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# Statement of Work Flooring Contractor Standing Offer

## Miscellaneous Works & Urgent Repairs

**CORRECTIONAL SERVICE CANADA**

Saskatchewan Penitentiary, Prince Albert, Sk.

Willow Cree Healing Lodge, Duck Lake, Sk.

[December 16, 2014]

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# 1 WORK DESCRIPTION

## 1.1 TERMS OF REFERENCE

### 1.1.1 PURPOSE

- .1 The purpose of the Flooring Contractor Standing Offer is to construction, alterations and urgent repair work, as and when required, at the following Correctional Service Canada Institutions;
  - .1 Saskatchewan Penitentiary, Prince Albert, (Sk).
  - .2 Willow Cree Healing Lodge, Duck Lake, Sk.
- .2 The Statement of Work (SOW) has been developed to ensure that the Contractor has a clear understanding of the Standing Offer Agreement (SOA) Work scope, procedures and services required to, upon SOA Call-up, 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 Work (SOW) document must be used in conjunction with the General Conditions (GC) document, as the two documents are complimentary.
- .2 The SOW 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 SOW Document.

### 1.1.3 TERMINOLOGY

- .1 The following definitions for Terminology are:
  - .1 Quality Assurance Review: a review conducted by Public Works and Government Services Canada (PWGSC) as a knowledgeable client of Work submitted to the Departmental Representative or conducted by the Contractor. The Quality Assurance review by PWGSC does not relieve the Contractor of professional responsibilities for completeness or appropriateness of Work.
  - .2 Prime Contractor: as defined by Saskatchewan's Occupational Health and Safety Act.

## 1.2 GENERAL INFORMATION

### 1.2.1 PROJECT INFORMATION

| Project Information |   |
|---------------------|---|
| Project Title:      | Flooring Contractor Services  |
| Project Location:   | CSC – Saskatchewan Penitentiary, Prince Albert, Sk. Willow Cree Healing Lodge, Duck Lake, Sk. |

|                        |                              |
|------------------------|------------------------------|
| Solicitation Number:   |                              |
| PWGSC Project Number:  |                              |
| User Department:       | Correctional Services Canada |
| Client Representative: | Chief of Works               |

### 1.2.2 DEPARTMENTAL REPRESENTATIVES

| Department                 | Departmental Representative             |
|----------------------------|---|
| PWGSC Project Manager:     | to be determined at time of SOA Call-up |
| PWGSC Contracting Officer: |   |
| CSC Client Representative: | Chief of Works                          |

### 1.2.3 USER DEPARTMENT

- .1 The User Department referred to throughout the SOW 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 EXISTING CONDITIONS

### 1.3.1 AREA OF USE / RESPONSIBILITY

- .1 Use of this Standing Offer Agreement (SOA) is for CSC Institutions in the following areas of the Western Region of Canada.
  - .1 Saskatchewan Penitentiary, Prince Albert, (SK).
  - .2 Willow Cree Healing Lodge, Duck Lake, Sk.
- .2 Each of the CSC Institutions has unique security levels and regulations.
- .3 All facilities have a resident Chief of Works with limited dedicated staff.
- .4 Use of the SOA by CSC will be activated by a CSC Purchase order (Call Up) accompanied by PWGSC approval to issue.
- .5 Use of the SOA by PWGSC will be activated by a Call Up.
- .6 In all cases the name of the representative responsible for the Call up will appear on the Call Up document.

### 1.3.2 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.

### 1.3.3 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 reason. Reasons to visit the site include, but are not limited to; preliminary site inspection, attendance at site meetings and any other reason related to the execution of SOA Call-up Work.
  - .1 Personnel must ensure that they have received clearance to attend the Institution(s) outlined in this SOA.
  - .2 Failure to comply with this requirement will result in denial of access to the site.
- .2 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 or the CSC Chief of Works on Work specific basis.
- .3 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. When relevant to the Work, a Designated Substances Report will be made available outlining existing conditions.
- .5 Each of the CSC Institution 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 The Departmental Representative will state in the SOA Call-up whether the work is to be carried out based upon a;
  - .1 Time and material bases with an upset figure, or
  - .2 Fixed price quotation determined from the clearly outlined scope of Work.
- .2 Plans and Specifications, provided at the time of the SOA Call-up, will be the standard source of contract information outlining more complex Work.

- .3 In the case of less complex Work the SOA Call-up scope may be described by sketch and/or narration.
- .4 Renovations and new work may be conducted when the facility is fully occupied. In some cases, inmate access to the Work site may be restricted.
- .5 The Contractor shall ensure full co-ordination of the work of all Sub-Contractors.
- .6 Upon completion of the Work, and as requested in the SOA Call-up, the Contractor is to prepare and submit to the Departmental Representative as-built drawings based on site conditions.

#### 1.4.2 SPECIAL CONDITIONS

- .1 As stated in the Call Up:
  - .1 Work may be carried out during normal working hours
  - .2 Work may be carried out after normal working hours, or on weekends.
  - .3 Work may be carried out when the Institution is fully occupied and operational.
  - .4 Work may be carried out in areas cleared of inmates and staff.
- .2 In the absence of a statement regarding hours of work or occupancy, it is assumed that the Work will be carried out during normal working hours, when the Institution is fully occupied and operational.
- .3 The Contractor will be required to obtain relevant permits from the local Authorities having Jurisdiction.

### 1.5 SUMMARY OF SERVICES

#### 1.5.1 CONTEXT

- .1 The Contractor will be assigned the duties and responsibility of Prime Contractor when the contractor is the sole contractor on the call up work site.
- .2 The Contractor may be assigned the duties and responsibility of Prime Contractor when two or more contractors occupy the same space and time. When the Contractor is acting in the capacity of the Prime Contractor, both construction and construction supervision for services are included within the assigned Work.
- .3 The Contractor may be required to provide a construction team as outlined in Section 3 Required Services and supplemented by the SOA Call-up documents.
- .4 The services, for sub contractors, might be arranged through a separate Call-up against individual standing offers, by PWGSC, on an as-required basis.
- .5 All those employed to work on the site are to meet the requirements of the provincially legislated Apprenticeship and Industry Training Act. Tradespersons are to be registered apprentice or certified journeyman, skilled, qualified and supervised.
- .6 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 at the time of the SOA Call-up.
- .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 most current edition of the following:
  - .1 The NRC National Building Code of Canada,
  - .2 The NRC National Fire Code of Canada,
  - .3 Canada Occupational Health and Safety Regulations,
  - .4 Canada Labour Code (including latest revisions of all regulations)
  - .5 Alberta, Occupational Health and Safety Act and Regulation
  - .6 Canadian Code for Preferred Packaging,
  - .7 Environmental Protection Act, EPA Test Method of Measuring Total Volatile Organic Compound Content of Consumer Products,
  - .8 Master Painters Institute (MPI) Green Performance Standard for Paints and Coatings,
  - .9 Treasury Board Fire Protection Standard,
  - .10 American Association of Textile Chemists and Colorists (ATTCC).
  - .11 American Society for Testing and Materials (ASTM).
  - .12 American National Standards Institute (ANSI),
  - .13 Carpet and Rug Institute (CRI)
  - .14 Canadian General Standards Board (CGSB)
  - .15 Canadian Standards Association (CSA)
  - .16 Environmental Choice Program (ECP)

- .17 Health Canada
- .18 Material Safety Data Sheets (MSDS).
- .19 South Coast Air Quality Management District (SCAQMD), California State
- .20 National Floor Covering Association (NFCA), National Floor Covering Specification Manual.
- .21 Terrazzo Tile and Marble Association of Canada (TTMAC)
  - .1 Tile Installation Manual.
  - .2 Tile Maintenance Guide.
- .22 Underwriters' Laboratories of Canada (ULC)
- .23 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 Workplace 2.0 Government Fit-up Standards.

## 2 PROJECT ADMINISTRATION

### 2.1 GENERAL REQUIREMENTS

- .1 The Contractor shall comply with the Work specific requirements as identified in the SOA Call-up.

### 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 / Client Representative, and seek written direction, before taking any action. No change is to be actioned without written direction from the Departmental Representative.
- .2 Correspondence
  - .1 All correspondence from the Contractor shall be distributed as directed by the issuing Departmental Representative / Client Representative
  - .2 There shall be no correspondence between occupants or users of the facility and the Contractor, unless directed by the Departmental Representative / Client Representative.



- .3 The terms of the Work scope, budget or schedules must be authorized in writing by the Departmental Representative through an official Contract Amendment as defined in the General Conditions of this SOA.
- .4 All correspondence must carry the Contract name, PWGSC / CSC Project title, PWGSC / CSC Project number, File number and date.

### **2.2.2 MEETINGS**

- .1 The Departmental Representative / Client Representative will arrange meetings, as required, throughout the Work.
- .2 Meetings will normally be held on site, in the offices of the issuing representative.

### **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 within half a working day.
- .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 on the Work site within four (4) business hours.

## **2.3 ROLES AND RESPONSIBILITIES**

### **2.3.1 CONTRACTOR**

- .1 The "Contractor's Team" must be eligible and registered to work in the province of Alberta. The Contractor's Team is composed of the Contractor and designated employees along with Sub-Contractors and their designated employees.
- .2 The Contractor and Sub-Contractors must perform the Work to a professional standard as outlined in the SOA and SOA Call-up.
- .3 The Contractor shall:
  - .1 During the construction phases:
    - .1 Participate in construction meetings,
    - .2 Ensure sub-Contractors attend required meetings.
  - .3 Attend site inspection meetings.

### **2.3.2 THE PWGSC TEAM**

- .1 Pertaining to PWGSC Issued Call Ups
  - .1 The PWGSC Project Manager is the Departmental Representative and is responsible for conveying all User Department requirements to the Contractor.

- .2 The Departmental Representative will schedule, record and distribute the record of decisions for all meetings.
- .3 The Departmental Representative will facilitate discussions between the main stakeholders of the overall project including, but not limited to; PWGSC, the Consultant, the Contractor and User Department stakeholders.

### 2.3.3 USER DEPARTMENT

- .1 The CSC Director is responsible for communicating the interests of the CSC, in collaboration with the Departmental Representative.
  - .1 Unless directed otherwise, all communication with the CSC is through the Departmental Representative.
  - .2 See Part 2.2.1 above.
- .2 The CSC Departmental 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 Material take-off.
  - .2 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, Building permit, Plant and Overhead & Profit
  - .3 Construction Milestone Schedule (including Shop Drawing submissions and approval timelines).

#### 3.1.2 LIST OF REQUIRED CONTRACTOR RESOURCES AND PLANT. CONSTRUCTION SERVICES

- .1 Contractor is to provide all plant, labour, equipment and material to complete assigned Work. Travel expense for Willow Cree Healing Lodge.
- .2 The services to be provided by the Contractor will be defined in the SOA Call-up. Services may include, but shall not be limited to, the following:
  - .1 Submit for approval all required Shop Drawings, colour samples, material safety data sheets (MSDS) and workplace hazardous materials information systems (WHMIS). The VOCs levels during application and curing must be clearly identified.
  - .2 Supply and install all materials and associated equipment as outlined in the SOA Call-up. Clearly identify products and materials with labels that indicate;

- .1 Manufacturer's name and address,
- .2 Compliance with applicable standard,
- .3 Colour/pattern identification in accordance with SOA Call-up.
- .3 Subject to Departmental Representative approval, develop a work plan.
- .4 Ventilate enclosed spaces. If required,
  - .1 Provide heating to maintain ambient air and substrate temperatures above 15C and below 25C for 24 hours before, during and after paint application.
  - .2 Provide continuous ventilation for seven days after completion of application of finishes or materials that may contain products that have VOCs, off gas or have odours.
- .5 Sub-floor Preparation as per manufacturer's recommendation for surface specified in SOA Call-up.
- .6 Carpet Installation
  - .1 Pre-condition carpeting following manufacturer's printed instructions.
  - .2 Install carpeting using minimum of pieces, in accordance with
    - .1 manufacturer's printed instructions and
    - .2 the Carpet and Rug Institute Standard for Installation of Commercial Carpet, CRI 104.
  - .3 Carpet Tackstrips and Binder Bars.
- .7 Resilient Flooring Installation
  - .1 Install tile flooring in sizes specified & balanced on borders in accordance with
    - .1 manufacturer's printed instructions and
    - .2 CSA A126.1.
- .8 Resilient Sheet Flooring Installation
  - .1 Install in accordance with
    - .1 manufacturer's printed instructions and
    - .2 CSA A126.3.
- .9 Accessories including, but not limited to, Resilient Base, Carpet Base, Wood Base, Transition Strips, Thresholds and Installation to support the SOA Call-up.
- .10 Ceramic Tile Installation
  - .1 Install Ceramic Tile in accordance with
    - .1 manufacturer's recommendations and
    - .2 TTMAC Tile Installation Manual.
- .11 Hard Wood Installation in accordance with manufacturer's printed instructions.
- .12 Field Services and Quality Assurance of Work conducted.
- .13 Protect existing surfaces, adjacent structures and finished work. Repair any existing conditions that may be damaged during the Work.

- .14 Preparation and submission of As-Built drawings to the Departmental Representative upon completion of the Work.
- .15 Preparation and submission of maintenance manuals to the Departmental Representative upon completion of the Work.
- .16 Daily Site Clean-up.
- .17 Daily Work-Site Clean-up and final Work Clean-up.
- .18 Other related duties as defined in the SOA Call-up.

## **4 OTHER RELATED DUTIES AS DEFINED IN THE SOA CALL-UP.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 Director 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 Director 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 Director 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 director 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 director may require that these vehicles be escorted by Institutional staff or Commissionaires while in the Institution.
- .4 If the Director 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 .1 The parking area(s) to be used by construction employees will be designated by the Director. 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 Director is received.

- .2 The Director 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, BlackBerries, telephone used as 2-way radios, are not permitted within the perimeter of the Institution unless approved by the Director. If wireless cellular telephones are permitted, the user will not permit their use by any inmate.

- .4 The Director 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 8:00 a.m. (0800hrs.) to 4:00 p.m. (1600 hrs).

- .2 Works will not be permitted during weekends and statutory holidays without the permission of the Director. 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 Director.

#### 4.1.10 OVERTIME WORK

- .1 No overtime work will be allowed without permission of the Director. 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 Director as soon as this condition is known and follow the directions given by the Director.

.2 When overtime work, weekend statutory holiday work is required and approved by the Director, extra staff members may be posted by the Director 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 an up-to-date 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 Director.
- .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 Director 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 Director 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 Director.

#### **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 Director.

.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 Director.

#### 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 0730 a.m. to 4:30 p.m. (or within approved hours of work)
- .2 The Contractor shall advise the Director 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 Director.
- .7 With prior approval of the Director, 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 Director, 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 Director 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, sub-Contractors 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.