

**PUBLIC WORKS AND
GOVERNMENT SERVICES CANADA
ASSET AND FACILITIES MANAGEMENT SERVICES**

**AIR-CONDITIONING SYSTEMS
AND REFRIGERATION
STANDING OFFER Agreement**

Description: Standing Offer Agreement -
Air-conditioning Systems and Refrigeration

Location: St. John's Area

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Definitions and Interpretations

The following definitions apply to the work to be directed by the Agency Representative:

<u>Add</u>	Make an addition to.
<u>Adjust</u>	Bring components to a more effective relative position.
<u>Assemble</u>	To take apart and put together again.
<u>Balance Load</u>	To balance the three (3) phase and single phase circuits which enter (or leave) the main switchboards, transformers and distribution panelboards, by calculating new and existing loads accordingly.
<u>Breakdown Maintenance</u>	To perform repairs to damaged equipment due to failures.
<u>Clean</u>	Scrape, brush, flush and vacuum as required to remove dust, dirt and foreign matter.
<u>Check/Inspect</u>	View closely for dirt, foreign substance, lack of lubricant, wear, damage, tightness, tension, alignment, leaks, cracks, spalling, deformation, overloading and settings. Make a critical appraisal of equipment, component and parts' ability to fulfil their function to a high degree of efficiency.
<u>Energy Source</u>	Any electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other source of energy of potential harm to workers.
<u>Hot Work</u>	Hot Work includes any welding, cutting or material by use of torch or other open flame devices and grinding which produces sparks.
<u>Instruct</u>	Inform Departmental Representative of any new operating procedures. Demonstrate and explain purpose, benefit and method of implementing new procedures.
<u>Isolate</u>	To physically prevent the transmission or release of an energy source to machinery or equipment.
<u>Lubricate</u>	Apply oil or grease to joints between moving parts and joints between fixed and moving parts.
<u>Measure</u>	To determine capacity or amount in standard units using an appropriate instrument. Measure condenser and evaporator pressure drop with differential pressure meter or "U" tube manometer. Measure motor overload with instrument approved by overload manufacturer.
<u>Normal Working Hours</u>	Monday to Friday, between the hours of 0800 hrs and 1700 hrs inclusive, weekends and statutory holidays excluded.

<u>Paint</u>	Clean, prepare and paint surfaces to paint manufacturer's recommendations with paint and primer recommended by paint manufacturer for applicable surface and use.
<u>Predictive Maintenance</u>	To perform required repairs that have been declared in advance, on the basis of observation, experience and/or scientific reasons.
<u>Preventative Maintenance</u>	To inspect, test and recondition a system, in order to prevent failures, at regularly scheduled intervals in accordance with specific instructions.
<u>Prove</u>	Operate and determine if operation produces intended response.
<u>Remove</u>	Take off or away from.
<u>Repack</u>	Fill with packing again.
<u>Repair</u>	Restore to a sound state.
<u>Replace</u>	Restore by removing old components and replacing with new components.
<u>Report</u>	To Departmental Representative on-site and include in work report, results of inspection and proving, note problems encountered, services required, services performed and readings taken.
<u>Request For Isolation</u>	Authorization form to be complete (PWGSC-TPSCGC13) Equipment is to be isolated and re-energized using Procedures for Isolation Form (PWGSC-TPSCGC12) following the written process for the correct sequence.
<u>Shut Down</u>	Take out of service.
<u>Start Up</u>	Return to service.
<u>Tighten</u>	Securely fix in place.
<u>Torque</u>	A predetermined amount of force (work measured in newton metres) determined by a manufacturer and executed with the use of a torque wrench to turn a nut on a bolt, relating to specific equipment or system.
<u>Treat</u>	Act upon with agent.

1. Location
 - .1 Work site for this Standing Offer is the St. John's Area including but not limited to the following:
Northwest Atlantic Fisheries Centre (NWAFC)
Correctional Services Building (Pleasantville)
 - .2 PWGSC reserves the right to add or delete a facility from this Standing Offer Agreement. Contractor shall be given prior notice of such addition or deletion.
2. General
 - .1 Scope of work under this Standing Offer includes but shall not be limited to the provisions of all labour, materials, tools and equipment necessary for maintenance and repair of air conditioning, refrigeration systems and provide the services listed in Items 3 and 4 of this Section.
3. Contractor's Responsibilities
 - .1 The Contractor shall maintain and provide PWGSC with current phone, fax and pager numbers to be able to provide response to requests for service from the local Departmental Representative and/or the National Service Call Centre (NSCC) 1-800-463-1850 on a twenty-four (24) hour, seven (7) day per week basis. This involves ensuring that cellular phones and pagers are of a type that can be contacted from the National Service Call Centre in Toronto. If the request for service is from the NSCC, the Contractor shall, immediately upon completion of the service, report back to the NSCC describing the action taken to correct the problem.
 - .2 The Contractor shall provide service during regular working hours, silent hours and weekends.
 - .3 The Contractor will advise the Departmental Representative of the telephone number at which he/she or his/her representative may be contacted at any time.
 - .4 The Contractor shall not refuse any call for service requested by a Departmental Representative and the time lapse between call out and start of work shall be as per Item 4 of this section.
 - .5 Contractor prior to commencement of work, shall report to the commissionaires desk to log in.
 - .6 The Contractor shall contact the Departmental Representative on the first working day following and "after normal working hours" emergency or urgent call and obtain a requisition number.

- .7 The Contractor, when requested by the Departmental Representative for an emergency service, will proceed to the site, repair or protect the system or equipment from further damage. When the system has been made safe, the Contractor shall provide, within one (1) working day, a detailed estimate to complete repairs and put the equipment in proper working order.
- .8 The work covered by this specification may include planned spring start-up and shutdown maintenance service. Upon completion of each scheduled inspection, the Contractor will submit a copy of his own "Maintenance Service Report".
- .9 Service and/or repair to be provided on an "as and when requested" basis only.
- .10 On award of Standing Offer, the Contractor must provide names of personnel performing work on this contract complete with proof of their qualifications.
- .11 The Contractor must report to the site with a service vehicle which is well stocked with replacement parts to carry out repairs on the systems in use in these facilities.

**4. Priorities and
Response Times**

- .1 The Contractor shall comply to the following Work Priorities and Response Times:
 - .1 **Emergency Priority**
A priority of "Emergency" is defined as a deficiency or breakdown that requires immediate attention to reduce the potential for damage and/or danger to the occupants, the general public, the environment and/or the facility. Maintenance identified with this priority must be responded to immediately and must be without delay to designated manager.
Standard Response Times - St. John's Facility ASAP
(On site within one (1) hour.)

On-site	Immediate (travel-time considered)
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 - .2 **Routine Priority**
A priority of "Routine" is defined as essential maintenance requirements which shall be rectified at the earliest possible opportunity. It is considered as deficiencies or breakdown that do not impair current operations or pose any danger to the occupants, the general public, the environment and/or the facility.
Standard Response Times - St. John's Facilities (On site within **24 hours**.)

- .2 Restore system to working condition as quickly as possible.
- .3 Prevent recurrence of failure and damage to building, other equipment or system.
- .4 Cost of emergency services shall be included in Contract amount. Failure of equipment or systems to perform their basic function shall be considered an emergency. Loss of power to the building or system should not be considered an emergency under the context of this paragraph.
- .5 If more than one service person is required for the completion of a service call, a written explanation shall be forwarded with the Contractor's invoice.
- 5. Log Books**
- .1 The Contractor shall complete all applicable log books outlining all work performed. Payment shall not be made if log book is incomplete.
- 6. Invoicing**
- .1 Contractor shall submit Call-up Slip(s) signed by the Departmental Representative with an invoice. No invoice will be considered for payment unless accompanied by signed Call-up Slip(s) as detailed in Appendix "A".
- .2 Invoice must show:
1. Contract number
 2. Work location
 3. Date
 4. Requisition number
 5. Name of person who authorized call
 6. Hours broken down as per Unit Price Table
 7. Material net cost and % mark-up.
 8. Trades person(s) name and licence(s) number(s)
 9. All invoices has to be typed not hand written.
- .3 In the event of a dispute, the Contractor is to make any and all records available to the Department to substantiate time and/or materials spent on any one job.
- .4 The Contractor must submit a completed "Request For Isolation" form when applicable before any invoice can be processed. See Index.
- .5 All invoices must be submitted for payment within 90 days after work has been completed .
- .6 All invoices for the fiscal year must be submitted for payment before 31 March of each year.
- 7. Replacement Parts**
- .1 The Contractor is required to repair or replace worn or defective parts or complete components of the system(s) using only genuine manufacturer's replacement parts.
- .2 Replacement parts by another manufacturer may be used with written permission of the Departmental Representative.

- .3 Request direction from the Departmental Representative prior to replacing any component whose list price is \$500.00 or more.
- .4 Defective parts shall be replaced within twenty-four (24) hours.
- .5 Where an equipment inventory numbering system exists, identify on the log sheet the number of the equipment where the replacement part was used.
- 8. Work Schedule.** .1 At each normal service call, the Contractor must have personnel on-site providing the service continuously on every working day until the work is completed.
- 9. Site Visits** .1 The Departmental Representative may, without prior notification, visit the site.
- 10. Departmental Representative(s) Authorized Personnel** .1 The Contractor will be notified of, on award of the Standing Offer, the name and phone number of the PWGSC Departmental Representative.
- 11. Codes and Legislated Requirements** .1 Local by-laws / requirements and all other applicable Municipal, Provincial and Federal legislation published at the time of tender. In any case of conflict or discrepancy, the more stringent requirement will apply.
- .2 The Contractor is responsible to be familiar with all the cited, and uncited applicable Codes and Standards and to ensure that all work undertaken on behalf of Public Works and Government Services Canada is completed in a safe manner and, at a minimum, in compliance with the cited and uncited Codes and Standards.
- .3 All of the following apply to any work performed under this contract. It should be noted that the latest editions of each shall be enforced during the term of the contract.
- .1 National Building Code of Canada.
 - .2 Part II of the Canada Labour Code.
 - .3 Canada Occupational Safety and Health Section of Part II of the Canada Labour Code.
 - .4 Equipment or system manufacturer's recommendations, instruction manuals and/or leaflets.
 - .5 CAN/ULC-S536 Standard for the Testing, Inspection and Maintenance of Existing Fire Alarm System(s).
 - .6 NFPA / 72E Standard for Heat Detectors for Fire Alarm Systems.
 - .7 National Fire Code.
 - .8 Fire Commission of Canada #301 Standard for Building Construction Operations.

- .9 Canadian Construction and Canada Labour Safety Codes; Provincial Government, Workers' Compensation Board; and Municipal Statutes and Authorities
- .10 Canadian Electrical Code, Part 1, CSA C22.1.
- .11 Contractor's "Electrical Safety Requirements". (Includes Lockout Procedures).

- .12 Public Works and Government Services Canada does not warrant the adequacy of these Procedures and advise that the Procedures do not replace the cited Codes and Standards.

- .13 Part 7, NBC, of the Canadian Plumbing Code.
- .14 Materials and workmanship must conform to or exceed applicable standards of Canadian Government Specifications Board (CGSB), Canadian Standards Association (CSA), American Society for Testing Materials (ASTM) and referenced organizations.
- .15 The Contractor can obtain addresses for codes and standards from Departmental Representative upon request.
- .16 In the event of a conflict between any of the above codes or standards the most stringent shall apply.
- .17 These standards shall be considered an integral part of the specifications and shall be read in conjunction with the drawings and specifications. The Contractor shall be fully familiar with their contents and requirements as related to the work and materials specified.
- .18 ULC/ORD=C1058.5 Halon Recovery and Reconditioning Equipment.
- .19 ULC/ORD-C1058.18 The Servicing of Halon Extinguishing Systems.
- .20 Federal Halocarbon Regulations.
- .21 Environment Canada's Code of Practice on Halons EPS 1/RS/3E.

- 12. Taxes**
 - .1 The Contractor is responsible for the payment of applicable Federal, Provincial and Municipal taxes.

- 13. Licences, Permits and Fees**
 - .1 The Contractor is responsible for the payment of all fees to obtain the required certificates and permits.
 - .2 Furnish all certificates and permits upon request by authorized PWGSC representatives.

- 14. Cleaning**
- .1 Maintain work area free of accumulated waste and rubbish.
 - .2 Remove and dispose of debris, used and obsolete material on a daily basis while work is in progress.
 - .3 Remove grease, dust, dirt, stains, fingerprints and other foreign materials from sight-exposed interior and exterior finished surfaces affected by Contract work.
- 15. Co-ordination and Protection**
- .1 Perform work with minimum disturbance to occupants, public and normal use of premises.
 - .2 Make prior arrangements with the Departmental Representative to facilitate execution of work.
 - .3 Protect existing equipment from damage.
 - .4 The Contractor will be held responsible for damage to Government property as a result of this Standing Offer. Damages caused by him/her or his/her personnel during the execution of this contract shall be made good to the satisfaction of the Departmental Representative at no cost to the Crown.
 - .5 Move and/or cover furniture and fittings as necessary to perform the required work. Furniture and fittings are to be returned to their original condition and position upon completion of work.
 - .6 Any work that may disrupt the operations of the occupying clients may be carried out after normal working hours (Normal working hours are defined as 0800 - 1700, Monday through Friday) with the permission from both the occupying client and PWGSC Departmental Representative. Make arrangements with PWGSC Departmental Representative for access to site.
 - .1 If the building(s) or site(s) included under this contract are deemed to be operational outside normal hours listed in paragraph 6.6 above, special arrangements should be made with the PWGSC Departmental Representative.
- 16. Product Approvals**
- .1 The Contractor shall ensure that all controlled products used in the performance of the work are classified and labelled according to the Workplace Hazardous Materials Information System (WHMIS).
 - .2 The Contractor shall submit for approval the Material Safety Data Sheets (MSDS) for all controlled products that will be used in the performance of this work.
 - .3 Material Safety Data Sheets (MSDS) to remain on-site at all times.

- 17. Work Report**
- .1 Following completion of work at each visit to the site, make a written report of the work performed and readings taken, to Departmental Representative on-site .
 - .2 Record work performed during each service and emergency call in the Log Book. The log must be kept in the building, available for review by Departmental Representative at anytime.
 - .3 The Contractor will submit leak tests, service logs and release reports. The Contractor will submit one copy to the on-site representative and another copy to the Departmental Representative. Any reports or notices must meet Federal Halocarbon Regulations.
 - .4 The Contractor may also be audited and required to provide the following:
 - .1 Leak Tests
 - .2 Service Logs
 - .3 Release Reports
 - .4 Reports
- 18. Personnel**
- .1 The Contractor will provide only trained personnel to work on all aspects of this Standing Offert as stipulated in Section 4 page 1 .
 - .2 The Contractor will provide the Departmental Representative with a list of all people working on PWGSC premises, complete with a copy of their licences and certificates where applicable, and will update the list immediately when personnel changes.
 - .3 The Contractor and his/her personnel must adhere to the Federal Government "NO SMOKING" policy while in Federal facilities.
 - .4 The Contractor and his/her personnel are required to wear identification badges and/or uniforms at all times while performing work under this contract.
- 19. Contractor's Tools and Equipment**
- .1 The Contractor will use tools and equipment which are safe, suitable for purpose intended and in good condition.
 - .2 Do not store equipment on-site.

20. **Departmental Representative** .1 The Departmental Representative shall:
- .1 Request technician for service and emergency calls when needed.
 - .2 Verify technician's reports and log sheets.
 - .3 Conduct payment reviews.
21. **Technician** .1 The Technician shall:
- .1 Be "Qualified" according to the Scope of Work, Section 4, page 1.
 - .2 Notify the Departmental Representative on-site working in advance of scheduled maintenance.
 - .3 Register with the Departmental Representative on-site and Security Officer on entering and leaving the premises.
 - .4 Have his/her existing certification papers available upon request by the Departmental Representative for verification, any time during this contract period.
22. **Work Done by Other Means** .1 This Standing Offer does not create an exclusive right of the Contractor to perform all emergency generator work which might be required. The Department reserves the right to have any work done by other means.
23. **Site Security** .1 Site security is the responsibility of the Contractor who shall erect temporary site enclosures, barricades and fencing to prevent unauthorized entry, pilferage and vandalism.
- .2 Any work that may disrupt the operations of the occupying clients will be carried out after normal building operational hours. For all work carried out after normal building operational hours, the Departmental Representative will determine acceptable building security.
24. **Security Clearance** .1 The required security clearance level for this Standing Offer is **Reliability Status**.
- .2 It is the Contractor's responsibility to initiate the security screening required for the personnel and the Contractor shall not have access to the work site until the resources (i.e.: "personnel") have the necessary clearance.
- .3 The Canadian and International Industrial Security Directorate (CIISD) of Public Works and Government Services Canada (PWGSC) is responsible for administering the Industrial Security Program in Canada.
- .4 The Contractor shall follow the instructions at the website: <http://www.ciisd.gc.ca/text/ps/pss-e.asp>, which includes all necessary forms.

- 25. Meetings** .1 Attend meetings at site when notified by Public Works and Government Services Canada.
- 26. Drawings and Maintenance Manuals** .1 Where available, Maintenance Manuals and drawings for new work are to be accessible for viewing by the Departmental Representative when required. Maintenance Manuals and drawings for existing work are available for viewing from the Departmental Representative, when required.
- .2 Additions, relocation or removal of equipment are to be recorded, dated and initialled by the Contractor or the Departmental Representative on the "as-built" prints where applicable.
- .3 As-built drawings are to be revised accordingly to indicate any deviations to the originals.

1. **Compliance Requirements**
 - .1 Comply with the Canada Labour Code Part II and the Canada Occupational Health and Safety Regulations.
 - .2 Comply with the Provincial Occupational Health and Safety Act and supporting Occupational General Safety Regulations as amended from time to time.
 - .3 Observe and enforce construction safety measures required by the following statutes and authorities:
 - .1 The National Building Code of Canada, Part 8.
 - .2 The National Fire Code of Canada.
 - .3 Provincial Workers Compensation Board.
 - .4 Municipal Statutes and Ordinances.
 - .4 The Contractor and his/her personnel must adhere to the Federal Government 'NO SMOKING' Policy while in Federal facilities and/or Scent Free Policy if applicable.
 - .5 All sub-contractors shall adhere to the above qualifications.
2. **Submittals**
 - .1 Prior to Award The successful bidder is to provide (within seven (7) calendar days after closing):
 - .1 Documentation indicating that the Contractor has successfully completed a recognized current (within the last 3 yrs.) **EXTERNAL SAFETY AUDIT**. This audit to be performed by an independent company/person qualified to conduct safety audits.
 - .2 A letter of good standing from Worker's Compensation Board.
 - .3 Signed statement by Owner of company that the company will maintain Worker's Compensation Board coverage for the life of the Standing Offer Agreement (SOA) / Service Contract (SC), including sub-contractor.
 - .4 Before Work Begins Contractors shall provide :
 - .1 The Contractor has prepared, through risk assessment, a site-specific health and safety management plan.
3. **Training**
 - .1 Before Work Begins The successful bidder is to provide documentation:
 - .1 Certification of training for safety for all personnel that will be involved with the Standing Offer Agreement/Service Contract. Updated list complete with licenses shall be kept on site including personnel changes.
 - .2 Training for workers shall include (but not limited to)
 - .1 Safe operation of tools and equipment.
 - .2 Proper use and maintenance of personal protective equipment (PPE).
 - .3 Safe work practices and procedures for their given work tasks or function.
 - .4 Site conditions and minimum site safety rules.

4. **Disciplinary Procedures for Safety Violations**
- .1 Contractors shall have their own written disciplinary procedures for violation or non-compliance of work site safety rules and regulations.
 - .2 Contractor shall immediately address and correct any health and safety violations and non-compliance issues.
 - .3 Disciplinary Procedures applied by PWGSC Departmental Representative for non-compliance and safety violations shall be as follows:
 - .1 **First Violation** : Verbal warning issued to the Contractor for the first violation of a safety regulation. Violation shall be documented on the Contract file, copy to Contractor and a copy sent to PWGSC.
 - .2 **Second Violation** : Written warning to Contractor for the second infraction of a safety regulation. Violation will be documented on the Contract file, copy to Contractor and a copy sent to PWGSC.
 - .3 **Third Violation** : May result in the termination of the SOA with a recommendation that the Contractor be denied being able to tender on future PWGSC-produced tenders. Violation shall be documented on the Contract file, a copy to the Contract and copy to PWGSC.
 - .4 **Immediate Loss of Contract** : a serious violation of safety regulation as deemed by a Regulator, Project Manager or Safety Officer. Violation shall be documented on the Contract file, a copy to the Contractor and copy to PWGSC.
 - .5 **Denied Opportunity to Tender** : Infractions of safety regulations that result in charges being laid by the Regulator, and the Contractor being found guilty by the Courts may result in the Contractor being denied consideration to tender on future PWGSC projects.
5. **Fastening Devices Explosive Actuated**
- .1 Power activated devices using explosives shall not be used.
6. **Confined Spaces**
- .1 All work in confined spaces will be carried out in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
 - .2 The Contractor to provide and maintain all equipment as required by any person to enter and/or perform work in a safe manner, in compliance with the Canada Occupational, Safety and Health Regulations, Part XI.
 - .3 The Contractor to provide and maintain training, as required by the Canada Occupational Safety and Health Regulations, Part XI.
 - .1 The Contractor and/or his employees shall provide proof of training and qualifications when requested by the Departmental Representative.

- .4 The Contractor to provide the Departmental Representative with a copy of an "Entry Permit" for each and every entry into the confined space to ensure compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .5 The Contractor to have a hazard assessment of the confined space performed.
- .1 The Contractor to provide the Departmental Representative with a copy of the hazard assessment.
- 7. Hot Work**
- .1 All hot work activity is to take place with written permission from the Departmental Representative (Hot Work Permit).
- .2 The ventilation system in the area of any Hot Work activity is to be isolated to prevent migration of fumes/smoke and to reduce any possible spread of fire to other areas of the facility.
- .3 Contractor is to employ an employee trained in the use of fire extinguishers as fire watch during any Hot Work for a minimum of 60 minutes after activity has ceased.
- 8. Fall Protection**
- .1 All work carried out above the mandatory height restrictions, as stated in Canada Labour Code, Part II, Section 12.10(1), from an unsafe/unguarded structure and/or scaffolding, will be done in compliance with the Canadian Occupational Safety and Health Regulations, Part XII, Section 12.10.
- .2 The components of a fall protection system shall meet the standards as outlined in the Canadian Occupational Safety and Health Regulations, Part XII, Section 12.10 (2).
- .3 The Contractor is to ensure fall protection equipment is maintained, inspected and tested by a qualified technician as required by the Canadian Occupational Safety and Health Regulations, Part XII, Section 12.3.
- 9. Lockouts**
- .1 Prepare Lockout Procedures in writing. Describe safe work practices, work functions and sequence of activities to be followed on site to safely isolate all potential energy sources and lockout/tag out facilities and equipment.
- 10. Safety**
- .1 The Contractor shall provide a copy of their company's Occupational Health and Safety Policy and Program. It shall meet the most stringent of the Federal and Provincial Occupational Health and Safety Acts.
- .2 The Contractor shall perform site hazard assessments to establish site specific safe work practice procedures for the safety and well being of his / her employees. Copies shall be made available to Public Works and Government Services Canada upon request.

- .3 All copies of the formal Hazard Assessments conducted by the Contractor throughout the duration of the work shall be retained and made available to the Departmental Representative immediately upon request.
- .4 It is the Contractor's responsibility to be familiar with all applicable Safety Acts, Regulations, Codes and contract requirements. These must be identified and addressed in the Safety Plan, by identifying Standard Operating Procedures (SOP) and safe work practices (SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which shall become mandatory.
- .5 Post the Safety Plan at a common location on the site visible to all workers and persons accessing the site. Ensure that all employees, including sub-contractors' personnel, are advised of such Safety Plan and of the posted location.
- .6 The Contractor shall ensure all workers and authorized persons entering the work site are notified of and abide by the posted Safety Plan, safety rules, procedures, safe work practices and applicable Safety Acts, Regulations, and codes. Any person not complying with these shall not be permitted on the site.
- .7 Shall ensure that all applicable personal protective equipment (PPE) is used.
- .8 The Departmental Representative shall coordinate arrangements for the Contractor to be briefed on site safety within 14 days of award of contract.

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| 1. Environmental | .1 | All work is to be performed in accordance with the Federal Environmental Protection Act and the Provincial Environmental Acts and Regulations. |
| 2. Disposal of Wastes | .1 | Do not bury rubbish and waste materials on site unless approved by Agency Representative. |
| | .2 | Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers. |
| 3. Drainage | .1 | Provide temporary drainage and pumping as necessary to keep excavations and site free from water. |
| | .2 | Do not pump water containing suspended materials into waterways, sewer or drainage systems. |
| | .3 | Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements. |
| 4. Site Clearing and Plant Protection | .1 | Protect trees and plants on site and adjacent properties where indicated. |
| | .2 | Wrap in burlap, trees and shrubs adjacent to construction work, storage areas and trucking lanes, and encase with protective wood framework from grade level to height of 2 m. |
| | .3 | Protect roots of designated trees to drip line during excavation and site grading to prevent disturbance or damage. Avoid unnecessary traffic, dumping and storage of materials over root zones. |
| | .4 | Minimize stripping of topsoil and vegetation. |
| | .5 | Restrict tree removal to areas indicated or designated by Agency Representative. |
| 5. Work Adjacent to Waterways | .1 | Do not operate construction equipment in waterways. |
| | .2 | Do not use waterway beds for borrow material. |
| | .3 | Do not dump excavated fill, waste material or debris in waterways. |
| | .4 | Design and construct temporary crossings to minimize erosion to waterways. |
| | .5 | Do not skid logs or construction materials across waterways. |

- .6 Avoid indicated spawning beds when constructing temporary crossings of waterways.
- .7 Do not blast under water or within 100 m of indicated spawning beds.
- 6. Pollution Control**
 - .1 Maintain temporary erosion and pollution control features installed under this contract.
 - .2 Control emissions from equipment and plant to local authorities emission requirements.
 - .3 Prevent sandblasting and other extraneous materials from contaminating air beyond application area, by providing temporary enclosures.
 - .4 Cover or wet down dry materials and rubbish to prevent blowing dust and debris. Provide dust control for temporary roads.
- 7. Open Fire**
 - .1 Fires on site are not permitted.

**1. Licensed Refrigeration
Mechanic .1**

The licensed refrigeration mechanic shall:

- .1 Carry out and assist in various types of building AC Refrigeration maintenance as requested by Public Works and Government Services Canada.
- .2 Relocate, install or repair equipment such as but not limited to: evaporator coil condenser, compressor, electric motor, valves, dryers, piping and insulation.
- .3 Produce all certificates and permits upon request of the Public Works and Government Services Canada Departmental Representative.
- .4 Instruct the Departmental Representative on-site of any new operating procedures when installing or modifying new or existing equipment.

**CALL-UP SLIP
AIR-CONDITIONING SYSTEMS AND REFRIGERATION**

Company Name: _____ **Date:** _____

Tradesperson's Name:

(1) _____ License # _____

(2) _____ License # _____

(3) _____ License # _____

Call-up Number: _____ **Total Cost:** _____

Description of Work: * _____

Start Time: _____ **Completion Time:** _____ **Total Hours:** _____

Materials and Supplies	Cost

GST/HST _____

PST _____

TOTAL _____

Contractor's Signature

Departmental Representative's Signature

* Include nature of problem, cause of problem and corrective action taken.