



Mechanical HVAC, Plumbing and Gas Fitting Contractor Standing Offer **Statement of Requirement**

Miscellaneous Works & Urgent Repairs

For:
Correctional Service Canada
Saskatchewan Penitentiary 3ULQFH \$OEHW 6N
Willow Cree Healing Lodge, Duck Lake, Sk.

April 2014



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1 WORK DESCRIPTION

1.1 TERMS OF REFERENCE

1.1.1 PURPOSE

- .1 The purpose of the Mechanical Contractor Standing Offer is to undertake mechanical alterations and urgent repair work, as and when required at;
 - .1 Saskatchewan Penitentiary, Prince Albert, Sk.
 - .2 Willow Cree Healing Lodge, Duck Lake, Sk.
- .2 The Statement of Requirement (SOR) has been developed to ensure that the Contractor has a clear understanding of the Work scope, procedures and services required, to deliver the complete goods and services, within the agreed to, price and schedule.

1.1.2 THE PWGSC GENERAL CONDITIONS (GC)

- .1 The Statement of Requirement (SOR) document must be used in conjunction with the General Conditions (GC) document, as the two documents are complimentary.
- .2 The SOR describes Work-specific requirements, services and deliverables while the GC document outlines the term and conditions of the contract, common to all projects.
- .3 In the case of a conflict between the two documents, the requirements of the GC override the SOR Document

1.2 GENERAL INFORMATION

1.2.1 PROJECT INFORMATION

Project Information

Project Title:	Mechanical Contractor Services
Project Location:	CSC – Saskatchewan Penitentiary/Willow Cree Healing Lodge, Institute Sites
Solicitation Number:	
PWGSC Project Number:	
User Department:	Correctional Services Canada
Client Representative:	

1.2.2 DEPARTMENTAL REPRESENTATIVES

Department	Departmental Representative
PWGSC Project Manager:	To be determined
PWGSC Contracting Officer:	

1.2.3 User Department

- .1 The User Department referred to throughout the SOR is Correctional Service Canada (CSC)
- .2 CSC Mission
 - .1 CSC, as part of the criminal justice system and respecting the rule of law, contributes to public safety by actively encouraging and assisting offenders to become law-abiding citizens, while exercising reasonable,



safe, secure and humane control.

1.3 BACKGROUND INFORMATION

1.3.1 NEED

- .1 The Institutions have a requirement for the Departmental Representative, to respond, to construction and maintenance issues, in a timely fashion.
- .2 The Institutions have a requirement for the Departmental Representative, to attend to minor Works, where timing makes it necessary to have pre-cleared Contractors.
- .3 The Institution has a requirement for the Departmental Representative, to address urgent issues.

1.3.2 EXISTING CONDITIONS

- .1 The following are a list of the Federal Institutions at the Prince Albert Site.
 - .1 Saskatchewan Penitentiary , Prince Albert, Sk.
 - .2 Willow Cree Healing Lodge, Duck Lake , Sk.

1.3.3 WORK SECURITY

- .1 The Contractor is required to obtain security clearances for all of the companies' personnel as well as any sub-Contractors visiting the Work site for any reasons, such as, preliminary site inspection, attendance for site meetings and for any other reason related to the execution of future work.
- .2 Personnel will need to insure they have received clearance to attend each of the Institutions.
- .3 Failure to comply with this requirement may result in denial of access to the site.
- .4 All site visits must be arranged through the Departmental Representative.

1.3.4 CONSTRAINTS AND CHALLENGES

- .1 The Contractor will be required to become familiar with the Work site and obtain local information as required.
- .2 All Work must comply with the CSC Technical Criteria and related Standards. Reference to this document will be made available through the Departmental Representative, on Work specific bases.
- .3 The construction on the Work site will be performed during the full operation of the facilities. Work phasing must be planned to ensure that disruption to the daily operation of the facilities is kept to a minimum.
- .4 Environmental conditions must be kept under control during all phases of the Work. Asbestos may be encountered at the facilities.
- .5 Each of the Institutions has their own particular security level and subsequently unique security regulations. The Contractor must become familiar with these regulations, particularly where tool control is concerned.
- .6 The intent is for the Work to meet current Codes, Standards and Guidelines.
- .7 The Contractor is to cooperate and coordinate with any other contractor on site.

1.4 PROJECT DELIVERY APPROACH

1.4.1 CONSTRUCTION PHASE

- .1 Short duration Work may be carried out on a time and material bases where a



- upset figure will be negotiated.
- .2 The Departmental Representative will be seeking fixed price quotations on clearly defined long term Work.
 - .3 Plans and Specifications, to be provided at the time of Call-up, will be the standard source of contract information, on planned Works.
 - .4 In the case of less complex Work scope will be described by sketch and/or narration.
 - .5 Renovations and new work will be carried out when the facility is fully occupied. In limited cases access, by inmates, to the Work site, may be restricted.
 - .6 The Contractor shall ensure full co-ordination of the work with other trades.
 - .7 The Contractor is to prepare as-built drawings, based on site conditions.

1.4.2 SPECIAL CONDITIONS

- .1 The Work will be carried out during normal working hours, when the Institution is fully occupied and operational.
- .2 The Contractor may be required to obtain Prince Albert City plumbing or gas permits.

1.5 SUMMARY OF SERVICES

1.5.1 CONTEXT

- .1 The services of a Mechanical Contractor are required to undertake the construction, repair, alteration and supervision for services necessary for assigned Work.
- .2 When two or more contractors occupy the same space and time work will be performed under a Prime Contractor.
- .3 The services, for Electrical or General Contractor, may additionally be arranged through a Call-up against individual standing offers, by PWGSE, on as required bases.
- .4 All those employed to work on the site are to meet the requirements of the Provincial Apprenticeship and Industry Training Act. Tradespersons are to be registered apprentice or certified journeyman, skilled, qualified and supervised.
- .5 All mechanical work is to be carried out under the supervision of a qualified, Master Mechanical Contractor.
- .6 Apprentice's activities to be under supervision of licensed mechanic, degree determined based on training level attained and demonstration of experience and ability.
- .7 The work force may be augmented by general labourers.

1.6 EXISTING DOCUMENTATION

1.6.1 DOCUMENTS AVAILABLE FOR THE SUCCESSFUL PROPONENT (CONTRACTOR)

- .1 Copies of all Work specific documentation will be made available to the Contractor.
- .2 Limited as-built drawings and Operation & Maintenance Manuals are available on the Work site. If referenced, the Contractor will be responsible for verifying the accuracy of the information contained

1.6.2 DISCLAIMER

- .1 Reference information will be available in the language in which it is written.



- .2 The documentation may be unreliable and is offered, “As is” for the information of the Contractor.

1.7 CODES, ACTS, STANDARDS, REGULATIONS

1.7.1 GENERAL

- .1 The Work shall, unless otherwise specified, be constructed in a manner which:
 - .1 Is compliant with all applicable federal, provincial, municipal, and regional laws, acts, regulations, and Codes
 - .2 Minimizes disruption and interference with occupants, including the prevention of transmission of noise, when demolition or construction work occurs in the building or on the property
- .2 Adherence to all applicable codes and standards and without limiting the generality of the foregoing shall include the following:
 - .1 The NRC National Building Code of Canada ,
 - .2 The NRC National Fire Code of Canada ,
 - .3 The NRC National Plumbing Code of Canada ,
 - .4 The NRC National Electrical Code of Canada
 - .5 Canada Occupational Health and Safety Regulations,
 - .6 Canada Labour Code (including latest revisions of all regulations)
 - .7 Federal Fire Protection Standards,
 - .8 Treasury Board Fire Protection Standards
 - .9 National Fire Protection Association (NFPA) standards
 - .10 American Society for Testing and Materials (ASTM)
 - .11 American National Standards Institute (ANSI)
 - .12 American Society of Heating, refrigerating and Air-Conditioning Engineers (ASHRAE) Handbooks and Standards.
 - .13 Sheet Metal and Air Conditioning Contractors National Association (SMACHNA) Standards and Guidelines;
 - .13 *Local and/or municipal codes and bylaws*
- .3 In the event of a conflict between codes, the more stringent shall take precedence.

1.7.2 PWGSC DOCUMENTS

- .1 In addition to applicable legislated codes and standards, the PWGSC documents listed below apply to this Work:
 - .1 The National Project Management System (NPMS)
 - .2 Commissioning Manuals and Guidelines

2 PROJECT ADMINISTRATION

2.1 GENERAL REQUIREMENTS

2.1.1 PWGSC PROCEDURES AND STANDARDS

- .1 In addition to adhering to the general project administration requirements contained in the National Project Management System (NPMS) the Contractor shall comply with the Work specific requirements as identified.

2.2 COMMUNICATIONS AND MEETINGS

2.2.1 COMMUNICATION



- .1 If any communication with the User Departments results in the need for any change to the scope of Work, quality, cost or schedule, the Contractor shall inform the Departmental Representative, and seek direction, before taking any action.
- .2 The Departmental Representative will arrange for the Contractor to obtain access to the PWGSC secure shared document management site, as may be required.
- .3 Correspondence
 - .1 All correspondence from the Contractor shall be distributed as directed by the Departmental Representative.
 - .2 There shall be no correspondence between occupants or users of the facility and the Contractor, unless directed by the Departmental Representative.
 - .3 No communication shall alter the terms of the Work scope, budget or schedules unless directed in writing by the Departmental Representative.
 - .4 All correspondence must carry the Contract name/number, PWGSC Project title, PWGSC Project number and File number and a date.

2.2.2 MEETINGS

- .1 The Departmental Representative will arrange meetings, as required, throughout the Work.
- .2 Meetings will normally be held on site, in the offices of CSC.
- .3 When urgent problem-solving meetings are required, the Contractor shall be available to attend such meetings in Prince Albert within one working day notice.
- .4 The key personnel of the Contractor and sub-Contractors or specialist firms must be available to attend meetings or respond to inquiries within half a working day

2.2.3 WORK RESPONSE TIME

- .1 It is a requirement of all Work that the key personnel of the Contractor are personally available to attend meetings or respond to inquiries promptly.
- .2 During the Work, the Contractor's Key Personnel shall be:
 - .1 Available to attend meetings and respond to inquiries within one (1) working day notice
 - .2 Able to respond to urgencies within one (1) hour, including those occurring during off-hours and on weekends/ holidays
- .3 On occasion, there may be urgent, problem-solving meetings.
 - .1 The Contractor must be available to attend such meetings in Prince Albert within four (4) business hours.

2.3 ROLES AND RESPONSIBILITIES

2.3.1 CONTRACTOR

- .1 The "Contractor's Team" must be eligible to work in the province of Saskatchewan.
- .2 The Contractor shall:
 - .1 During the construction phases:
 - .1 Attend construction meetings,
 - .2 Ensure sub- Contractor attend required meetings.
 - .3 Attend site inspection meetings.



2.3.2 THE PWGSC TEAM

- .1 The PWGSC Project Manager is the Departmental Representative on site and is responsible for conveying all resultant Client requirements to the Contractor.
- .2 The PWGSC Departmental Representative will schedule all meetings plus record and distribute the record of decisions.
- .3 The Departmental Representative will facilitate discussions between the main stakeholders of the overall project including PWGSC, the Consultant, the Contractor and User Department stakeholders
- .4 PWGSC Professional & Technical Resources Team assists the Project Manager on technical reviews and Quality Assurance
- .5 The PWGSC Commissioning Specialist:
 - .1 Advises the Project Manager on the appropriateness of the proposed Commissioning process
 - .2 May witness verification of Systems and Integrated Systems Testing
 - .3 May participate in warranty reviews

2.3.3 USER DEPARTMENT

- .1 The User Department's Representative is responsible for the interests of the User Department, in collaboration with the PWGSC Departmental Representative.
 - .1 Unless directed otherwise, all communications with the User Department are through the PWGSC Departmental Representative.
- .2 The User Department's Security representative is responsible for the resolution of all security issues.

3 REQUIRED SERVICES

3.1 SUMMARY OF CONSTRUCTION WORK

3.1.1 PRE-CONSTRUCTION REPORT

- .1 Undertake a pre-construction report to determine the following;
 - .1 Review of schematics and plumbing and HVAC diagrams implications
 - .2 Material take off
 - .3 Construction quote
 - .1 The construction quote is not to include Project Management fees, Consultant fees, Risk Allowance, Escalation or GST and is in 'Budget-Year (Current)' dollars.
 - .2 The construction quote is to include Labour, Material, Plumbing and Gas permits, Plant and Overhead & Profit
 - .4 Construction Milestone Schedule (including Shop Drawing submissions and approval timelines).

3.1.2 CONSTRUCTION SERVICES

- .1 Mechanical Contractor is to provide all plant, labour, equipment and material to complete assigned Work.
- .2 The services, to be provided by the Mechanical Contractor, may include but shall not be limited to:
 - .1 Obtain relevant permits from the Local Authority having Jurisdiction using the documents provided by the SOA call-ups;



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- .2 Prepare, review and submit for approval all required Shop Drawings;
 - .3 Prime Contractor duties, including responsibilities defined by the Occupational Health and Safety Act;
 - .4 Selective demolition;
 - .5 Waste sorting;
 - .6 Waste recycling or disposal at the end of each work day;
 - .7 Plumbing & Gas fitting, heating Ventilating and Air conditioning work;
 - .1 Gas Fitting work;
 - .2 Refrigeration/plumbing work;
 - .3 Sheet Metal Work;
 - .4 'A' levels of Apprenticeship;
 - .5 General Labour;
 - .8 Field Services and Quality Assurance of Work conducted;
 - .9 Repair to any existing conditions that may be damaged during the work;
 - .10 Preparation and submission of As-Built drawings to the Departmental Representative upon completion of the work;
 - .11 Preparation and permission of maintenance manuals to the Departmental Representative upon completion of the work;
 - .12 Daily work-site clean-ups and final work clean-up;
 - .13 Other related duties as defined in the SOA Call-up.



4 **ADDENDUM**

4.1 **TYPICAL SECURITY RESTRICTIONS**

4.1.1 **GENERAL**

.1 PURPOSE

- .1 To ensure that both the Work and the Institutional operations may proceed without undue disruption or hindrance and that the security of the Institution is maintained at all times.

4.1.2 **DEFINITIONS**

.1 "Contraband" means:

- .1 An intoxicant, including alcoholic beverages, drugs and narcotics,
- .2 A weapon or a component thereof, ammunition for a weapon, and anything that is designed to kill, injure or disable a person, or that is altered so as to be capable of killing, injuring or disabling a person, when possessed without prior authorization,
- .3 An explosive, or a bomb, or a component thereof,
- .4 Currency over any applicable prescribed limit \$50.00, and
- .5 Any item not described in articles (1) to (4) that could jeopardize the security of a Penitentiary or the safety of persons, when that item is possessed without prior authorization

.2 "Unauthorized Smoking and related Items" means all smoking items including, but not limited to, cigarettes, cigars, tobacco, chewing tobacco, cigarette making machines, matches and lighters.

.3 "Commercial Vehicle" means any motor vehicle used for the shipment of material, equipment and tools required for the construction Work.

.4 "CSC" means Correctional Service Canada.

.5 "Director" means Director, Warden or Superintendent of the Institution, as applicable.

.6 "Construction employees" mean persons working for the general Contractor, the sub-Contractors, equipment operators, material suppliers, testing and inspection companies and regulatory agencies.

.7 "Departmental Representative" means the project manager from Public Works and Government Services Canada.

.8 "Perimeter" means the fenced or walled area of the Institution that restrains the movement of the inmates.

.9 "Construction limits" means the area as shown on the contract drawings that the Contractor will be allowed to work. This area may or may not be isolated from the security area of the Institution. These are the immediate areas in and around the construction Work

4.1.3 **PRELIMINARY PROCEEDINGS**

.1 Prior to the commencement of work, the Contractor will meet with the Director or his representative to:

- .1 Discuss the nature and extent of all activities involved in the Work.
- .2 Establish mutually acceptable security procedures in accordance with this instruction and the Institution's particular requirements.

.2 The Contractor will:



- .1 Ensure that all construction employees are aware of the security requirements.
- .2 Ensure that a copy of the security requirements is always prominently on display at the job site.
- .3 Co-operate with Institutional personnel in ensuring that security requirements are observed by all construction employees.

4.1.4 CONSTRUCTION EMPLOYEES

- .1 Submit to the Departmental Representative a list of the names with date of birth of all construction employees to be employed on the construction site and a security clearance form for each employee.
- .2 Allow two (2) weeks for processing of security clearances Employees will not be admitted to the Institution without a valid security clearance in place and recent picture identification such as a provincial driver's license. Security clearances obtained from other CSC Institutions are not valid at this Institution.
- .3 The Departmental Representative may require that facial photographs may be taken of construction employees and these photographs may be displayed at appropriate locations in the Institution or in an electronic database for identification purposes. The Departmental Representative may require that Photo ID cards be provided for all construction workers. ID cards will then be left at the designated entrance to be picked upon arrival at the Institution and shall be displayed prominently on the construction employees clothing at all time while employees are in the Institution. Verify this requirement with the Departmental Representative
- .4 Entry to Institutional Property will be refused to any person there may be reason to believe may be a security risk.
- .5 Any person employed on the construction site will be subject to immediate removal from Institutional Property if they:
 - .1 Appear to be under the influence of alcohol, drugs or narcotics.
 - .2 Behave in an unusual or disorderly manner.
 - .3 Are in possession of contraband.

4.1.5 VEHICLES

- .1 All unattended vehicles on CSC property shall have windows closed; doors and trunks shall be locked and keys removed. The keys shall be securely in the possession of the owner or an employee of the company that owns the vehicle. The Institution requires lockable gas caps on all vehicles and motorized equipment used in the construction area.
- .2 The Departmental Representative may limit at any time the number and type of vehicles allowed within the Institution
- .3 Drivers of delivery vehicles for material required by the Work will not require security clearances but must remain with their vehicle the entire time that the vehicle is in the Institution. The Departmental Representative may require that these vehicles be escorted by Institutional staff or Commissionaires while in the Institution.
- .4 If the Warden permits trailers to be left inside the secure perimeter of the Institution, these trailer doors will be locked at all times. All windows will be securely locked when left unoccupied. All trailer windows shall be covered with



expanded metal mesh. All storage trailers inside and outside the perimeter must be locked when not in use.

4.1.6 PARKING

- .1 The parking area(s) to be used by construction employees will be designated by the Departmental Representative. Parking in other locations will be prohibited and vehicles may be subject to removal.

4.1.7 SHIPMENTS

- .1 All shipments of Work material, equipment and tools shall be addressed in the Contractor's name to avoid confusion with the Institution's own shipments. The Contractor must have his own employees on site to receive any deliveries or shipments. CSC staff will NOT accept receipt of deliveries or shipments of any material equipment or tools.

4.1.8 TELEPHONES

- .1 There will be no installation of telephones, Facsimile machines and computers with Internet connections permitted within the perimeter of the Institution unless prior approval of the Departmental Representative is received.
- .2 The Departmental Representative will ensure that approved telephones, Facsimile machine and computers with Internet connections are located where they are not accessible to inmates. All computers will have an approved password protection that will stop an Internet connection to unauthorized personnel.
- .3 Wireless cellular and digital telephones, including but not limited to devices for telephone messaging, pagers, BlackBerry, telephone used as 2-way radios, are not permitted within the perimeter of the Institution unless approved by the Departmental Representative. If wireless cellular telephones are permitted, the user will not permit their use by any inmate.
- .4 The Warden may approve but limit the use of two way radios.

4.1.9 WORK HOURS

- .1 Work hours within the Institution are: Monday to Friday 7:30 a.m. (0730hrs.) to 4:30 p.m. (1630 hrs).
- .2 Works will not be permitted during weekends and statutory holidays without the permission of the Departmental Representative. A minimum of seven days advance notice will be required to obtain the required permission. In case of emergencies or other special circumstances, this advance notice may be waved or period shortened by the Departmental Representative.

4.1.10 OVERTIME WORK

- .1 No overtime work will be allowed without permission of the Departmental Representative. Give a minimum forty-eight (48) hours advance notice when overtime work on the construction Work is necessary and approved. If overtime work is required because of an emergency such the completion of a concrete pour or work to make the construction safe and secure, the Contractor will advise the Departmental Representative as soon as this condition is known and follow



the directions given by the Departmental Representative.

.2 When overtime work, weekend statutory holiday work is required and approved by the Departmental Representative, extra staff members may be posted by the Departmental Representative or his designate, to maintain the security surveillance. The Departmental Representative may post extra staff for inspection of construction activities.

4.1.11 TOOLS AND EQUIPMENT

.1 Maintain a complete list of all tools and equipment to be used during the construction Work. Make this inventory available for inspection when required. Tool lists are to include the following as well as any screw & or drill bits and any disposable tool items such as disposable blades etc.

.1 Restricted tools (tools requiring special permission to carry on to site

- .1 Explosive tools (Hilti-gun, etc.)
- .2 Bolt cutters
- .3 Acids
- .4 Bottle jacks (hydraulic)
- .5 Knives (other than approved hobby knives and cutlery)
- .6 Scissors, tailors;
- .7 Adjustable wrenches, 10" long or more;
- .8 Tin snips
- .9 Linesmen pliers
- .10 Metal cutting devices
- .11 Hacksaw blades, wrecking or cross bars
- .12 Files
- .13 Vice grip pliers with cutters in jaws
- .14 Picks
- .15 Portable, electrically driver power tools capable of cutting or drilling (skill saws, jigsaws and drill motors)
- .16 Welding equipment (accessories locked up)
- .17 Ropes, heavy cord
- .18 Axes
- .19 Ladders
- .20 Gasoline
- .21 Coal oil, turpentine
- .22 Lacquers and sealers
- .23 Pure ammonia
- .24 Pneumatic guns and staplers
- .25 Propane cylinders

.2 Non-restricted tools:

- .1 Includes tools which are used daily and are not usually expected to be used to effect an escape.
- .2 Throughout the Work maintain up-to-date the list of tools and equipment specified above.
- .3 Keep all tools and equipment under constant supervision, particularly power driven and cartridge-driven tools, cartridges, files, saw blades, rod saws, wire, rope, ladders and any sort of jacking device.
- .4 Store all tools and equipment in approved secure locations.



- .5 Lock all tool boxes when not in use. Keys are to remain in the possession of the employees of the Contractor. Scaffolding shall be secured and locked when not erected and when erected, will be secured in a manner agreed upon with the Institutional designate.
- .6 All missing or lost tools or equipment shall be reported immediately to the Departmental Representative.
- .7 The Director will ensure that the security staff members carry out checks of the Contractor's tools and equipment against the list provided by the Contractor. These checks may be carried out at the following intervals:
 - .1 At the beginning and conclusion of every construction Work
 - .2 Weekly, when the construction Work extends longer than a one week period.
 - .3 The Contractor may be subject to random checks by security staff to ensure proper storage and security of tools throughout the Work.
- .8 Certain tools/equipment such as cartridges and hacksaw blades are highly controlled items. The Contractor will be given at the beginning of the day, a quantity that will permit one day's work. Used blades/cartridges will be returned to the Director's representative at the end of each day.
- .9 If propane or natural gas is used for heating the construction, the Institution will require that an employee of the Contractor supervise the construction site during non-working hours.

4.1.12 KEYS

.1 Security Hardware Keys

- .1 The Contractor shall arrange with the security hardware supplier/installer to have the keys for the security hardware to be delivered directly to Institution, specifically the Security Maintenance Officer (SMO).
- .2 The SMO will provide a receipt to the Contractor for security hardware keys.
- .3 The Contractor will provide a copy of the above-mentioned receipt to the Engineer.

.2 Other Keys

- .1 The Contractor will use standard construction cylinders for locks for his use during the construction period.
- .2 The Contractor will issue instructions to his employees and sub-trades, as necessary, to ensure safe custody of the construction set of keys.
- .3 Upon completion of each phase of the construction, the CSC representative will, in conjunction with the lock manufacturer:
 - .1 Prepare an operational keying schedule;
 - .2 Accept the operational keys and cylinders directly from the lock manufacturer;
 - .3 Arrange for removal and return of the construction cores and install the operational core in all locks.
- .4 Upon putting operational security keys into use, the CSC construction escort shall obtain these keys as they are required from the SMO and open doors as required by the Contractor. The Contractor shall issue instructions to his employees advising them that all security keys shall



always remain with the CSC construction escort.

4.1.13 SECURITY HARDWARE

.1 Turn over all removed security hardware to the Departmental Representative of the Institution for disposal or for safekeeping until required for re-installation.

4.1.14 PRESCRIPTION DRUGS

.1 Employees of the Contractor who are required to take prescription drugs during the workday shall obtain approval of the Departmental Representative to bring a one day supply only into the Institution.

4.1.15 SMOKING RESTRICTIONS

.1 Contractors and construction employees are not permitted to smoke inside correctional facilities or outdoors within the perimeter of a correctional facility and must not possess unauthorized smoking items within the perimeter of a correctional facility.

.2 Contractors and construction employees who are in violation of this policy will be requested to immediately cease smoking or dispose of any unauthorized smoking items and, if they persist, will be directed to leave the Institution.

.3 Smoking is only permitted outside the perimeter of a correctional facility in an area to be designated by the Departmental Representative.

4.1.16 CONTRABAND

.1 Weapons, ammunition, explosives, alcoholic beverages, drugs and narcotics are prohibited on Institutional property.

.2 The discovery of contraband on the construction site and the identification of the person(s) responsible for the contraband shall be reported immediately to the Departmental Representative.

.3 Contractors should be vigilant with both their staff and the staff of their sub-Contractors and suppliers that the discovery of contraband may result in cancellation of the security clearance of the affected employee. Serious infractions may result in the removal of the company from the Institution for the duration of the construction.

.4 Presences of arms and ammunition in vehicles of Contractors, sub-Contractors and suppliers or employees of these will result in the immediate cancellation of security clearances for the driver of the vehicle.

4.1.17 SEARCHES

.1 All vehicles and persons entering Institutional property may be subject to search.

.2 When the Director suspects, on reasonable grounds, that an employee of the Contractor is in possession of contraband or unauthorized items, he may order that person to be searched.

.3 All employees entering the Institution may be subject to screening of personal effects for traces of contraband drug residue.

4.1.18 ACCESS TO AND FROM INSTITUTIONAL PROPERTY

.1 Construction personnel and commercial vehicles will not be admitted to the Institution after normal working hours, unless approved by the Departmental Representative.

4.1.19 MOVEMENT OF VEHICLES

.1 Escorted commercial vehicles will be allowed to enter or leave the Institution through the vehicle access gate during the following hours:



- .1 07:30 a.m. to 4:30 p.m. (or within approved hours of work)
- .2 The Contractor shall advise the Departmental Representative twenty four (24) hours in advance to the arrival on the site of heavy equipment such as concrete trucks, cranes, etc.
- .3 Vehicles being loaded with soil or other debris, or any vehicle considered impossible to search must be under continuous supervision by CSC staff or Commissionaires working under the authority of the Director.
- .4 Commercial vehicles will only be allowed access to Institutional property when their contents are certified by the Contractor or his representative as being strictly necessary to the execution of the construction Work.
- .5 Vehicles shall be refused access to Institutional property if, in the opinion of the Director, they contain any article which may jeopardize the security of the Institution.
- .6 Private vehicles of construction employees will not be allowed within the security wall or fence of medium or maximum security Institutions without the permission of the Departmental Representative.
- .7 With prior approval of the Departmental Representative, a vehicle may be used in the morning and evening to transport a group of employees to the work site. This vehicle will not remain within the Institution the remainder of the day.
- .8 With the approval of the Departmental Representative, certain equipment may be permitted to remain on the construction site overnight or over the weekend. This equipment must be securely locked, with the battery removed. The Departmental Representative may require that the equipment be secured with a chain and padlock to another solid object.

4.1.20 MOVEMENT OF CONSTRUCTION EMPLOYEES ON INSTITUTIONAL PROPERTY

- .1 Subject to the requirements of good security, the Director will permit the Contractor and his employees as much freedom of action and movement as is possible.
- .2 However, notwithstanding paragraph above, the Director may:
 - .1 Prohibit or restrict access to any part of the Institution.
 - .2 Require that in certain areas of the Institution, either during the entire construction Work or at certain intervals, construction employees only be allowed access when accompanied by a member of the CSC security staff.
- .3 During the lunch and coffee/health breaks, all employees will remain within the construction site. Employees are not permitted to eat in the officer's lounge and dining room.

4.1.21 SURVEILLANCE AND INSPECTION

- .1 Construction activities and all related movement of personnel and vehicles will be subject to surveillance and inspection by CSC security staff members to ensure that established security requirements are met.
- .2 CSC staff members will ensure that an understanding of the need to carry out surveillance and inspections, as specified above, is established among construction employees and maintained throughout the construction Work.

4.1.22 STOPPAGE OF WORK

- .1 The Director may request at any time that the Contractor, his employees, subcontractors and their employees not enter or leave the work site immediately



due to a security situation occurring within the Institution. The Contractor's site supervisor shall note the name of the staff member making the request and the time of the request and obey the order as quickly as possible. The Contractor shall advise the Engineer within 24 hours of this delay to the progress of the work.

4.1.23 CONTACTS WITH INMATES

.1 Unless specifically authorized, it is forbidden to come into contact with inmates, to talk with them, to receive objects from them or to give them objects. Any employee doing any of the above will be removed from the site and his security clearance revoked.

.2 It is forbidden to take pictures of inmates, of CSC staff members or of any part of the Institution other than those required as part of this contract.

4.1.24 COMPLETION OF CONSTRUCTION WORK

.1 Upon completion of the construction Work or, when applicable, the takeover of a facility, the Contractor shall remove all remaining construction material, tools and equipment that are not specified to remain in the Institution as part of the construction contract.