or to establish the legal capacity under which the Offeror proposes to enter into Contract, any Offeror who carries on business in other than its own personal name shall, if requested by Canada, provide satisfactory proof of
 - a. such signing authority; and
 - b. the legal capacity under which it carries on business;

prior to contract award. Proof of signing authority may be in the form of a certified copy of a resolution naming the signatory(ies) that is (are) authorized to sign this offer on behalf of the corporation or partnership. Proof of legal capacity may be in the form of a copy of the articles of incorporation or the registration of the business name of a sole proprietor or partnership.

GI04 (2013-04-25) Applicable Taxes

1. "Applicable Taxes" means the Goods and Services Tax (GST), the Harmonized Sales Tax (HST) and any provincial tax, by law, payable by Canada such as, the Quebec Sales Tax (QST) as of April 1, 2013.

GI05 (2007-05-25) Capital Development and Redevelopment Charges

1. For the purposes of GC1.8, "Laws, Permits and Taxes", in the General Conditions of the Contract, only fees or charges directly related to the processing and issuing of building permits shall be included. The Offeror shall not include any monies in the offer amount for special municipal development, redevelopment or other fees or charges which a municipal authority may seek as a prerequisite to the issuance of building permits.

GI06 (2010-01-11) Listing of Subcontractors and Suppliers

1. Notwithstanding any list of Subcontractors that the Offeror may be required to submit as part of the offer, the Offeror shall, within forty-eight (48) hours of receipt of a notice to do so, submit all information requested in the said notice including the names of Subcontractors and Suppliers for the part or parts of the Work listed. Failure to do so shall result in the disqualification of its offer.

GI07 (2014-03-01) Submission of Offer

1. The Price Proposal form, duly completed, shall be enclosed and sealed in an envelope provided by the Offeror, and shall be addressed and submitted to the office designated on the Front Page of the "Request for Standing Offer" for the receipt of offers. The offer must be received on or before the date and time set for solicitation closing.
2. Unless otherwise specified in the Special Instructions to Offerors
 - a. the offer shall be in Canadian currency;
 - b. the requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All offers including such provision will render the offer non-responsive.
3. Prior to submitting the offer, the Offeror shall ensure that the following information is clearly printed or typed on the face of the offer envelope:
 - a. Solicitation Number;
 - b. Name of Offeror;
 - c. Return address; and
 - d. Closing Date and Time.
4. Timely and correct delivery of offers is the sole responsibility of the Offeror.

GI08 (2011-05-16) Revision of Offer

1. An offer submitted in accordance with these instructions may be revised by letter or facsimile provided the revision is received at the office designated for the receipt of offers, on or before the date and time set for the closing of the RFSO. The letter or facsimile shall on the Offeror's letterhead or bear a signature that identifies the Offeror.
2. A revision to an offer that includes unit prices must clearly identify the change(s) in the unit price(s) and the specific item(s) to which each change applies.
3. A letter or facsimile submitted to confirm an earlier revision should be clearly identified as a confirmation.
4. Failure to comply with any of the above provisions may result in the rejection of the non-compliant revision(s) only. The offer shall be evaluated based on the original offer submitted and all other compliant revision(s).

GI09 (2013-04-25) Rejection of Offer

1. Canada may accept any offer, whether it is the lowest or not, or may reject any or all offers.
2. Without limiting the generality of paragraph 1) of GI09, Canada may reject an offer if any of the following circumstances is present:
 - a. the Offeror's bidding privileges are suspended or are in the process of being suspended;
 - b. the bidding privileges of any employee or subcontractor included as part of the offer are suspended or are in the process of being suspended, which suspension or pending suspension would render that employee or subcontractor ineligible to offer on the Work, or the portion of the Work the employee or subcontractor is to perform;
 - c. the Offeror is bankrupt, or where for whatever reason, its activities are rendered inoperable for an extended period;
 - d. evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Offeror, any of its employees or any subcontractor included as part of its offer;
 - e. evidence satisfactory to Canada that based on past conduct or behavior, the Offeror, a sub-contractor or a person who is to perform the Work is unsuitable or has conducted himself/herself improperly;
 - f. with respect to current or prior transactions with Canada
 - i. Canada has exercised, or intends to exercise, the contractual remedy of taking the work out of the contractor's hands with respect to a contract with the Offeror, any of its employees or any subcontractor included as part of its offer; or
 - ii. Canada determines that the Offeror's performance on other contracts is sufficiently poor to jeopardize the successful completion of the requirement being offered on.
3. In assessing the Offeror's performance on other contracts pursuant to subparagraph 2.f. i & ii GI09, Canada may consider, but not be limited to, such matters as:
 - a. the quality of workmanship in performing the Work;
 - b. the timeliness of completion of the Work;
 - c. the overall management of the Work and its effect on the level of effort demanded of the department and its representative; and

-
- d. the completeness and effectiveness of the Contractor's safety program during the performance of the Work.
4. Without limiting the generality of paragraphs 1), 2) and 3) of GI09, Canada may reject any offer based on an unfavourable assessment of the
- a. adequacy of the offer price to permit the work to be carried out and, in the case of an offer providing prices per unit, whether each such price reasonably reflects the cost of performing the part of the work to which that price applies;
 - b. Offeror's ability to provide the necessary management structure, skilled personnel, experience and equipment to perform competently the work under the Contract; and
 - c. Offeror's performance on other contracts.
5. When Canada intends to reject an offer pursuant to a provision of paragraphs 1), 2), 3) or 4) of GI09, other than subparagraph 2)(a) of GI09, the Contracting Authority will inform the Offeror and provide the Offeror ten (10) days within which to make representations, before making a final decision on the offer rejection.
6. Canada may waive informalities and minor irregularities in offers received if Canada determines that the variation of the offer from the exact requirements set out in the Offer Documents can be corrected or waived without being prejudicial to other Offerors.

GI10 (2010-01-11) Offer Costs

1. No payment will be made for costs incurred in the preparation and submission of an offer in response to the offer solicitation. Costs associated with preparing and submitting an offer, as well as any costs incurred by the Offeror associated with the evaluation of the offer, are the sole responsibility of the Offeror.

GI11 (2012-07-16) Procurement Business Number

1. Offerors are required to have a Procurement Business Number (PBN) before issuance of a standing offer . Offerors may register for a PBN in the Supplier Registration Information system on the [Contracts Canada](#) Web site. For non-Internet registration, Offerors may contact the nearest [Supplier Registration Agent](#).

GI12 (2013-04-25) Compliance with Applicable Laws

1. By submission of an offer, the Offeror certifies that the Offeror has the legal capacity to enter into a contract and is in possession of all valid licences, permits, registrations, certificates, declarations, filings, or other authorizations necessary to comply with all federal, provincial and municipal laws and regulations applicable to the submission of the offer and entry into any ensuing contract for the performance of the work.
2. For the purpose of validating the certification in paragraph 1) of GI12, a Offeror shall, if requested, provide a copy of every valid licence, permit, registration, certificate, declaration, filing or other authorization listed in the request, and shall provide such documentation within the time limit(s) set out in the request.
3. Failure to comply with the requirements of paragraph 2) of GI12 shall result in disqualification of the offer.

GI13 (2010-01-11) Approval of Alternative Materials

1. When materials are specified by trade names or trademarks, or by manufacturers' or suppliers' names, the offer shall be based on use of the named materials. During the solicitation period, alternative materials may be considered provided full technical data is received in writing by the Contracting Officer at least ten (10) calendar days prior to the solicitation closing date. If the alternative materials are approved for the purposes of the offer, an addendum to the offer documents shall be issued.

GI14 (2010-01-11) Performance Evaluation

1. Offerors shall take note that the performance of the Contractor during and upon completion of the work shall be evaluated by Canada. The evaluation shall be based on the quality of workmanship; timeliness of completion of

the work; project management, contract management and management of health and safety. Should the Contractor's performance be considered unsatisfactory, the Contractor's bidding privileges on future work may be suspended indefinitely.

2. The form [PWGSC-TPSGC 2913](#), SELECT - Contractor Performance Evaluation Report Form, is used to record the performance.

GI15 (2011-05-16) Conflict of Interest - Unfair Advantage

1. In order to protect the integrity of the procurement process, offerors are advised that Canada may reject a offer in the following circumstances:
 - a. if the Offeror, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the offer solicitation or in any situation of conflict of interest or appearance of conflict of interest;
 - b. if the Offeror, any of its subcontractors, any of their respective employees or former employees had access to information related to the offer solicitation that was not available to other offerors and that would, in Canada's opinion, give or appear to give the Offeror an unfair advantage.
2. The experience acquired by a offeror who is providing or has provided the goods and services described in the offer solicitation (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This offeror remains however subject to the criteria established above.
3. Where Canada intends to reject an offer under this section, the Contracting Authority will inform the Offeror and provide the Offeror an opportunity to make representations before making a final decision. Offerors who are in doubt about a particular situation should contact the Contracting Authority before offer closing. By submitting a offer, the Offeror represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Offeror acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

STANDING OFFER PARTICULARS

SOP01 GENERAL

1. The Offeror acknowledges that a standing offer is not a contract and that the issuance of a Standing Offer and Call-up Authority does not oblige or commit Canada to procure or contract for any services listed in the Standing Offer.
2. The Offeror offers to provide and deliver to Canada the services described in the Standing Offer, in accordance with the pricing set out in the Request for Standing Offer if, and when the Contracting Authority may request such services, in accordance with the conditions listed at subsection 3 below.
3. The Offeror understands and agrees that:
 - a. a call-up against the Standing Offer will form a contract only for those services which have been called-up, provided that such call-up is made in accordance with the provisions of the Standing Offer;
 - b. Canada's liability is limited to that which arises from call-ups against the Standing Offer made within the period specified in the Standing Offer;
 - c. Canada has the right to procure the services specified in the Standing Offer by means of any other contract, standing offer or contracting method;
 - d. the Standing Offer cannot be assigned or transferred in whole or in part;
 - e. the Standing Offer may be set aside by Canada at any time.

SOP02 PERIOD OF THE STANDING OFFER

The period for placing call-ups against the Standing Offer shall be for one years plus four (4) period of extension of one year each commencing from the start date identified on the Standing Offer.

SOP03 CALL-UP LIMITATION

Each call-up against the Standing Offer will have a maximum limitation of expenditure of (\$50 000.00) (Applicable Taxes included).

SOP04 CALL-UP PROCEDURE

1. Services will be called-up as follows:
 - a. For each individual call-up the Offeror will be provided the scope of work and will submit an offer to the Departmental Representative in accordance with the unit rates established under the Standing Offer. The Contractor's offer shall include all of the work as specified including; mobilizing, sub-trades, materials, labour, tools, administration fees and supervision including building permits as per local regulations.
2. The Offeror will be authorized in writing by the Contracting Authority to proceed with the work by issuance of a Call-up against the Standing Offer using form 2829.
3. Any proposed changes to the scope of work are to be discussed with the Departmental Representative but any resulting changes can only be authorized by an amendment issued by the Contracting Authority.

SOP05 STANDING OFFER RESPONSIBLES

Standing Offer Contracting Authority is :

Name : Steve Simoneau
Title : Supply Intern Agent
Telephone : 418-649-2816
E-mail : steve.simoneau@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the establishment and administration of the Standing Offer and it's revision if needed. The Contracting Authority is responsible for all contractual related questions regarding call-ups.

Standing Offer Technical Authority is :

The Technical Authority represents the Department or Organisation for which the works are executed within a call-up. The Technical Authority is responsible for all technical related questions regarding call-ups.

Name : _____
Title : _____
Department : _____
Division : _____
Telephone : ____ - ____ - _____
E-mail : _____

The selected contractor for the standing offer is :

Name : _____
Contact : _____
Address : _____
Telephone : ____ - ____ - _____
E-mail : _____

SUPPLEMENTARY CONDITIONS (SC)

SC03 INSURANCE TERMS

- 1) Insurance Contracts
 - (a) The Contractor must, at the Contractor's expense, obtain and maintain insurance contracts in accordance with the requirements of the Certificate of Insurance. Coverage must be placed with an Insurer licensed to carry out business in Canada.
 - (b) Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.
- 2) Period of Insurance
 - (a) The policies required in the Certificate of Insurance must be in force and be maintained throughout the duration of the standing offer period.

(b) The Contractor must be responsible to provide and maintain coverage for Products/Completed Operations hazards on its Commercial General Liability insurance policy, for a period of six (6) years beyond the date of the Certificate of Substantial Performance.

3) Proof of Insurance

(a) Before commencement of the Work, and no later than thirty (30) days after acceptance of its offer, the Contractor must deposit with Canada a Certificate of Insurance on the form attached herein.

(b) Upon request by Canada, the Contractor must provide originals or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the Certificate of Insurance.

4) Insurance Proceeds

In the event of a claim, the Contractor must, without delay, do such things and execute such documents as are necessary to effect payment of the proceeds.

5) Deductible

The payment of monies up to the deductible amount made in satisfaction of a claim must be borne by the Contractor.

CALL-UPS CLAUSES OR RESULTING CONTRACT DOCUMENTS (CD)

1. The following are the “call up” contract documents:
 - a. Contract Page when signed by Canada;
 - b. Duly completed Price Proposal Form and any Appendices attached thereto;
 - c. Drawings and Specifications;
 - d. General Conditions and clauses

GC1	General Provisions – Construction Services	R2810D	(2014-06-26);
GC2	Administration of the Contract	R2820D	(2014-06-26);
GC3	Execution and Control of the Work	R2830D	(2014-03-01);
GC4	Protective Measures	R2840D	(2008-05-12);
GC5	Terms of Payment	R2550D R2850D	(2014-06-26);
GC6	Delays and Changes in the Work	R2860D	(2013-04-25);
GC7	Default, Suspension or Termination of Contract	R2870D	(2008-05-12);
GC8	Dispute Resolution	R2884D	(2008-05-12);
GC9	N/A		
GC10	Insurance	R2900D	(2008-05-12);
	Allowable Costs for Contract Changes Under GC6.4.1	R2950D	(2014-06-26);
	Supplementary Conditions		
 - e. Any amendment issued or any allowable offer revision received before the date and time set for solicitation closing;
 - f. Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the offer; and
 - g. Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
2. The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>
3. The language of the contract documents is the language of the Price Proposal Form submitted.

Solicitation No – N° de l'invitation
EE517-151166/A
Client Ref No. – N° de réf. du client
EE517-151166

Amd. No. – N° de la modif.
File No. – N° du dossier
QCW-4-37224

Buyer ID – id de l'acheteur
qcw028

APPENDIX 2- SCOPE OF WORK



**Public Works and
Government Services Canada**

Basse Côte Nord, Qc.

Maintenance and repair of marine installations

Project n° R. 057991.001

Specifications for bid

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Part 1 General

1.1 RELATED REQUIREMENTS

- .1 Section 01 33 00 – Submittal Procedures
- .2 Section 01 35 29.06 – Health and Safety Requirements
- .3 Section 01 35 43 – Environmental Procedures
- .4 Section 01 45 00 – Quality Control

1.2 WORK COVERED BY CONTRACT DOCUMENTS

- .1 This list of work is not necessarily complete and does not relieve the Contractor of his responsibility to carry out any other work, alterations or changes required to complete the work stipulated in this project satisfactorily.
- .2 Work consist of, as request are received and with particular emphasis on the period between April and November, maintenance and repair work on ten marine facilities of various wharves under the charge of Public Works and Government Services Canada located in the Lower North Shore region. These wharves are located in the Lower North Shore region between Baie-Johan-Beetz and Blanc-Sablon.
- .3 Please consider that there are no roads connecting these communities; access is by boat only.

1.3 CONTRACT METHOD

- .1 Construct Work under single unit price contract.

1.4 WORK SEQUENCE

- .1 Construct Work in stages, and if possible, as directed by Departmental Representative.
- .2 Coordinate Progress Schedule with Departmental Representative.
- .3 Sequence activities to limit exposure of partially constructed work to waves, ice and snow storms.
- .4 Maintain fire access/control.

1.5 CONTRACTOR USE OF PREMISES

- .1 Contractor has unrestricted use of site until substantial performance. On the other hand, Contractor shall share work site access with other users of the commercial wharf.
- .2 Contractor shall limit use of premises for work, storage, and access to allow premises occupancy by wharf users,
- .3 Co-ordinate use of premises under direction of Departmental Representative.
- .4 Obtain and pay for use of additional storage or work areas needed for operations under this Contract.
- .5 Remove or alter existing work to prevent injury or damage to portions of existing work which remain.

- .6 Repair or replace portions of existing work which have been altered during construction operations to match existing or adjoining work, as directed by Departmental Representative.
- .7 At completion of operations condition of existing work: equal to or better than that which existed before new work started.

1.6 OWNER OCCUPANCY

- .1 Owner will occupy premises during entire construction period for execution of normal operations.
- .2 Co-operate with Owner in scheduling operations to minimize conflict and to facilitate Owner usage.

1.7 PRE-ORDERED PRODUCTS

- .1 Departmental Representative can provide specific products, to expedite Work and for other purposes in Owner's interests.
- .2 Contractor responsibility for purchase, handling, and installation for pre-ordered products is same as for other Contractor-furnished products.

1.8 PRE-PURCHASED EQUIPMENT

- .1 Certain items of equipment may be pre-purchased.
- .2 Purpose for pre-purchasing this equipment is to ensure delivery to site within required project completion schedule. Obtain necessary shop drawings from Consultant and proceed to co-ordinate details for installation, expedite, receive, unload, install, connect and test specified equipment, and be responsible for warrantee.

1.9 OWNER FURNISHED ITEMS

- .1 Owner Responsibilities:
 - .1 Arrange for delivery of shop drawings, product data, samples, manufacturer's instructions, and certificates to Contractor.
 - .2 Deliver supplier's bill of materials to Contractor.
 - .3 Arrange and pay for delivery to site in accordance with Progress Schedule.
 - .4 Inspect deliveries jointly with Contractor.
 - .5 Submit claims for transportation damage.
 - .6 Arrange for replacement of damaged, defective or missing items.
 - .7 Arrange for manufacturer's field services; arrange for and deliver manufacturer's warranties and bonds to Contractor.
- .2 Contractor Responsibilities:
 - .1 Designate submittals and delivery date for each product in progress schedule.

- .2 Review shop drawings, product data, samples, and other submittals. Submit to Consultant notification of observed discrepancies or problems anticipated due to non-conformance with Contract Documents.
- .3 Receive and unload products at site.
- .4 Inspect deliveries jointly with Owner; record shortages, and damaged or defective items.
- .5 Handle products at site, including uncrating and storage.
- .6 Protect products from damage, and from exposure to elements.
- .7 Assemble, install, connect, adjust, and finish products.
- .8 Provide installation inspections required by public authorities.
- .9 Repair or replace items damaged by Contractor or subcontractor on site (under his control).

1.10 ALTERATIONS, ADDITIONS OR REPAIRS TO EXISTING BUILDING

- .1 Execute work with least possible interference or disturbance to occupants, public and normal use of premises. Arrange with Departmental Representative to facilitate execution of work.

1.11 EXISTING SERVICES

- .1 Notify Departmental Representative and utility companies of intended interruption of services and obtain required permission.
- .2 Provide alternative routes for personnel, pedestrian and vehicular traffic.
- .3 Submit schedule to and obtain approval from Departmental Representative for any shutdown or closure of active service or facility including power and communications services. Adhere to approved schedule and provide notice to affected parties.
- .4 Provide temporary services when directed by Departmental Representative to maintain critical tenant systems.
- .5 Provide adequate bridging over trenches which cross sidewalks or roads to permit normal traffic.
- .6 Where unknown services are encountered, immediately advise Departmental Representative and confirm findings in writing.
- .7 Protect, relocate or maintain existing active services. When inactive services are encountered, cap off in manner approved by authorities having jurisdiction.
- .8 Construct barriers in accordance with Section 01 56 00 - Temporary Barriers and Enclosures.

1.12 WORK EXTENT

- .1 Work included in this project comprises the supply of all materials, labour, tools, equipment, and also protection and transport necessary to execute and finish work accordingly to specifications, in such a manner that the whole property shows uniformity.
- .2 Co-ordination and allocation of work among subcontractors is the sole responsibility of the General Contractor, and no reference to subcontractors in these documents shall be

construed as binding Public Works and Government Services Canada with respect to any such allocation.

- .3 Work shall consist mainly, but not necessarily exclusively and according to the need, of the following:
 - .1 Carry out drilling work for anchoring and concreting purposes, as required to maintain or improve the use of existing facilities.
 - .2 Replace or install rubber fenders, welded support plates and installation of cables or support chains and hardware for fenders.
 - .3 Replace bolts, steel plates, cable clamps, rubber parts and variety of hardware.
 - .4 Make required steel pats (wheel-guard, guardrails, etc).
 - .5 Replace wooden parts, such as deck, wheel-guard, sheeting.
 - .6 Perform any work related to this task.
- .4 Departmental representative will establish the criteria of quality to be met, determine the need to replace parts of existing structures, approve Work schedules, notify Contractor in writing of any defects that need to be corrected and accept Work without additional cost.

1.13 CONTRACTOR EMPLOYEES AND EQUIPMENT

- .1 Contractor shall obtain Departmental Representative approval for the number of workers who will make up the team before the Work. The usual work team shall be made of two (2) people.
- .2 The Contractor shall not increase the number of workers in team without approval of Departmental Representative.
- .3 As needed during contract progress, Departmental Representative may ask Contractor to increase or decrease number of employees or to form two (2) teams, each made of an equal number of employees.
- .4 All new employee shall be subject to the same qualifications stated in documents.
- .5 The Department reserves the right to designate, in whole or in part, any category of worker, equipment, tool or machinery whatsoever as no longer required for a period of time, and thus considered <not used> for the purposes of payment.

1.14 WORK SCHEDULE

- .1 In fall, Departmental Representative visits the wharves, inspects facilities, prepares a list of work to be performed and provides a copy of the list to Contractor indicating Work priority.
- .2 Contractor's team visits site, keeping within a forty (40) hours workweek.
- .3 Workload, nature of work, tide conditions, operational needs and weather conditions may result in changes of Work schedule. Departmental Representative shall be the only person authorized to modify work schedule.

1.15 RESPONSE TIME

- .1 In normal circumstances, Contractor shall have five (5) days to take action following a request made by Departmental Representative, and two (2) hours in the event of an emergency.

1.16 OVERTIME

- .1 Work shall not normally be performed on statutory holidays, Saturdays or Sundays. However, emergencies, operational needs or other unforeseen conditions may require Contractor's team to work at night.
- .2 Work schedule shall thus be fixed to the specific needs, and wages shall be paid out according to established rates.

1.17 DOCUMENTS REQUIRED

- .1 Maintain at work site, one copy of each document mentioned above:
 - .1 Contract drawings
 - .2 Specifications
 - .3 Addenda
 - .4 Reviewed shop drawings
 - .5 List of non-reviewed shop drawings
 - .6 Change orders
 - .7 Other modifications to Contract
 - .8 Field test reports
 - .9 Copy of approved work schedule
 - .10 Health and safety plan and other safety related documents
 - .11 Other documents as specified

1.18 SITES LOCATIONS

- .1 The following list presents sites where work may need to be carried out:
 - .1 Blanc-Sablon (commercial wharf)
 - .2 Harrington Harbour (commercial wharf)
 - .3 Kégaska (commercial wharf)
 - .4 Kégaska (seaplane wharf)
 - .5 La romaine (commercial wharf)
 - .6 La romaine (seaplane wharf)
 - .7 La Tabatière (commercial wharf)
 - .8 La Tabatière (seaplane wharf)
 - .9 Natashquan (commercial wharf)
 - .10 Saint-Augustin (commercial wharf)
 - .11 Saint-Augustin (fishermen's wharf)
 - .12 Tête-à-la-Baleine (commercial wharf)

- .13 Tête-à-la-Baleine (seaplane wharf)
- .14 Old Fort (commercial wharf)
- .15 Baie-Johan-Beetz (commercial wharf)

Part 2 Products

2.1 NOT USED

- .1 Not used.

Part 3 Execution

3.1 NOT USED

- .1 Not used.

END OF SECTION

Part 1 General

1.1 RELATED SECTIONS

- .1 Section 01 35 43 – Environmental Procedures
- .2 Section 01 56 00 – Temporary Barriers and Enclosures

1.2 ACCESS AND EGRESS

- .1 Design, construct and maintain temporary "access to" and "egress from" work areas, including stairs, runways, ramps or ladders, independent of finished surfaces and in accordance with relevant municipal, provincial and other regulations.

1.3 USE OF SITE AND FACILITIES

- .1 Execute work with least possible interference or disturbance to normal use of premises. Make arrangements with Departmental Representative to facilitate work as stated.
- .2 Maintain and protect existing services to installation and provide for personnel and vehicle access.
- .3 Where security is reduced by work provide temporary means to maintain security.
- .4 Departmental Representative will assign sanitary facilities for use by Contractor's personnel. Keep facilities clean.
- .5 It is possible to use only the existing on site forklift for moving workers and material.
 - .1 Accept liability for damage, safety of equipment and overloading of existing equipment
- .6 Closures: protect work temporarily until permanent enclosures are completed.

1.4 ALTERATIONS, ADDITIONS OR REPAIRS TO EXISTING INSTALLATIONS

- .1 Execute work with least possible interference or disturbance to building operations, occupants, public and normal use of premises. Arrange with Departmental Representative to facilitate execution of work.

1.5 EXISTING SERVICES

- .1 Notify Departmental Representative and utility companies of intended interruption of services and obtain required permission.
- .2 Maintain access to the wharf and ensure safe traffic on the site for employees, workers, pedestrians and other users.
- .3 Provide traffic control and construct barriers in accordance with Section 01 56 00 - Temporary Barriers and Enclosures.

1.6 SPECIAL REQUIREMENTS

- .1 Contractor shall comply with environmental limitation mentioned in Section 01 35 43 – Environmental Procedures.

- .2 Submit schedule and the work planning to Departmental Representative, for discussion and approbation. Adjust documents thereafter.
- .3 Ensure that Contractor personnel employed on site become familiar with and obey regulations including safety, fire, traffic and security regulations.
- .4 Keep within limits of work, and avenues of ingress and egress free of obstacles.

1.7 NAVIGATION INTERFERENCE

- .1 It is of Contractor's responsibility to get from port authorities all information necessary to perform his activities in the port of Baie-Comeau. Contractor shall plan and execute work in such manner that it will not interfere with commercial operations, or limit access to wharf, by land or water.
- .2 Contractor is responsible for loss of time, equipment, material or any other cost related to interference with moored vessels, displacements of ships in harbour or other impacts Caused by Contractor's operations.

1.8 SECURITY

- .1 Where security has been reduced by Work of Contract, provide temporary means to maintain security.
- .2 Security clearances:
 - .1 Personnel employed on this project will be subject to security check. Obtain clearance, as instructed, for each individual who will require to enter premises.
 - .2 Obtain requisite clearance, as instructed, for each individual required to enter premises.
 - .3 Personnel will be checked daily at start of work shift and provided with pass which must be worn at all times. Pass must be returned at end of work shift and personnel checked out.

1.9 BUILDING SMOKING ENVIRONMENT

- .1 Comply with smoking restrictions. Smoking is not permitted.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 RELATED SECTIONS

- .1 Section 01 45 00 - Quality control

1.2 ADMINISTRATIVE

- .1 Submit to Departmental Representative submittals listed for review. Submit promptly and in orderly sequence to not cause delay in Work. Failure to submit in ample time is not considered sufficient reason for extension of Contract Time and no claim for extension by reason of such default will be allowed.
- .2 Do not proceed with Work affected by submittal until review is complete.
- .3 Present shop drawings, product data, samples and mock-ups in SI Metric units.
- .4 Where items or information is not produced in SI Metric units converted values are acceptable.
- .5 Review submittals prior to submission to Departmental Representative. This review represents that necessary requirements have been determined and verified, or will be, and that each submittal has been checked and co-ordinated with requirements of Work and Contract Documents. Submittals not stamped, signed, dated and identified as to specific project will be returned without being examined and considered rejected.
- .6 Notify Departmental Representative, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.
- .7 Verify field measurements and affected adjacent Work are co-ordinated.
- .8 Contractor's responsibility for errors and omissions in submission is not relieved by Departmental Representative's review of submittals.
- .9 Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by Departmental Representative review.
- .10 Keep one reviewed copy of each submission on site.

1.3 SHOP DRAWINGS AND PRODUCT DATA

- .1 The term "shop drawings" means drawings, diagrams, illustrations, schedules, performance charts, brochures and other data which are to be provided by Contractor to illustrate details of a portion of Work.
- .2 Depending on Work nature, submit shop drawings bearing stamp and signature of qualified professional engineer registered or licensed in the Province of Québec, Canada.
- .3 Indicate materials, methods of construction and attachment or anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of Work. Where articles or equipment attach or connect to other articles or equipment, indicate that such items have been co-ordinated, regardless of Section under which adjacent items will be supplied and installed. Indicate cross references to design drawings and specifications.
- .4 Allow 5 days for Departmental Representative's review of each submission.

- .5 Adjustments made on shop drawings by Departmental Representative are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Departmental Representative prior to proceeding with Work.
- .6 Make changes in shop drawings as Departmental Representative may require, consistent with Contract Documents. When resubmitting, notify Departmental Representative in writing of revisions other than those requested.
- .7 Accompany submissions with transmittal letter, in 2 duplicate, containing:
 - .1 Date.
 - .2 Project title and number.
 - .3 Contractor's name and address.
 - .4 Identification and quantity of each shop drawing, product data and sample.
 - .5 Other pertinent data.
- .8 Submissions include:
 - .1 Date and revision dates.
 - .2 Project title and number.
 - .3 Name and address of:
 - .1 Subcontractor.
 - .2 Supplier.
 - .3 Manufacturer.
 - .4 Contractor's stamp, signed by Contractor's authorized representative certifying approval of submissions, verification of field measurements and compliance with Contract Documents.
 - .5 Details of appropriate portions of Work as applicable:
 - .1 Fabrication.
 - .2 Layout, showing dimensions, including identified field dimensions, and clearances.
 - .3 Setting or erection details.
 - .4 Capacities.
 - .5 Performance characteristics.
 - .6 Standards.
 - .7 Operating weight.
 - .8 Wiring diagrams.
 - .9 Single line and schematic diagrams.
 - .10 Relationship to adjacent work.
- .9 After Departmental Representative's review, distribute copies.
- .10 Submit 3 copies of shop drawings for each requirement requested in specification Sections and as Departmental Representative may reasonably request.
- .11 Submit 3 copies of product data sheets or brochures for requirements requested in specification Sections and as requested by Departmental Representative where shop drawings will not be prepared due to standardized manufacture of product.

- .12 Submit 3 copies of test reports for requirements requested in specification Sections and as requested by Departmental Representative.
 - .1 Report signed by authorized official of testing laboratory that material, product or system identical to material, product or system to be provided has been tested in accord with specified requirements.
 - .2 Testing must have been within 3 years of date of contract award for project.
- .13 Submit three (3) copies of certificates for requirements requested in specification Sections and as requested by Departmental Representative.
 - .1 Statements printed on manufacturer's letterhead and signed by responsible officials of manufacturer of product, system or material attesting that product, system or material meets specification requirements.
 - .2 Certificates must be dated after award of project contract complete with project name.
- .14 Submit three (3) copies of manufacturers instructions for requirements requested in specification Sections and as requested by Departmental Representative.
 - .1 Pre-printed material describing installation of product, system or material, including special notices and Material Safety Data Sheets concerning impedances, hazards and safety precautions.
- .15 Submit three (3) copies of Manufacturer's Field Reports for requirements requested in specification Sections and as requested by Departmental Representative.
- .16 Documentation of the testing and verification actions taken by manufacturer's representative to confirm compliance with manufacturer's standards or instructions.
- .17 Submit three (3) copies of Operation and Maintenance Data for requirements requested in specification Sections and as requested by Departmental Representative.
- .18 Delete information not applicable to project.
- .19 Supplement standard information to provide details applicable to project.
- .20 If upon review by Departmental Representative, no errors or omissions are discovered or if only minor corrections are made, copies will be returned and fabrication and installation of Work may proceed. If shop drawings are rejected, noted copy will be returned and resubmission of corrected shop drawings, through same procedure indicated above, must be performed before fabrication and installation of Work may proceed.
- .21 Review of shop drawings in accordance with AES Best Practice - Shop Drawing Review Process. Review of shop drawings is for sole purpose of ascertaining conformance with general concept. This review shall not mean that PWGSC approves detail design inherent in shop drawings, responsibility for which shall remain with Contractor submitting same, and such review shall not relieve Contractor of responsibility for errors or omissions in shop drawings or of responsibility for meeting all requirements of construction and Contract Documents. Without restricting generality of foregoing, Contractor is responsible for dimensions to be confirmed and correlated at job site, for information that pertains solely to fabrication processes or to techniques of construction and installation and for co-ordination of Work of all sub-trades.

1.4

MOCK-UPS

- .1 Erect mock-ups in accordance with 01 45 00 - Quality Control.

1.5 PHOTOGRAPHIC DOCUMENTATION

- .1 Submit electronic and hard copy of colour digital photography in jpg format, standard resolution, at end of each work period on the site and as directed by Departmental Representative.
- .2 Project identification: name and number of project and date of exposure indicated.
- .3 Frequency of photographic documentation: as directed by Departmental Representative.
 - .1 Upon completion of work and before concealment and as directed by Departmental Representative.

1.6 CERTIFICATES AND TRANSCRIPTS

- .1 Immediately after award of Contract, submit Workers' Compensation Board status.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 SECTION INCLUDES

- .1 Contractor shall manage his operations so that safety and security of the public and of site workers always take precedence over cost and scheduling considerations.

1.2 REFERENCES

- .1 Canada Labour Code - Part II, Canadian Occupational Safety and Health Regulations.
- .2 Canadian Standards Association (CSA)
- .3 Workplace Hazardous Materials Information System (WHMIS)
 - .1 Material Safety Data Sheets (MSDS).
- .4 Act Respecting Occupational Health and Safety, R.S.Q. Chapter S-2.1.
- .5 Construction Safety Code, S-2.1, r.6.

1.3 SUBMITTALS

- .1 Make submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Submit site-specific Health and Safety Plan: Within 7 days after date of Notice to Proceed and prior to commencement of Work. Health and Safety Plan must include:
 - .1 Results of site specific safety hazard assessment.
 - .2 Results of safety and health risk or hazard analysis for site tasks and operation found in work plan.
- .3 Departmental Representative will review Contractor's site-specific Health and Safety Plan and provide comments to Contractor within 15 days after receipt of plan. Revise plan as appropriate and resubmit plan to Departmental Representative within 5 days after receipt of comments from Departmental Representative.
- .4 Departmental Representative's review of Contractor's final Health and Safety plan should not be construed as approval and does not reduce the Contractor's overall responsibility for construction Health and Safety.
- .5 Submit to Departmental 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 1.8 at least 10 days prior to start of work. The Contractor must review his program during the course of the project if any change occurs in work methods or site conditions. The Departmental 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 and activities. The Contractor must make the required changes before work begins.

- .6 Submit to Departmental Representative the site inspection sheet, duly completed, at the intervals indicated in 1.13.1.
- .7 Submit to Departmental Representative within 24 hours a copy of any inspection report, correction notice or recommendation issued by federal or provincial inspectors.
- .8 Submit to Departmental Representative within 24 hours an investigation report for any accident involving injury and any incident exposing a potential hazard.
- .9 Submit to Departmental Representative all safety data sheets for hazardous material to be used at the site at least three days before they are to be used.
- .10 Submit all WHMIS sheets.
- .11 Submit to Departmental Representative copies of all training certificates required for application of the safety program, in particular:
 - .1 General construction site safety and health courses;
 - .2 Safety officer attestations;
 - .3 First aid in the workplace and cardiopulmonary resuscitation;
 - .4 Work likely to release asbestos dust;
 - .5 Work in confined spaces;
 - .6 Lockout procedures;
 - .7 Wearing and fitting of individual protective gear;
 - .8 forklift truck;
 - .9 positioning platform;
 - .10 Any other requirement of Regulations or the safety program.
- .12 Medical examinations : Wherever legislation, regulations, directives, specification or a safety program require medical examinations, Contractor must:
 - .1 Prior to start-up, submit to Departmental Representative certificates of medical examination for all concerned supervisory staff and employees who will be on duty when the site opens.
 - .2 Thereafter, submit without delay certificates of medical examination for any newly hired concerned personnel as and when they start work at the site.
- .13 Emergency plan : The emergency plan, as defined in 1.9.3, shall be submitted to Departmental Representative at the same time as the site-specific safety program.
- .14 Notice of site opening : Notice of site opening shall be submitted to the Commission *de la santé et de la sécurité du travail* before work begins . A copy of such notice shall be submitted to Departmental Representative at the same time and another posted in full view at the site. During demobilization, a notice of site closing shall be submitted to the CSST, with copy to Departmental Representative.
- .15 Engineer's plans and certificates of compliance : Submit to the CSST and to Departmental Representative a copy signed and sealed by engineer of all plans and certificates of compliance required pursuant to the Construction Safety Code (S-2.1, r. 6),

or by any other legislation or regulation or by any other clause in the specifications or in this contract. Copies of these documents must be on hand at the site at all times.

- .16 Certificate of compliance delivered by the CSST: The certificate of compliance is a document delivered by the CSST confirming that the contractor is in rule with the CSST, i.e. that he had pay out all the benefits concerning this contract. This document must be delivered to Departmental Representative at the end of the work.
- .17 On-site Contingency and Emergency Response Plan: address standard operating procedures to be implemented during emergency situations.

1.4 HAZARDS ASSESSMENT

- .1 The contractor must identify all hazards inherent in each task to be carried out at the site.
- .2 The contractor must plan and organize work so as to eliminate hazards at source or promote mutual protection so that reliance on individual protective gear can be kept to a minimum. Where individual protection against falling is required, workers shall use safety harness that meets standard Can - CSA- Z-259.10 - 06. Safety belts shall not be used as protection against falling.
- .3 Equipment, tools and protective gear which cannot be installed, fitted or used without compromising the health or safety of workers or the public shall be deemed inadequate for the work to be executed.
- .4 All mechanical equipment shall be inspected before delivery to the site. Before using any mechanical equipment, submit to Departmental Representative a certificate of compliance signed by a qualified mechanic. Whenever he suspects a defect or accident risk, Departmental Representative may at any time order the immediate shut-down of equipment and require a new inspection by a specialist of his own choosing.

1.5 MEETINGS

- .1 Contractor decisional representative must attend any meetings at which site safety and health issues are to be discussed
- .2 Set up a site safety committee, and convene meetings every in accordance with the Construction Safety Code.

1.6 GENERAL REQUIREMENTS

- .1 Develop written site-specific Health and Safety Plan based on hazard assessment prior to beginning site Work and continue to implement, maintain, and enforce plan until final demobilization from site. Health and Safety Plan must address project specifications.
- .2 Departmental Representative may respond in writing, where deficiencies or concerns are noted and may request re-submission with correction of deficiencies or concerns.

1.7 LEGAL AND REGULATORY REQUIREMENTS

- .1 Comply with all legislation, regulations and standards applicable to the site and its related activities.
- .2 Comply with specified standards and regulations to ensure safe operations at site containing hazardous or toxic materials.
- .3 Regardless of the publication date shown in the construction safety code, always use the most recent version.

1.8 SITE-SPECIFIC CONDITIONS

- .1 Workers to be exposed to the following conditions:
 - .1 Work near watercourse.
 - .2 Work involving risk of drowning.
 - .3 Work involving risk of falling.
 - .4 Work taking place at wharf faces.
 - .5 Night work depending on tide and site operations.
 - .6 The weather conditions may be difficult (snow, rain, waves, wind, etc...).
 - .7 The continuity of various maritime services shall be maintained in a safe manner throughout the duration of the works.
- .2 Until final acceptance, the protection of work for work stability and workers' security during work progress remains under Contractor's responsibility.

1.9 SAFETY AND HEALTH MANAGEMENT

- .1 Acknowledge and assume all the tasks and obligations which customarily devolve upon a principal Contractor under the terms of the Act Respecting Occupational Health and Safety (R.S.Q., chapter S-2.1) and the Construction Safety Code (S-2.1, r.6).
- .2 Develop a site-specific safety program based on the hazards identified and apply it from the start of project work until close-out is completed. The safety program must take account of all information appearing in 1.7 and must be submitted to all parties concerned, in accordance with the provisions set forth in 1.2. At a minimum, the site-specific safety program must include :
 - .1 Company safety and health policy.
 - .2 A description of the work, total costs, schedule and projected workforce curve.
 - .3 Flow chart of safety and health 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 for the tasks to be carried out, including preventive measures and the procedures for applying them.
 - .8 Training requirements.
 - .9 Procedures in case of accident/injury

- .10 Written commitment from all parties to comply with the prevention program.
- .11 A site inspection schedule based on the preventive measures.

- .3 The contractor must draw up an effective emergency plan based on the characteristics and constraints of the site and its surroundings. Submit the emergency plan to all parties concerned, pursuant to the provisions of 1.2. The emergency plan must include:
 - .1 Evacuation procedure;
 - .2 Identification of resources (police, firefighters, ambulance services, etc.);
 - .3 Identification of persons in charge at the site;
 - .4 Identification of those with first-aid training;
 - .5 Training required for those responsible for applying the plan;
 - .6 Any other information needed, in the light of the site characteristics.

- .4 For all work involving risk of drowning, conform to following requirements:
 - .1 Comply with the Safety Code for the Construction Industry, paragraph 2.10.13.
 - .2 Ensure that required life vests are conform to:
 - .1 CAN2-65.7-M88, Life Jackets, Inherently Buoyant Type published in 1988 or CAN/CGSB-65.11-M88, Personal Flotation Devices, published by the Canadian General Standards Board (GGSB) in 1988.
 - .2 or exceptions to be approved by Transport Canada.
 - .3 Obtain and submit to Departmental Representative a letter of compliance issued by Transport Canada for approval of any craft (transportation, rescue, inspection or other) prior to commencement of work. (Reference: Guy Rondeau at Transport Canada, phone number 418-648-5334).
 - .4 Ensure that a rescue craft is moored, in the water and available for every shift. When craft is accessible by land, it can be used by several work locations provided that distance between each work location and craft is less than 100 metres.
 - .5 Ensure that craft is equipped with a motor powerful enough to travel upstream.
 - .6 Ensure that craft has required characteristics to carry individuals likely to participate in a rescue operation.
 - .7 Ensure that craft is available for personnel at all times in case of emergency.
 - .8 Ensure that a qualified individual is available to operate rescue equipment. Individual must be qualified to operate recreational craft, depending on length of craft used.
 - .9 Establish written rescue procedures containing the information below and ensure that all personnel concerned by these procedures have received the necessary training and information to apply them.
 - .1 Complete description of the procedures, including responsibilities of individuals permitted access to place of work.
 - .2 Location of rescue equipment.
 - .10 When place of work is a landing wharf, dock, jetty, pier or other similar structure, install a ladder with at least two rungs below surface of water on front of structure every 60 metres. This measure also applies to construction projects. In this case, a temporary (or portable) ladder can be used and removed at end of

work if Owner does not have basic facilities. But we have to notify the owner that site is not in accordance with the Canada Labour Code, Part 2.

- .5 For all work involving risk of falling, conform to following requirements:
 - .1 The Contractor must ensure that any person carrying out work that poses a risk of falling more than 2,4 m use fall protection equipment.
 - .2 Plan and organize work so as to eliminate the danger at source or ensure collective protection, thereby minimizing the use of personal protective equipment. When personal fall protection is required, workers must use a safety harness that complies with CSA standard CAN/CSA Z-259.10 M90. A safety belt must not be used as fall protection.
 - .3 Wearing of safety harness is obligatory in any elevating platform with telescopic , articulated or rotary boom.
 - .4 Delimit a danger zone in any place where equipment for work in height is used.

1.10 RESPONSIBILITIES

- .1 No matter the size of the construction site or how many workers are present at the workplace, designate a competent person to supervise and take responsibility for health and safety. Take all necessary measures to ensure the health and safety of persons and property at or in the immediate vicinity of the site and likely to be affected by any of the work.
- .2 Be responsible for health and safety of persons on site, safety of property on site and for protection of persons adjacent to site and environment to extent that they may be affected by conduct of Work.
- .3 Comply with R.S.Q., c. S-2.1, an Act respecting Health and Safety, and c. S-2.1, r.4 Safety Code for the Construction Industry.
- .4 Contractor shall be the Principal Contractor as described in the Quebec Act Respecting Health and Safety code for the Construction for only their scope and areas of work as defined and described this project specification.
- .5 Comply with and enforce compliance by employees with safety requirements of Contract Documents, applicable federal, provincial, territorial and local statutes, regulations, and ordinances, and with site-specific Health and Safety Plan.
- .6 Take all necessary measures to ensure application of and compliance with the safety and health requirements of the contract documents, applicable federal and provincial regulations and standards as well as the site-specific safety program, complying without delay with any order or correction notice issued by the Commission de la santé et de la sécurité du travail.
- .7 Take all necessary measures to keep the site clean and in good order throughout the course of the work

1.11 COMMUNICATIONS AND POSTING

- .1 Make all necessary arrangements to ensure effective communication of safety and health information at the site. As they arrive on site, all workers must be informed of their rights

and obligations pertaining to the site specific safety program. The Contractor must insist on their 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 must keep and update a written record of all information transmitted with signatures of all affected workers.

- .2 The following information and documents must be posted in a location readily accessible to all workers:
 - .1 Notice of site opening;
 - .2 Identification of principal Contractor;
 - .3 Company OSH policy;
 - .4 Site-specific safety program;
 - .5 Emergency plan;
 - .6 Data sheets for all hazardous material used at the site;
 - .7 Minutes of site committee meetings;
 - .8 Names of site committee representatives;
 - .9 Names of those with first-aid training;
 - .10 Action reports and correction notices issued by the CSST.

1.12 UNFORESEEN CIRCUMSTANCES

- .1 Whenever a source of danger not defined in the specifications or identified in the preliminary site inspection arises as a result of or in the course of the work, immediately suspend work, take appropriate temporary measures to protect the workers and the public and notify Departmental Representative, both verbally and in writing. Then the Contractor must modify or update the site specific safety program in order to resume work in safe conditions.
- .2 When unforeseen or peculiar safety-related factor, hazard, or condition occur during performance of Work, follow procedures in place for Employee's Right to Refuse Work in accordance with Acts and Regulations of Quebec Province having jurisdiction and advise Departmental Representative verbally and in writing.

1.13 INSPECTION OF SITE AND CORRECTION OF HAZARDOUS SITUATIONS

- .1 Inspect the work site and complete the site inspection sheet at least once a week.
- .2 Immediately take all necessary measures to correct any lapses from legislative or regulatory requirements and any hazards identified by a government inspector, by the Departmental Representative, by the site safety and health coordinator or during routine inspections.
- .3 Submit to Departmental Representative written confirmation of all measures taken to correct lapses and hazardous situations.
- .4 Give the safety officer or, where there is no safety officer, the person assigned to safety and health responsibilities, full authority to order interruption and resuming of work as and when deemed necessary or desirable in the interests of safety and health. This person

should always act so that the safety and health of the public and site workers and environmental protection take precedence over cost and scheduling considerations.

- .5 Without limiting the scope of sections 1.9 and 1.10, Departmental Representative may order cessation of work if, in his/her view, there is any hazard or threat to the safety or health of site personnel or the public or to the environment.

1.14 POWDER ACTUATED DEVICES

- .1 Use of power hammers and other explosive-actuated devices must be authorized by Departmental Representative.
- .2 Any person using a power hammer shall hold a training certificate and meet all requirements of Section 7 of the Construction Safety Code (S-2.1, r. 6).
- .3 Any other explosive-actuated device shall be used in accordance with the manufacturer's directions and applicable standards and regulations

END OF SECTION

Part 1 General

1.1 REFERENCES

- .1 Definitions:
 - .1 Environmental Pollution and Damage: presence of chemical, physical, biological elements or agents which adversely affect human health and welfare; unfavourably alter ecological balances of importance to human life; affect other species of importance to humans; or degrade environment aesthetically, culturally and/or historically.
 - .2 Environmental Protection: prevention/control of pollution and habitat or environment disruption during construction.
- .2 Reference Standards:
 - .1 Canadian Construction Documents Committee (CCDC)
 - .1 CCDC 2-2008 Stipulated Price Contract.
 - .2 U.S. Environmental Protection Agency (EPA)/Office of Water
 - .1 EPA 832/R-92-005-92, Storm Water Management for Construction Activities, Chapter 3.
 - .2 EPA General Construction Permit (GCP) 2012.

1.2 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Submit in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Product Data:
 - .1 Submit manufacturer's instructions, printed product literature and data sheets and include product characteristics, performance criteria, physical size, finish and limitations.
 - .2 Submit 2 copies of WHMIS MSDS in accordance with Section 01 35 29.06 - Health and Safety Requirements.

1.3 FIRES

- .1 Fires and burning of rubbish on site not permitted, as well as any on all the property of Public Works and Government Services Canada.
- .2 Provide supervision, attendance and fire protection measures as directed.

1.4 WORK ADJACENT TO WATERWAYS

- .1 Construction equipment to be operated on land only.
- .2 Waterways to be kept free of excavated fill, waste material and debris.
- .3 Do not dump construction material, waste or debris in waterways.
- .4 Refuel vehicles at least 30 m from bank.

- .5 Do not store petroleum products or any other hazardous materials less than 30 m from bank.
- .6 If for some reasons certain equipment or hazardous products, implying hazardous material handling, should stay beneath 30 m from waterways, Contractor shall submit a contingency plan to the Departmental Representative and get it approved from PWGSC prior to beginning of work. The plan will provide, without being limited to, details as follows:
 - .1 Designated inner limits of work area for the use of operations;
 - .2 Handled or stored hazardous products (ex. diesel, waste oils, etc.);
 - .3 Containment methods used in order to limit contamination during maintenance and refuelling of equipments and vehicles (in case of oil leakage);
 - .4 The presence of emergency equipment in case of spill near supplying zone and maintenance area.
 - .5 The procedure for hazardous spill.
 - .6 A list of contacts in case of hazardous spill.

1.5 POLLUTION CONTROL

- .1 Control emissions from equipment and plant in accordance with local authorities' emission requirements.
- .2 Prevent sandblasting and other extraneous materials from contaminating air and waterways beyond application area.
 - .1 Provide temporary enclosures where directed by Departmental Representative.
- .3 Cover or wet down dry materials and rubbish to prevent blowing dust and debris. Provide dust control for temporary roads.
- .4 Keep on site, near the work area and near the supplying zone established, an emergency spill response kit. The emergency spill response kit shall contain absorbent material in adequate quantities to remove petroleum from site.
- .5 In the event of a hydrocarbons spill or other hazardous material, the Contractor must advise Departmental Representative and authorities having jurisdiction mentioned in the emergency plan. Report immediately the situation to Environment Canada Emergency services (1-866-283-2333), Environment Emergency of Québec (1-866-694-5454) and to Canadian Coast Guard-Accidental Spill Incidents (1-800-363-4735).
- .6 Wasted oils and other contaminated wastes shall be managed in compliance with effective regulation. This included storage at site, transportation and elimination.
- .7 Do not dispose of volatile materials such as mineral oils and oil or paint thinner in rivers, storm-water or sewers.

1.6 NOTIFICATION

- .1 Departmental Representative will notify Contractor in writing of observed noncompliance with Federal, Provincial or Municipal environmental laws or regulations, permits, and other elements of Contractor's Environmental Protection plan.

- .2 Contractor: after receipt of such notice, inform Departmental Representative of proposed corrective action and take such action for approval by Departmental Representative.
 - .1 Take action only after receipt of written approval by Departmental Representative.
- .3 Departmental Representative will issue stop order of work until satisfactory corrective action has been taken.
- .4 No time extensions granted or equitable adjustments allowed to Contractor for such suspensions.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 CLEANING

- .1 Progress Cleaning: clean in accordance with Section 01 74 11 - Cleaning.
 - .1 Leave Work area clean at end of each day.
- .2 Ensure public waterways, storm and sanitary sewers remain free of waste and volatile materials disposal.
- .3 Final Cleaning: upon completion remove surplus materials, rubbish, tools and equipment in accordance with Section 01 74 11 - Cleaning.
- .4 Waste Management: separate waste materials for reuse, recycling in accordance with Section 01 74 21 - Construction/Demolition Waste Management and Disposal.
 - .1 Remove recycling containers and bins from site and dispose of materials at appropriate facility.

END OF SECTION

Part 1 General

1.1 SECTION CONTENT

- .1 Inspection and testing, administrative and enforcement requirements
- .2 Tests and mix designs
- .3 Mock-ups
- .4 Mill tests
- .5 Equipment and system adjust and balance

1.2 RELATED REQUIREMENTS

- .1 Section 01 33 00 – Submittal procedures
- .2 Section 01 77 00 – Closeout procedures

1.3 REFERENCES

- .1 Canadian Construction Documents Committee (CCDC)
 - .1 CCDC 2-2008, Stipulated Price Contract.

1.4 INSPECTION

- .1 Refer to CCDC 2, GC 2.3.
- .2 Allow Departmental Representative access to Work. If part of Work is in preparation at locations other than Place of Work, allow access to such Work whenever it is in progress.
- .3 Give timely notice requesting inspection if Work is designated for inspections, approvals or special tests required by Departmental Representative or by law of Place of Work.
- .4 If Contractor covers or permits to be covered Work that has been designated for special tests, inspections or approvals before such is made, uncover such Work, have inspections or tests satisfactorily completed and make good such Work.
- .5 Departmental Representative will order part of Work to be examined if Work is suspected to be not in accordance with Contract Documents. If, upon examination such work is found not in accordance with Contract Documents, correct such Work and pay cost of examination and correction.

1.5 INDEPENDENT INSPECTION AGENCIES

- .1 Independent Inspection/Testing Agencies will be engaged by Departmental Representative for purpose of inspecting and/or testing portions of Work. Cost of such services will be borne by Departmental Representative.
- .2 Provide equipment required for executing inspection and testing by appointed agencies.

- .3 Employment of inspection/testing agencies does not relax responsibility to perform Work in accordance with Contract Documents.
- .4 If defects are revealed during inspection and/or testing, appointed agency will request additional inspection and/or testing to ascertain full degree of defect. Correct defect and irregularities as advised by Departmental Representative at no cost to Departmental Representative. Pay costs for retesting and reinspection.

1.6 ACCESS TO WORK

- .1 Allow inspection/testing agencies access to Work, off site manufacturing and fabrication plants.
- .2 Co-operate to provide reasonable facilities for such access.

1.7 PROCEDURES

- .1 Notify appropriate agency and Departmental Representative in advance of requirement for tests, in order that attendance arrangements can be made.
- .2 Submit samples and/or materials required for testing, as specifically requested in specifications. Submit with reasonable promptness and in orderly sequence to not cause delays in Work.
- .3 Provide labour and facilities to obtain and handle samples and materials on site. Provide sufficient space to store and cure test samples.

1.8 REJECTED WORK

- .1 Refer to CCDC, GC 2.4.
- .2 Remove defective Work, whether result of poor workmanship, use of defective products or damage and whether incorporated in Work or not, which has been rejected by Departmental Representative as failing to conform to Contract Documents. Replace or re-execute in accordance with Contract Documents.
- .3 Make good other Contractor's work damaged by such removals or replacements promptly.
- .4 If in opinion of Departmental Representative it is not expedient to correct defective Work or Work not performed in accordance with Contract Documents, Owner will deduct from Contract Price difference in value between Work performed and that called for by Contract Documents, amount of which will be determined by Departmental Representative.

1.9 REPORTS

- .1 Submit 4 copies of inspection and test reports to Departmental Representative.
- .2 Provide copies to manufacturer or fabricator of material being inspected or tested.

1.10 TESTS AND MIX DESIGNS

- .1 Furnish test results and mix designs as requested.
- .2 Cost of tests and mix designs beyond those called for in Contract Documents or beyond those required by law of Place of Work will be appraised by Departmental Representative and may be authorized as recoverable.

1.11 MOCK-UPS

- .1 Prepare mock-ups for Work specifically requested in specifications. Include for Work of Sections required to provide mock-ups.
- .2 Construct mock-ups in locations acceptable to Departmental Representative.
- .3 Prepare mock-ups for Departmental Representative's review with reasonable promptness and in orderly sequence, to not cause delays in Work.
- .4 Failure to prepare mock-ups in ample time is not considered sufficient reason for extension of Contract Time and no claim for extension by reason of such default will be allowed.
- .5 If requested, Departmental Representative will assist in preparing schedule fixing dates for preparation.
- .6 Specification section identifies whether mock-up may remain as part of Work or if it is to be removed and when.

1.12 MILL TESTS

- .1 Submit mill test certificates as required of specification Sections.

1.13 EQUIPMENT AND SYSTEMS

- .1 Submit adjustment and balancing reports for mechanical and electrical systems.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 RELATED REQUIREMENTS

- .1 Section 01 52 00 – Construction facilities
- .2 Section 01 56 00 – Temporary barriers and enclosures

1.2 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.

1.3 INSTALLATION AND REMOVAL

- .1 Provide temporary utilities controls in order to execute work expeditiously.
- .2 Remove from site all such work after use.

1.4 DEWATERING

- .1 Provide temporary drainage and pumping facilities to keep excavations and site free from standing water.

1.5 TEMPORARY POWER AND LIGHT

- .1 Provide and maintain temporary lighting throughout project. Ensure level of illumination on all floors and stairs is not less than 162 lx.
- .2 Temporary power for electric equipment can be provided by Departmental Representative at no cost. Connect to existing power supply in accordance with Canadian Electrical Code
- .3 If necessary, arrange for connection with appropriate utility company. Pay costs for installation, maintenance and removal.

1.6 FIRE PROTECTION

- .1 Provide and maintain temporary fire protection equipment during performance of Work required by governing codes, regulations and bylaws.
- .2 Burning rubbish and construction waste materials is not permitted on site.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

.1 Not Used.

END OF SECTION

Part 1 General

1.1 SECTION CONTENT

- .1 Construction aids
- .2 Parking area
- .3 Storage

1.2 RELATED REQUIREMENTS

- .1 Section 01 51 00 - Temporary Utilities
- .2 Section 01 56 00 - Temporary Barriers and Enclosures
- .3 Section 01 74 11 - Cleaning

1.3 REFERENCES

- .1 Canadian Construction Documents Committee (CCDC)
 - .1 CCDC 2-2008, Stipulated Price Contract.
- .2 Canadian General Standards Board (CGSB)
 - .1 CAN/CGSB 1.189-00, Exterior Alkyd Primer for Wood.
 - .2 CGSB 1.59-97, Alkyd Exterior Gloss Enamel.
- .3 Canadian Standards Association (CSA International)
 - .1 CSA-A23.1/A23.2-04, Concrete Materials and Methods of Concrete Construction/Methods of Test and Standard Practices for Concrete.
 - .2 CSA-0121-M1978(R2003), Douglas Fir Plywood.
 - .3 CAN/CSA-S269.2-M1987(R2003), Access Scaffolding for Construction Purposes.
 - .4 CAN/CSA-Z321-96(R2001), Signs and Symbols for the Occupational Environment.
- .4 Public Works Government Services Canada (PWGSC) Standard Acquisition Clauses and Conditions (SACC)-ID: R0202D, Title: General Conditions 'C', In Effect as of: May 14, 2004.
- .5 U.S. Environmental Protection Agency (EPA) / Office of Water
 - .1 EPA 832R92005, Storm Water Management for Construction Activities: Developing Pollution Prevention Plans and Best Management Practices.

1.4 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.

1.5 INSTALLATION AND REMOVAL

- .1 Prepare site plan indicating proposed location and dimensions of area to be fenced and used by Contractor, number of trailers to be used, avenues of ingress/egress to fenced area and details of fence installation.
- .2 Identify areas which have to be gravelled to prevent tracking of mud.
- .3 Indicate use of supplemental or other staging area.
- .4 Provide construction facilities in order to execute work expeditiously.
- .5 Remove from site all such work after use.

1.6 SCAFFOLDING

- .1 Scaffolding in accordance with CAN/CSA-S269.2.
- .2 Provide and maintain scaffolding, ramps, ladders, swing staging, platforms and temporary stairs.

1.7 HOISTING

- .1 Provide, operate and maintain hoists required for moving of workers, materials and equipment and provide maintenance and use of hoists. Make financial arrangement with subcontractor for using hoists.
- .2 Hoist to be operated by qualified operator.

1.8 SITE STORAGE/LOADING

- .1 Refer to CCDC 2, GC 3.11.
- .2 Confine work and operations of employees by Contract Documents. Do not unreasonably encumber premises with products and materials.
- .3 Do not load or permit to load any part of Work with weight or force that will endanger Work.

1.9 ON-SITE PARKING

- .1 Parking will be permitted on site provided it does not disrupt performance of Work.
- .2 Provide and maintain adequate access to project site.
- .3 Clean runways where used by Contractor's equipment.

1.10 EQUIPMENT, TOOL AND MATERIALS STORAGE

- .1 Provide and maintain, in clean and orderly condition, lockable weatherproof sheds for storage of tools, equipment and materials.
- .2 Locate materials not required to be stored in weatherproof sheds on site in manner to cause least interference with work activities and port operations.

1.11 SANITARY FACILITIES

- .1 Departmental Representative will assign sanitary facilities for use by Contractor's personnel. Keep facilities clean.

1.12 PROTECTION AND MAINTENANCE OF TRAFFIC

- .1 Provide access and temporary relocated roads as necessary to maintain traffic.
- .2 Maintain and protect traffic on affected roads during construction period except as otherwise specifically directed by Departmental Representative.
- .3 Provide measures for protection and diversion of traffic, including provision of watch-persons and flag-persons, erection of barricades, placing of lights around and in front of equipment and work, and erection and maintenance of adequate warning, danger, and direction signs
- .4 Protect travelling public from damage to person and property.
- .5 Contractor's traffic on roads selected for hauling material to and from site to interfere as little as possible with public traffic.
- .6 Verify adequacy of existing roads and allowable load limit on these roads. Contractor: responsible for repair of damage to roads caused by construction operations.
- .7 Construct access roads necessary.
- .8 Provide necessary lighting, signs, barricades, and distinctive markings for safe movement of traffic.
- .9 Dust control: adequate to ensure safe operation at all times.
- .10 Location, grade, width, and alignment of construction roads: subject to approval by Departmental Representative.
- .11 Lighting: to assure full and clear visibility for full width of haul road and work areas during night work operations.

1.13 CLEAN-UP

- .1 Remove construction debris, waste materials, packaging material from work site daily.
- .2 Clean dirt or mud tracked onto paved or surfaced roadways.
- .3 Store materials resulting from demolition activities that are salvageable.
- .4 Stack stored new or salvaged material not in construction facilities.

Part 2 Products

- .1 Not Used.

Part 3	Execution
.1	Not Used.

END OF SECTION

Part 1 General

1.1 SECTION CONTENT

- .1 Temporary Site Enclosures and Barriers
- .2 Traffic Controls
- .3 Fire Routes

1.2 RELATED REQUIREMENTS

- .1 Section 01 51 00 – Temporary Utilities
- .2 Section 01 52 00 – Construction Facilities

1.3 REFERENCES

- .1 Canadian General Standards Board (CGSB)
 - .1 CGSB 1.59-97, Alkyd Exterior Gloss Enamel.
 - .2 CAN/CGSB 1.189-00, Exterior Alkyd Primer for Wood.
- .2 Canadian Standards Association (CSA International)
 - .1 CSA-O121-M1978(R2003), Douglas Fir Plywood.
- .3 Public Works Government Services Canada (PWGSC) Standard Acquisition Clauses and Conditions (SACC)-ID: R0202D, Title: General Conditions 'C', In Effect as Of: May 14, 2004.

1.4 HOARDING

- .1 Erect temporary site enclosures using 38 x 89 mm construction grade lumber framing at 600 mm centres and 1200 x 2400 x 13 mm exterior grade fir plywood to CSA O121.

1.5 GUARD RAILS AND BARRICADES

- .1 Provide secure, rigid guardrails and barricades around deep excavations.
- .2 Provide as required by governing authorities.

1.6 DUST TIGHT SCREENS

- .1 Provide dust tight screens or insulated partitions to localize dust generating activities, and for protection of workers, finished areas of Work and public.
- .2 Maintain and relocate protection until such work is complete.

1.7 ACCESS TO SITE

- .1 Provide and maintain access roads, sidewalk crossings, ramps and construction runways as may be required for access to Work.

1.8 PUBLIC TRAFFIC FLOW

- .1 Provide traffic control devices required to perform Work and protect public.

1.9 FIRE ROUTES

- .1 Maintain access to property including overhead clearances for use by emergency response vehicles.

1.10 PROTECTION FOR OFF-SITE AND PUBLIC PROPERTY

- .1 Protect surrounding private and public property from damage during performance of Work.
- .2 Be responsible for damage incurred.

1.11 PROTECTION OF STRUCTURE FINISHES

- .1 Provide protection for finished and partially finished material finishes and equipment during performance of Work.
- .2 Provide necessary screens, covers, and hoardings.
- .3 Be responsible for damage incurred due to lack of or improper protection.

1.12 WASTE MANAGEMENT AND DISPOSAL

- .1 Separate waste materials for reuse and recycling in accordance with Section 01 74 21 - Construction/Demolition Waste Management And Disposal.

Part 2 Products

2.1 NOT USED

- .1 Not used.

Part 3 Execution

3.1 NOT USED

- .1 Not used.

END OF SECTION

Part 1 General

1.1 SECTION CONTENT

- .1 Product quality, availability, storage, handling, protection, and transportation
- .2 Manufacturer's instructions
- .3 Work execution, coordination and fastenings
- .4 Existing structures

1.2 RELATED REQUIREMENTS

- .1 Section 01 33 00 - Submittal procedures

1.3 REFERENCES

- .1 Canadian Construction Documents Committee (CCDC)
 - .1 CCDC 2-2008, Stipulated Price Contract.
- .2 Within text of each specifications section, reference may be made to reference standards.
- .3 Conform to these reference standards, in whole or in part as specifically requested in specifications.
- .4 If there is question as to whether products or systems are in conformance with applicable standards, Departmental Representative reserves right to have such products or systems tested to prove or disprove conformance.

1.4 QUALITY

- .1 Refer to CCDC 2.
- .2 Products, materials, equipment and articles incorporated in Work shall be new, not damaged or defective, and of best quality for purpose intended. If requested, furnish evidence as to type, source and quality of products provided.
- .3 Procurement policy is to acquire, in cost effective manner, items containing highest percentage of recycled and recovered materials practicable consistent with maintaining satisfactory levels of competition. Make reasonable efforts to use recycled and recovered materials and in otherwise utilizing recycled and recovered materials in execution of work.
- .4 Defective products, whenever identified prior to completion of Work, will be rejected, regardless of previous inspections. Inspection does not relieve Contractor responsibility, but is precaution against oversight or error. Contractor shall remove and replace defective products at own expense and be responsible for delays and expenses caused by rejection.
- .5 Should disputes arise as to quality or fitness of products, decision rests strictly with Departmental Representative based upon requirements of Contract Documents.

- .6 Unless otherwise indicated in specifications, maintain uniformity of manufacture for any particular or like item throughout building.
- .7 Permanent labels, trademarks and nameplates on products are not acceptable in prominent locations, except where required for operating instructions, or when located in mechanical or electrical rooms.

1.5 AVAILABILITY

- .1 Immediately upon signing Contract, review product delivery requirements and anticipate foreseeable supply delays for items. If delays in supply of products are foreseeable, notify Departmental Representative of such, in order that substitutions or other remedial action may be authorized in ample time to prevent delay in performance of Work.
- .2 In event of failure to notify Departmental Representative at commencement of Work and should it subsequently appear that Work might be delayed for such reason, Departmental Representative reserves right to substitute more readily available products of similar character, at no increase in Contract Price or Contract Time.

1.6 STORAGE, HANDLING AND PROTECTION

- .1 Handle and store products in manner to prevent damage, adulteration, deterioration and soiling and in accordance with manufacturer's instructions when applicable.
- .2 Store packaged or bundled products in original and undamaged condition with manufacturer's seal and labels intact. Do not remove from packaging or bundling until required in Work.
- .3 Store products subject to damage from weather in weatherproof enclosures.
- .4 Store cementitious products clear of earth or concrete floors, and away from walls.
- .5 Keep sand, when used for grout or mortar materials, clean and dry. Store sand on wooden platforms and cover with waterproof tarpaulins during inclement weather.
- .6 Store sheet materials and lumber on flat, solid supports and keep clear of ground. Slope to shed moisture.
- .7 Store and mix paints in heated and ventilated room. Remove oily rags and other combustible debris from site daily. Take every precaution necessary to prevent spontaneous combustion.
- .8 Remove and replace damaged products at own expense and to satisfaction of Departmental Representative.
- .9 Touch-up damaged factory finished surfaces to Departmental Representative's satisfaction. Use touch-up materials to match original. Do not paint over nameplates.

1.7 TRANSPORTATION

- .1 Pay costs of transportation of products required in performance of Work.
- .2 Transportation cost of products supplied by Owner will be paid for by Departmental Representative. Unload, handle and store such products.

1.8 MANUFACTURER'S INSTRUCTIONS

- .1 Unless otherwise indicated in specifications, install or erect products in accordance with manufacturer's instructions. Do not rely on labels or enclosures provided with products. Obtain written instructions directly from manufacturers.
- .2 Notify Departmental Representative in writing, of conflicts between specifications and manufacturer's instructions, so that Departmental Representative will establish course of action.
- .3 Improper installation or erection of products, due to failure in complying with these requirements, authorizes Departmental Representative to require removal and re-installation at no increase in Contract Price or Contract Time.

1.9 QUALITY OF WORK

- .1 Ensure Quality of Work is of best quality, executed by workers experienced and skilled in respective duties for which they are employed. Immediately notify Departmental Representative if required Work is such as to make it impractical to produce required results.
- .2 Do not employ anyone unskilled in their required duties. Departmental Representative reserves right to require dismissal from site of workers deemed incompetent or careless.
- .3 Decisions as to standard or fitness of Quality of Work in cases of dispute rest solely with Departmental Representative, whose decision is final.

1.10 CO-ORDINATION

- .1 Ensure co-operation of workers in laying out Work. Maintain efficient and continuous supervision.
- .2 Be responsible for coordination and placement of openings, sleeves and accessories.

1.11 CONCEALMENT

- .1 In finished areas conceal pipes, ducts and wiring in floors, walls and ceilings, except where indicated otherwise.
- .2 Before installation inform Departmental Representative if there is interference. Install as directed by Departmental Representative.

1.12 REMEDIAL WORK

- .1 Refer to CCDC 2.
- .2 Perform remedial work required to repair or replace parts or portions of Work identified as defective or unacceptable. Co-ordinate adjacent affected Work as required.
- .3 Perform remedial work by specialists familiar with materials affected. Perform in a manner to neither damage nor put at risk any portion of Work.

1.13 FASTENINGS

- .1 Provide metal fastenings and accessories in same texture, colour and finish as adjacent materials, unless indicated otherwise.

- .2 Prevent electrolytic action between dissimilar metals and materials.
- .3 Use non-corrosive hot dip galvanized steel fasteners and anchors for securing exterior work, unless stainless steel or other material is specifically requested in affected specification Section.
- .4 Space anchors within individual load limit or shear capacity and ensure they provide positive permanent anchorage. Wood, or any other organic material plugs are not acceptable.
- .5 Keep exposed fastenings to a minimum, space evenly and install neatly.
- .6 Fastenings which cause spalling or cracking of material to which anchorage is made are not acceptable.

1.14 FASTENINGS - EQUIPMENT

- .1 Use fastenings of standard commercial sizes and patterns with material and finish suitable for service.
- .2 Use heavy hexagon heads, semi-finished unless otherwise specified. Use No. 304 stainless steel for exterior areas.
- .3 Bolts may not project more than one diameter beyond nuts.
- .4 Use plain type washers on equipment, sheet metal and soft gasket lock type washers where vibrations occur. Use resilient washers with stainless steel.

1.15 PROTECTION OF WORK IN PROGRESS

- .1 Prevent overloading of parts of structures. Do not cut, drill or sleeve load bearing structural member, unless specifically indicated without written approval of Departmental Representative.

1.16 EXISTING UTILITIES

- .1 When breaking into or connecting to existing services or utilities, execute Work at times directed by local governing authorities, with minimum of disturbance to Work, building occupants, pedestrian and vehicular traffic.
- .2 Protect, relocate or maintain existing active services. When services are encountered, cap off in manner approved by authority having jurisdiction. Stake and record location of capped service.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3	Execution
3.1	NOT USED
.1	Not Used.

END OF SECTION

Part 1 General

1.1 SECTION INCLUDES

- .1 Cleaning as work progresses
- .2 Final cleaning

1.2 RELATED REQUIREMENTS

- .1 Section 01 74 21 - Construction/demolition Waste Management
- .2 Section 01 77 00 - Closeout Procedures

1.3 REFERENCES

- .1 Canadian Construction Documents Committee (CCDC)
 - .1 CCDC 2-2008, Stipulated Price Contract.
- .2 Public Works Government Services Canada (PWGSC) Standard Acquisition Clauses and Conditions (SACC)-ID: R0202D, Title: General Conditions "C", In Effect as Of: May 14, 2004.

1.4 WORK SITE CLEANLINESS

- .1 Maintain work site in tidy condition, free from accumulation of waste products and debris, including that caused by Owner or other Contractors.
- .2 Remove waste materials from site at daily regularly scheduled times or dispose of as directed by Departmental Representative. Do not burn waste materials on site, unless approved by Departmental Representative.
- .3 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .4 Provide on-site containers for collection of waste materials and debris.
- .5 Dispose of waste materials and debris at designated dumping areas by the Department Representative.
- .6 Clean interior areas prior to start of finishing work, and maintain areas free of dust and other contaminants during finishing operations.
- .7 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
- .8 Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.

- .9 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- .10 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.

1.5 FINAL CLEANING

- .1 Refer to CCDC 2, GC 3.13.
- .2 When work is substantially performed, remove surplus products, tools, construction machinery and equipment not required for performance of remaining work.
- .3 Remove waste products and debris and leave Work clean and suitable for occupancy.
- .4 Prior to final review remove surplus products, tools, construction machinery and equipment.
- .5 Remove waste materials from site at regularly scheduled times or dispose of as directed by Departmental Representative. Do not burn waste materials on site, unless approved by Departmental Representative.
- .6 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .7 Inspect finishes, fitments and equipment and ensure specified workmanship and operation.
- .8 Broom clean and wash exterior walks, steps and surfaces; rake clean other surfaces of grounds.
- .9 Remove dirt and other disfiguration from exterior surfaces.

1.6 WASTE MANAGEMENT AND DISPOSAL

- .1 Separate waste materials for reuse and recycling in accordance with Section 01 74 21 - Construction/Demolition Waste Management And Disposal.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

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CLEANING
Page 3

END OF SECTION

Part 1 General

1.1 WASTE MANAGEMENT GOALS

- .1 Prior to start of Work conduct meeting with Departmental Representative to review and discuss PWGSC's waste management goal.
- .2 Protect environment and prevent environmental pollution damage.

1.2 RELATED REQUIREMENTS

- .1 Section 01 33 00 – Submittal Procedures
- .2 Section 01 35 43 – Environmental Procedures
- .3 Section 01 74 11 – Cleaning

1.3 REFERENCES

- .1 Definitions:
 - .1 Approved/Authorized recycling facility: waste recycler approved by applicable provincial authority or other users of material for recycling approved by the Departmental Representative.
 - .2 Class III: non-hazardous waste - construction renovation and demolition waste.
 - .3 Construction, Renovation and/or Demolition (CRD) Waste: Class III solid, non-hazardous waste materials generated during construction, demolition, and/or renovation activities
 - .4 Inert Fill: inert waste - exclusively asphalt and concrete.
 - .5 Recyclable: ability of product or material to be recovered at end of its life cycle and re-manufactured into new product for reuse.
 - .6 Recycle: process by which waste and recyclable materials are transformed or collected for purpose of being transferred into new products.
 - .7 Recycling: process of sorting, cleansing, treating and reconstituting solid waste and other discarded materials for purpose of using in altered form. Recycling does not include burning, incinerating, or thermally destroying waste.
 - .8 Reuse: repeated use of product in same form but not necessarily for same purpose. Reuse includes:
 - .1 Salvaging reusable materials from re-modelling projects, before demolition stage, for resale, reuse on current project or for storage for use on future projects.
 - .2 Returning reusable items including pallets or unused products to vendors.
 - .9 Salvage: removal of structural and non-structural materials from deconstruction/disassembly projects for purpose of reuse or recycling.
 - .10 Separate Condition: refers to waste sorted into individual types.
 - .11 Source Separation: act of keeping different types of waste materials separate beginning from the point they became waste.

1.4 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Submit in accordance with Section 01 33 00 - Submittal Procedures.

1.5 USE OF SITE AND FACILITIES

- .1 Execute Work with minimal interference and disturbance to normal use of premises.
- .2 Maintain security measures established by facility provide temporary security measures approved by Departmental Representative.

1.6 STORAGE, HANDLING AND PROTECTION

- .1 Store, materials to be reused, recycled and salvaged in locations as directed by Departmental Representative.
- .2 Unless specified otherwise, materials for removal become Contractor's property.
- .3 Protect, stockpile, store and catalogue salvaged items.
- .4 Separate non-salvageable materials from salvaged items. Transport and deliver non-salvageable items to licensed disposal facility.
- .5 Protect structural components not removed and salvaged materials from movement or damage.
- .6 Support affected structures. If safety of building is endangered, cease operations and immediately notify Departmental Representative.
- .7 Protect surface drainage, mechanical and electrical from damage and blockage.
- .8 Provide on-site facilities and containers for collection and storage of reusable and recyclable materials.
- .9 Separate and store materials produced during project in designated areas.

1.7 DISPOSAL OF WASTES

- .1 Do not bury rubbish or waste materials.
- .2 Do not dispose of waste, volatile materials, mineral spirits, oil or paint thinner into waterways, storm, or sanitary sewers.
- .3 Remove materials from deconstruction as deconstruction/disassembly Work progresses.
- .4 Prepare project summary to verify destination and quantities on a material-by-material basis as identified.
- .5 Do not bury rubbish and waste materials on site unless approved by Departmental Representative.
- .6 Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.

- .7 Grade and classify all non reusable demolition and excavation materials from wharf to manage their future utilisation or disposal in compliance with all applicable environmental regulations.
- .8 All necessary installations for the use of grading and classification of reusable or disposal materials must be plan out of work site and in a safe and predetermined area.
- .9 Reusable or recyclable materials from demolition are as follows:
 - .1 Metal pieces
 - .2 Rubber fender.
- .10 Contractor shall gradually dispose of non-reusable material from demolition off work site to an authorized site.
- .11 Waste materials from demolition and non reusable in the new structure shall be recycle if possible, and if not, the site of disposal shall be approved by the Quebec Ministère du Développement durable, de l'Environnement et des Parcs (MDDEP). This includes any dry material, waste or rubbish from demolition or construction.
- .12 Contractor shall submit a copy of official authorization and permits prior to seek Departmental Representative's authorization to remove waste materials from work site.

1.8 SCHEDULING

- .1 Co-ordinate Waste management and Source Separation with other activities at site to ensure orderly progress of Work.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 APPLICATION

- .1 Handle waste materials not reused, salvaged, or recycled in accordance with appropriate regulations and codes.

3.2 CLEANING

- .1 Progress Cleaning: clean in accordance with Section 01 74 11 - Cleaning.
 - .1 Leave Work area clean at end of each day.
- .2 Final Cleaning: upon completion remove surplus materials, rubbish, tools and equipment in accordance with Section 01 74 11 - Cleaning.
- .3 Waste Management: separate waste materials for reuse and recycling in accordance with Section 01 74 21 - Construction/Demolition Waste Management and Disposal.

- .1 Remove recycling containers and bins from site and dispose of materials at appropriate facility.
- .2 Source separate materials to be reused/recycled into specified sort areas.

3.3 CANADIAN GOVERNMENTAL DEPARTMENTS CHIEF RESPONSIBILITY FOR THE ENVIRONMENT

Province	Address	General Inquires	Fax
Québec	Ministère de l'Environnement et de la Faune, Siège social 150, boul, René-Lévesque Est Québec QC G1R 4Y1	418-643-3127 800-561-1616	418-646-5974
	Conseil de la conservation et de l'environnement 800, place d'Youville, 19e étage Québec QC G1R 3P4	418-643-3818	

END OF SECTION

Part 1 General

1.1 RELATED REQUIREMENTS

- .1 Section 01 33 00 – Submittal Procedures

1.2 REFERENCES

- .1 Canadian Construction Documents Committee (CCDC)
 - .1 CCDC 2-2008, Stipulated Price Contract.

1.3 ADMINISTRATIVE REQUIREMENTS

- .1 Acceptance of Work Procedures:
 - .1 Contractor's Inspection: conduct inspection of Work, identify deficiencies and defects, and repair as required to conform to Contract Documents.
 - .1 Notify Departmental Representative in writing of satisfactory completion of Contractor's inspection and submit verification that corrections have been made.
 - .2 Request Departmental Representative inspection.
 - .2 Departmental Representative Inspection:
 - .1 Departmental Representative and Contractor to inspect Work and identify defects and deficiencies.
 - .2 Contractor to correct Work as directed.
 - .3 Completion Tasks: submit written certificates in French that tasks have been performed as follows:
 - .1 Work: completed and inspected for compliance with Contract Documents.
 - .2 Defects: corrected and deficiencies completed.
 - .3 Equipment and systems: tested, adjusted and balanced and fully operational.
 - .4 Certificates required by Utility companies: submitted.
 - .5 The necessary training for equipment and systems: given.
 - .6 Work: complete and ready for final inspection.
- .2 Final Inspection:
 - .1 When completion tasks are done, request final inspection of Work by Departmental Representative.
 - .2 When Work incomplete according to Departmental Representative, complete outstanding items and request re-inspection.
- .3 Declaration of Substantial Performance: when Departmental Representative considers deficiencies and defects corrected and requirements of Contract substantially performed, make application for Certificate of Substantial Performance.

- .4 Commencement of Lien and Warranty Periods: date of Owner's acceptance of submitted declaration of Substantial Performance to be date for commencement for warranty period and commencement of lien period unless required otherwise by lien statute of Place of Work.
- .5 Final Payment:
 - .1 When Departmental Representative considers final deficiencies and defects corrected and requirements of Contract met, make application for final payment.
 - .2 Refer to CCDC 2: when Work deemed incomplete by Departmental Representative, complete outstanding items and request re-inspection.
- .6 Payment of Holdback: after issuance of Certificate of Substantial Performance of Work, submit application for payment of holdback amount in accordance with contractual agreement.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 RELATED REQUIREMENTS

- .1 Section 01 33 00 - Submittal Procedures
- .2 Section 01 74 21 - Construction/Demolition Waste Management and Disposal

1.2 REFERENCES

- .1 American Society for Testing and Materials International, (ASTM)
 - .1 ASTM A 36/A 36M-08, Standard Specification for Carbon Structural Steel.
 - .2 ASTM A53 /A53M, Standard Specification for Pipe, Steel, Black and Hot-Dipped, Zinc-Coated, Welded and Seamless.
 - .3 ASTM A 193/A 193M-08, Standard Specification for Alloy-Steel and Stainless Steel Bolting Materials for High-Temperature or High-Pressure Service and Other Special Purpose Applications.
 - .4 ASTM A 307-07b, Standard Specification for Carbon Steel Bolts and Studs, 60,000 PSI Tensile Strength.
 - .5 ASTM A 325-07a, Standard Specification for Structural Bolts, Steel, Heat Treated, 120/105 ksi Minimum Tensile Strength.
 - .6 ASTM A 490M-04ae, Standard Specification for High-Strength Steel Structural Bolts, Classes 10.9 and 10.9.3, for Structural Steel Joints Metric.
 - .7 ASTM A563, Standard Specification for Carbon and Alloy Steel Nuts.
 - .8 ASTM A780 Standard Practice for Repair of Damaged and Uncoated Areas of Hot-Dip Galvanized Coatings.
 - .9 ASTM F593, Standard Specification for Stainless Steel Bolts, Hex Cap Screws, and Studs.
 - .10 ASTM F594, Standard Specification for Stainless Steel Nuts.
 - .11 ASTM F738M, Standard Specification for Stainless Steel Metric Bolts, Screws, and Studs.
- .2 Canadian General Standards Board (CGSB)
 - .1 CAN/CGSB-85.10-99, Protective Coatings for Metals.
- .3 Canadian Institute of Steel Construction (CISC)/Canadian Paint Manufacturers Association (CPMA).
 - .1 Handbook of the Canadian Institute of Steel Construction.
 - .2 CISC/CPMA Standard 2-75, Quick-Drying Primer for use on Structural Steel.
- .4 Canadian Standards Association (CSA International)
 - .1 CSA G40.20/G40.21-04, General Requirements for Rolled or Welded Structural Quality Steel/Structural Quality Steel.
 - .2 CAN/CSA-G164-M92(R2003), Hot Dip Galvanizing of Irregularly Shaped Articles.

- .3 CAN/CSA-S16-01(R2007), Limit States Design of Steel Structures.
- .4 CAN/CSA-S136-07, North American Specifications for the Design of Cold Formed Steel Structural Members.
- .5 CSA W47.1-03, Certification of Companies for Fusion Welding of Steel.
- .6 CSA W48-06, Filler Metals and Allied Materials for Metal Arc Welding.
- .7 CSA W55.3-1965(R2003), Resistance Welding Qualification Code for Fabricators of Structural Members Used in Buildings.
- .8 CSA W59-03, Welded Steel Construction (Metal Arc Welding).
- .5 Master Painters Institute
 - .1 MPI-INT 5.1-08, Structural Steel and Metal Fabrications.
 - .2 MPI-EXT 5.1-08, Structural Steel and Metal Fabrications.
- .6 The Society for Protective Coatings (SSPC) and National Association of Corrosion Engineers (NACE) International
 - .1 NACE No. 3/SSPC SP-6-06, Commercial Blast Cleaning.

1.3 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Shop Drawings:
 - .1 Provide drawings stamped and signed by professional engineer registered or licensed the Province of Quebec, Canada.
- .3 Erection drawings:
 - .1 Submit erection drawings indicating details and information necessary for assembly and erection purposes including:
 - .1 Description of methods.
 - .2 Sequence of erection.
 - .3 Type of equipment used in erection.
 - .4 Temporary bracings.
- .4 Fabrication drawings:
 - .1 Submit fabrication drawings showing designed assemblies, components and connections are stamped and signed by qualified professional engineer licensed in the Province of Quebec, Canada.

1.4 TRANSPORTING, STORING AND HANDLING

- .1 Deliver, store and handle materials in accordance with Section 01 61 00 - Common Product Requirements.
- .2 Deliver materials in manufacturer's original, undamaged containers with identification labels intact.

- .3 Packaging Waste Management: remove for reuse and return of pallets, crates, padding and packaging materials in accordance with Section 01 74 21 - Construction/Demolition Waste Management and Disposal.

Part 2 Products

2.1 DESIGN REQUIREMENTS

- .1 Design details and connections in accordance with requirements of CAN/CSA-S16, CAN/CSA-S136 with CSA-S136.1 to resist forces, moments, shears and allow for movements indicated.
- .2 Shear connections:
 - .1 Select framed beam shear connections from an industry accepted publication such as "Handbook of the Canadian Institute of Steel Construction" when connection for shear only (standard connection) is required.
 - .2 Select or design connections to support reaction from maximum uniformly distributed load that can be safely supported by beam in bending, provided no point loads act on beam, when shears are not indicated.
- .3 For composite construction select or design minimum end connection to resist reaction resulting from factored movement resistance as tabulated in the "Handbook of the Canadian Institute of Steel Construction" assuming 100% shear connection with depth of steel deck and/or slab shown on drawings.
- .4 Submit sketches and design calculations stamped and signed by qualified professional engineer licensed in Province of Québec, Canada for non standard connections.

2.2 MATERIALS

- .1 Structural steel: to CAN/CSA-G40.20/G40.21 Grade 300W or 350W, to ministerial representative indication.
- .2 For components to be galvanized, Hot dip galvanizing to CAN/CSA-G164, minimum zinc coating of 600 g/m².
- .3 Welding materials: to CSA W59 and certified by Canadian Welding Bureau.
- .4 Welding electrodes: to CSA W48 Series.
- .5 Anchor bolts: to CSA-G40.20/G40.21, Grade 300W and ASTM A 36/A 36M.
- .6 High strength anchor bolts: to ASTM A 193/A 193M.
- .7 Bolts, nuts and washers: to ASTM A 325.
- .8 Stainless steel bolt: to ASTM F593.
- .9 Shop paint primer: to CISC/CPMA 2-75 solvent reducible alkyd, grey.

- .10 Hot dip galvanizing: galvanize steel, where indicated, to CAN/CSA-G164, minimum zinc coating of 600 g/m².
- .11 Shear studs: to CSA W59, Appendix H.

2.3 FABRICATION

- .1 Fabricate structural steel in accordance with CAN/CSA-S16, CAN/CSA-S136 and in accordance with reviewed shop drawings.
- .2 Install shear studs in accordance with CSA W59.
- .3 Provide holes in top, bottom flanges. Weld threaded studs to top, bottom flanges for attachment of wood nailers.
- .4 Continuously seal members by continuous welds where indicated. Grind smooth.

2.4 SHOP PAINTING

- .1 Clean, prepare surfaces and shop prime structural steel in accordance with CAN/CSA-S16.
- .2 Clean members, remove loose mill scale, rust, oil, dirt and foreign matter. Prepare surface according to NACE No.3/SSPC-SP-6.
- .3 Apply one coat of primer in shop to steel surfaces, except:
 - .1 Surfaces to be encased in concrete.
 - .2 Surfaces to receive field installed stud shear connections.
 - .3 Surfaces and edges to be field welded.
 - .4 Faying surfaces of slip-critical connections.
 - .5 Below grade surfaces in contact with soil.
- .4 Apply paint under cover, on dry surfaces when surface and air temperatures are above 5 degrees C.
- .5 Maintain dry condition and 5 degrees C minimum temperature until paint is thoroughly dry.
- .6 Strip paint from bolts, nuts, sharp edges and corners before prime coat is dry.

Part 3 Execution

3.1 APPLICATION

- .1 Manufacturer's Instructions: comply with manufacturer's written recommendations, including product technical bulletins, handling, storage and installation instructions, and datasheets.

3.2 GENERAL

- .1 Structural steel work: in accordance with CAN/CSA-S16.
- .2 Welding: in accordance with CSA W59.

- .3 Companies to be certified under Division 1 or 2.1 of CSA W47.1 for fusion welding of steel structures and/or CSA W55.3 for resistance welding of structural components.

3.3 CONNECTION TO EXISTING WORK

- .1 Verify dimensions and condition of existing work, report discrepancies and potential problem areas to Departmental Representative for direction before commencing fabrication.

3.4 INSTALLATION

- .1 Surface welding: welding work must be done in conformity with the requirements of the standards indicated and with the dimensional tolerances specified in the standards of this article. The welders must be qualified according to Canadian Welding Bureau for the type of welding corresponding to work carried out. If necessary, obtain a permit for heat-sealing.
- .2 Finish : Carefully finish the various parts of work. Cutting, carving, boring and machining shall be done with care and precision. Finished components must meet prescribed alignment requirements and be free from torsion, curves, open joints, sharp corners and ridges.
- .3 On-site additional splices: obtain Departmental Representative's approval before making on-site additional splices (to facilitate transport and assembly of elements). No additional cost for expenses incurred by the additional splices done on-site.
- .4 All the adjacent welding with galvanized parts will receive a coat of protective paint of type "GalvanoSpray" or the equivalent.

3.5 MARKING

- .1 Mark materials in accordance with CAN/CSA G40.20/G40.21. Do not use die stamping. If steel is to be left in unpainted condition, place marking at locations not visible from exterior after erection.
- .2 Match marking: shop mark bearing assemblies and splices for fit and match.

3.6 ERECTION

- .1 Erect structural steel, as indicated and in accordance with CAN/CSA-S16, CAN/CSA-S136 and in accordance with reviewed erection drawings.
- .2 Field cutting or altering structural members, to approval of Departmental Representative.
- .3 Clean with mechanical brush and touch up coat protection to bolts, rivets, welds or burned or scratched surfaces at completion of erection.
- .4 Continuously seal members by continuous welds where indicated. Grind smooth.

3.7 FIELD QUALITY CONTROL

- .1 Inspection and testing of materials and workmanship will be carried out by a testing laboratory designated by Departmental Representative.

- .2 Provide safe access and working areas for testing on site, as required by testing agency and as authorized by Departmental Representative.
- .3 Submit test reports to Departmental Representative within two weeks of completion of inspection.
- .4 Test shear studs in accordance with CSA W59.

3.8 CLEANING

- .1 Clean in accordance with Section 01 74 11 - Cleaning.
- .2 Waste Management: separate waste materials for reuse and recycling in accordance with Section 01 74 21 - Construction/Demolition Waste Management and Disposal.

END OF SECTION

APPENDIX 3 – BASIS OF PAYMENT

Basis of Payment

1	LABOUR REQUIREMENT
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1.1 **ALL employees** assigned to this project shall hold (depending on the trade dictated by the nature of the work):

- 1) a Journeyman **competency certificate** from the **CCQ**
- 2) a **welding ticket** from the Canadian Welding Bureau (**CWB**)

2	PRICES
----------	---------------

2.1 PRODUCTIVE SITE LABOUR

Submitted hourly rates cover EVERYTHING necessary to complete the work in accordance with the specifications, including, but not limited to, profit; workers’ compensation contributions; administration costs and expenses; purchase, rental and use of equipment and basic tools associated with the required trades work; accessories whether or not reusable; ladders; work protection and safety equipment; lighting equipment; shop bit wear; fuel and other products necessary to operate equipment; products necessary to perform the work; and the equipment items detailed in Appendix “B.” Also included in the hourly rates are cleaning products, solvents, sandpaper, and costs for cleanup and removal of waste **except for** environmental disposal materials.

Year 1: from January 1st to December 31, 2015

First extended period: January 1st 2016 to December 31, 2016

Second extended period: January 1st 2017 to December 31, 2017

Third extended period: January 1st 2018 to December 31, 2018

Fourth extended period: January 1st 2019 to December 31, 2019

1st, 2nd and 3rd year

PERIOD	<u>FIXED HOURLY RATE</u> a) Working Foreman	<u>FIXED HOURLY RATE</u> b) Journeyman Required Trade	<u>FIXED HOURLY RATE</u> c) Shop Work	<u>Approx percentage use</u>
	Regular Hours (Monday to Friday)	\$ _____/hr	\$ _____/hr	
Overtime Hours. (Evening, night, weekend, holiday)	\$ _____/hr	\$ _____/hr	\$ _____/hr	a) 2.5% b) 2.5% c) 2.5%

4th Year

PERIOD	<u>CLOSED HOURLY RATE</u> a) Working Foreman	<u>CLOSED HOURLY RATE</u> b) Journeyman Required Trade	<u>CLOSED HOURLY RATE</u> c) Shop Work	<u>Approx percentage use</u>
	Regular Hours (Monday to Friday)	\$ _____/hr	\$ _____/hr	
Overtime Hours. (Evening, night, weekend, holiday)	\$ _____/hr	\$ _____/hr	\$ _____/hr	a) 2.5% b) 2.5% c) 2.5%

5th Year

PERIOD	<u>CLOSED HOURLY RATE</u> a) Working Foreman	<u>CLOSED HOURLY RATE</u> b) Journeyman Required Trade	<u>CLOSED HOURLY RATE</u> c) Shop Work	<u>Approx percentage use</u>
	Regular Hours (Monday to Friday)	\$ _____/hr	\$ _____/hr	
Overtime Hours. (Evening, night, weekend, holiday)	\$ _____/hr	\$ _____/hr	\$ _____/hr	a) 2.5% b) 2.5% c) 2.5%

2.2. TRAVEL

a) Mobilization and demobilization:

*Mobilization: from the Bidder’s place of business to Natashquan, and
 Demobilization: from Natashquan to the Bidder’s place of business:*

Please indicate a fixed price for *mobilization and demobilization* of your crew (all expenses including, but not limited to, labour and equipment) from your place of work to the Natashquan wharf and from the Natashquan wharf to your place of business. Items covered will include:

Travel time for your personnel from your place of business to Natashquan **and** from Natashquan to your place of business;

Travel expenses (truck, car, train, aircraft or boat) for your personnel and equipment, from your place of business to Natashquan **and** from Natashquan to your place of business;

Lodging and meal expenses for your personnel from your place of business to Natashquan **and** from Natashquan to your place of business;

\$ _____ /lot of mobilization and demobilization (approximate annual quantity:
1 mobilization and demobilization)

Note 1: The offeror will be paid for the mobilization and demobilization, only if the offeror is not in the region of Basse-Côte-Nord (between Natashquan and St-Augustin), at the moment of the call-up.

Note 2: A contractor of whom the place of business is located on Basse-Côte-Nord does not have to mobilize at Natashquan to begin the works.

b) Travel, Lodging and Meal Expenses - which are not included in the mobilization and demobilization (item 2.2.a)

The offeror will be paid for expenses for travel, lodging and meals between Natashquan and St Augustin as follows:

The Contractor will be paid its authorized travel and living expenses, reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the Treasury Board Travel Directive (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=13856>). The indicated rates are maximum rates. The kilometre rate for motor vehicle use covers all vehicle-related expenses, including fuel.

The travail, lodging and meal expenses, which are not identified in the «Travel Directive» of the Treasury Board of Canada, will be paid at the cost, without majoration nor profit, on presentation of invoices.

All payments are subject to Government Audit.

All travel must have prior authorization of the Departmental Representative.

c) Travel Time - Between Natashquan and St Augustin

Between Natashquan and St Augustin, The Contractor will be paid for travel at hourly wage rates while the Supplier is on travel status as follows:

	HOURLY RATE on "travel status"	Estimated annual quantity
Working Foreman	\$ _____ /HR	120 hrs
Employee	\$ _____ /HR	120 hrs

Suppliers will be considered to be on travel status when they are required to travel by boat during or outside of normal working hours.

The paid lay-over time cannot exceed 8h per day, except when the offeror will be traveling by boat.

2.3 SPECIAL MATERIALS, PARTS, TOOLS AND HAULAGE

Special materials, parts, tools and haulage such as materials and parts required for repairs; core drill bits, buffer disks and cutting wheels (limited use); gas in cylinders and other welding accessories; rental of equipment and/or vehicles for haulage of special materials such as structural steel and environmental disposal materials; and scaffolding will be reimbursable with the Departmental Representative.

Bill each item **at cost (price paid to the supplier excluding tax) plus** a mark-up to cover expenses and profit. Provide **original** documentation showing cost price. Obtain materials and parts at the lowest possible cost price. The Departmental Representative reserves the right to check the cost price with various suppliers.

Cost Price Plus a Mark-up of _____ %	<u>APPROXIMATE USE</u> 10%
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2.4 SUBCONTRACTORS

With technical representative approval, bill for subcontracted work **at cost (price paid by the supplier excluding tax) plus** a mark-up to cover expenses and profit. Provide **original** documentation showing cost price. The Departmental Representative reserves the right to check the cost price. The subcontracting is not applicable to the shop works, if those works are realised by a subcontractor, as certified at item 1.3 of Part 5.

Cost Price Plus a Mark-up of _____ %	<u>APPROXIMATE USE</u> Negligible
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EQUIPMENT LIST

Equipment covered by the hourly rates in clause 2.1 of Appendix 3 includes, but is not limited to, the following:

Ladder, 20'
Stepladder, 6'
Concrete saw + bits up to 1 ½"
Drill, 3/8" and/or ½" + bits for wood and steel up to 1 ½" (both)
Mechanic's SAE hand tool chest (screwdrivers, wrenches, sockets and extensions, Allen keys, assorted pliers, etc)
Oxyacetylene cutting and braising set + own tool kit
Mobile welding machine, 200 A, gasoline or diesel
Buffers, 4 ½" and 7" diameter
Small painting hand tool kit (brushes, roller, roller handle, scrapers, etc)
Small woodworking hand tool kit (hammer, nail puller, 24" square, 12" square, 24" level, 12" level, caulking gun, plane, handsaw, etc)
Circular saw, electric, 10", industrial quality
Concrete saw, gasoline-powered, with 14" abrasive blade
Chainsaw with 24" blade
Sledge, 6 lb
Axe
Peavey
Pick
Shovels, round head, square head, etc
Impact wrench, electric, 225 ft-lb torque
Lighting system
Industrial vacuum cleaner (5-gallon)
Broom
Two slings, at least 1-tonne capacity
Shackles and hooks for handling, at least 1-tonne capacity
Two electrical extension cords, 100', #12 gauge or better
Chain hoist, 2-tonne capacity

APPENDIX 4 - EVALUATION PROCEDURES OR BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the financial evaluation criteria.

1.1 Financial Evaluation

1.2.1 Mandatory financial criterion at close of bids

- a) Bidders must submit firm all-in rates in accordance with and based on the format used in the Basis of Payment in Schedule B, FOB Destination for services, not including GST or HST, but including all customs duties and all applicable excise taxes.

1.2.2 Evaluation method

The bid price will be evaluated in Canadian dollars, not including Goods and Services Tax or Harmonized Sales Tax, FOB Destination, including Canadian customs duties and excise taxes. The bid price will be calculated by determining to total evaluation amount. That amount will be calculated by totalling the evaluation amount for each period.

First, we will calculate the amount of mobilization and demobilization at item 2.2.a and 2.2.c of the Annex «A» - Basis of Payment for each offer received. We will subtract the smaller total amount of the prediction of 180,000.00\$. That will represent the projected monetary value for the evaluation of the unit price and the percentage.

The evaluation amount for each period will be calculated by totalling the following items.

The amount for each of items 1-2-3-4-5-6 of the example herean after that are listed in Annex "A" - Basis of Payment (item 2.1):

The percentage use of the projected monetary value (\$180,000.00 - the smaller amount of mobilization and demobilization) of the standing offer divided by the lowest hourly rate of all offerers multiplied by the hourly rate for regular hours submitted by the offerer evaluated for each of these items;

- + Item 7 of the exemple herean after that are listed in Appendix 3 - Basis of Payment :

The mark-up rate on materials and parts multiplied by 10% of the projected monetary value (\$180,000.00-smaller amount of mobilization and demobilization) of the standing offer.

The totalling of the item 8-9-10 of the exemple herean after that are listed in Annex «A» - Basis of Payment (item 2.2.a and 2.2.c)

= evaluation amount for one period

The total evaluation amount will therefore be the total of the evaluation amount for the initial period (from January 1st to December 31st 2015).

Please refer to the table below as an example of the calculation of the evaluation amount for the initial period (from January 1st to December 31st 2015). Note that the rates shown in the table are fictitious rates given as examples only.

No		B	C	D	E	F	G	H	I
		% use	Percentage use of \$175,000.00	Lowest rate from offerers	Percentage use of 175,000.00\$ divided by lowest rate E=(C/D)	Year 1 submitted by offerer 1	Year 1 evaluation amount for offerer 1 G=(ExF)	Year 1 rate submitted by offerer 2	Year 1 evaluation amount for offerer 2 I=(ExH)
1	Working foreman (Regular hours)	27.50	\$48,125.00	\$50.00	962.25	\$50.00	\$48,125.00	\$100.00	\$96,250.00
2	Working foreman (overtime hours)	2.5	4,375.00\$	\$50.00	87.5	\$50.00	4,375.00\$	\$75.00	6,563.50\$
3	Journeyman, Required trade (Regular hours)	40	70,000.00\$	\$50.00	1,400.00	\$50.00	\$70,000.00	\$75.00	105,000.00\$
4	Journeyman, Required trade (overtime hours)	2.5	4,375.00\$	\$50.00	87.5	\$50.00	4,375.00\$	\$75.00	6,563.50\$
5	Shop work (Regular hours)	15	26,250.00\$	\$50.00	525	\$50.00	26,250.00\$	\$200.00	105,000.00\$
6	Shop work (overtime hours)	2.5	4,375.00\$	\$50.00	87.5	\$50.00	4,375.00\$	\$75.00	6,563.50\$
7	Materials cost price plus mark-up of ____%.	10	\$17,500.00	10%	1,750.00	10%	17,500.00\$	15%	20,125.00\$
8	Mobilization and demobilization	\$	1,000.00\$				1,000.00\$		2,000.00\$
9	Hourly rate in «travel status» for Working foreman	120 heures	\$2,000.00	16.67\$	120	16.67\$	2,000.00\$	25.00\$	3,000.00\$
10	Hourly rate in «travel status» for employee	120 heures	2,000.00\$	16.67	120	16.67\$	2,000.00\$	25.00\$	3,000.00\$
	TOTAL	100	\$180,000.00				\$180,000.00		\$354,065.00

In the above example, offerer 1 submitted an evaluation amount for the initial period that was lower than the amount submitted by offerer 2.

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APPENDIX 5 - VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES

Note; The contractor will be asked to fill out a report every six months as included a Annex C

Name: _____

Signature: _____

Company Name: _____

Company Legal Name: _____

Solicitation Number: _____

Optional information to provide: _____

Number of apprentices planned to be working on this contract: _____

Trades of those apprentices:

A sample of the “Voluntary Reports for Apprentices Employed during the Contract” is provided at Annex C

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Buyer ID – id de l'acheteur
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APPENDIX 6 - CERTIFICATE OF INSURANCE (Not required at bid closing)



Travaux publics et
 Services gouvernementaux
 Canada

Public Works and
 Government Services
 Canada

Description and Location of Work	Contract No.
	Project No.

Name of Insurer, Broker or Agent	Address (No., Street)	City	Province	Postal Code
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Name of Insured (Contractor)	Address (No., Street)	City	Province	Postal Code
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Additional Insured
Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services

Type of Insurance	Insurer Name and Policy Number	Inception Date D / M / Y	Expiry Date D / M / Y	Limits of Liability		
				Per Occurrence	Annual General Aggregate	Completed Operations Aggregate
Commercial General Liability				\$	\$	\$
Umbrella/Excess Liability				\$	\$	\$

I certify that the above policies were issued by insurers in the course of their Insurance business in Canada, are currently in force and include the applicable insurance coverage's stated on page 2 of this Certificate of Insurance, including advance notice of cancellation / reduction in coverage.

Name of person authorized to sign on behalf of Insurer(s) (Officer, Agent, Broker)

Telephone number

Signature _____

Date D / M / Y

General

The insurance policies required on page 1 of the Certificate of Insurance must be in force and must include the insurance coverage listed under the corresponding type of insurance on this page.

The policies must insure the Contractor and must include Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services as an additional Insured.

The insurance policies must be endorsed to provide Canada with not less than thirty (30) days notice in writing in advance of a cancellation of insurance or any reduction in coverage.

Without increasing the limit of liability, the policies must protect all insured parties to the full extent of coverage provided. Further, the policies must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

Commercial General Liability

The insurance coverage provided must not be substantially less than that provided by the latest edition of IBC Form 2100.

The policy must either include or be endorsed to include coverage for the following exposures or hazards if the Work is subject thereto:

- (a) Blasting.
- (b) Pile driving and caisson work.
- (c) Underpinning.
- (d) Removal or weakening of support of any structure or land whether such support be natural or otherwise if the work is performed by the insured contractor.

The policy must have the following minimum limits:

- (a) **\$5,000,000** Each Occurrence Limit;
- (b) **\$10,000,000** General Aggregate Limit per policy year if the policy contains a General Aggregate; and
- (c) **\$5,000,000** Products/Completed Operations Aggregate Limit.

Umbrella or excess liability insurance may be used to achieve the required limits.

