

Government of Canada/Gouvernement du Canada

ANNEX A - APPLIANCES AND LAUNDRY

COMMERCIAL COMPONENTS - 180 WELLINGTON REHABILITATION , OTTAWA, ON

Table of Contents

Table of Contents.....	2
PART 1: GENERAL	3
1. Project Information	3
2. Schedule	3
PART 2: SCOPE OF WORK	4
1. Appliances and Laundry Components List	4
PART 3: CORPORATE REQUIREMENTS.....	4
PART 4: SUPPLY, ASSEMBLY AND DELIVERY,REQUIREMENTS	4
PART 5: HEALTH AND SAFETY	5
PART 6: INSPECTION, ACCEPTANCE AND DEFICIENCY PROCEDURES.....	6
1. Inspections	6
2. Deficiencies and Acceptance	6

PART 1: GENERAL

1. Project Information

Public Works and Government Services Canada (PWGSC) is renovating the Wellington Building located at 180 Wellington Street in downtown Ottawa, Ontario. The Wellington Building is a seven (7) story structure (a penthouse, mezzanine, six (6) floors and two (2) basement levels), located on the South side of Wellington Street. Required Services

PWGSC requires the services of a Contractor to coordinate, supply, and deliver components listed under PART 2: SCOPE OF WORK, Appliances and Laundry Components List, to 180 Wellington Street, Ottawa, ON.

2. Schedule

All components shall be delivered between January 1, 2016 and April 30, 2016.

Construction may be completed in a phased approach and by floor turn-over.

After April 30, 2016, storage costs will be reimbursed should there be construction delays

Between November 1, 2015 and January 1, 2016, coordination meetings will be scheduled by the Project Authority with the Contractor to tentatively schedule approximate delivery dates. The approximate delivery dates will be tentatively scheduled within a two (2) week period between January 1, 2016 and April 30, 2016.

The final date and time of delivery will be confirmed by the Project Authority ten (10) calendar days in advance with the Contractor. The schedule for deliveries shall include considerations for site and loading dock constraints, volume of deliveries, and resource constraints regarding reviews and acceptances.

Estimated Delivery Schedule:

Activity ID	Activity Name	Quantity	Duration	Start	Finish	January 2016							February 2016							March 2016							April 2016							May 2016						
						04	11	18	25	01	08	15	22	29	07	14	21	28	04	11	18	25	02	09	16	23	30	06	13	20	27	03	10	17	24	31				
2. Appliances / Laundry		261	49d	19-Jan-16	29-Mar-16	2. Appliances / Laundry																																		
Level 6		62	10d	27-Jan-16	09-Feb-16	Level 6																																		
Level 5		82	10d	26-Jan-16	08-Feb-16	Level 5																																		
B2		26	10d	19-Jan-16	01-Feb-16	B2																																		
Level 2		79	10d	03-Mar-16	16-Mar-16	Level 2																																		
Level 4		4	10d	15-Mar-16	29-Mar-16	Level 4																																		
Level 1 & Mezz		8	10d	02-Feb-16	16-Feb-16	Level 1 & Mezz																																		

PART 2: SCOPE OF WORK

1. Appliances and Laundry Components List

The scope of work is for the coordination, supply, and delivery of ALL components listed in Annex A.1.

PART 3: CORPORATE REQUIREMENTS

Representation

A Contractor Representative must be available (through conference call or on-site) for coordination and schedule meetings between November 1, 2015 and January 1, 2016. In addition, the Contractor Representative must be available for weekly coordination and schedule meetings between January 1 2016 and acceptance of components.

The Contractor Representative will be the sole contact between PWGSC and the Contractor to

- 1) schedule deliveries and installation;
- 2) ensure the Contractor's security clearances and health and safety training is acquired as required;
- 3) track and address component deliveries, deficiencies and acceptance;

Warranty

All components as contained within PART 2: SCOPE OF WORK, Appliances and Laundry Components List, must be warranted as stated under the General Conditions or until at least September 1 2017, whichever is longer, from the final date of acceptance for components with standard warranties.

The Contractor must respond to telephone and e-mail contact by PWGSC or the Technical Authority within 24 hours.

The Contractor Representative must be available to address issues relating to warranty.

PART 4: SUPPLY, ASSEMBLY AND DELIVERY, REQUIREMENTS

The Contractor must supply all material and labor necessary for the supply, assembly, and delivery of all components required and as detailed in PART 2: SCOPE OF WORK, Appliances and Laundry Components List.

For all components to be supplied and delivered by the Contractor and installed by a third party, the Contractor must ensure installation instructions are provided thirty (30) days after contract award. Components must be assembled and delivered as required to the 180 Wellington loading dock with a packing slip.

It is the intent to deliver components floor by floor using a phased approach as construction and commissioning activities are completed. Refer to Section 3. Schedule, Estimated Delivery Schedule.

The minimum level of service required is detailed below:

1. Coordinate deliveries with the Project Authority
2. Assemble components off-site
3. Uncrate product
4. Inspect product for damage with Project Authority and Technical Authority
5. Make adjustments / repairs as required

6. Remove and recycle all waste material

Delivery Services

Deliveries are only to be performed during regular hours between 6:00am-6:00pm, Monday to Friday and excluding statutory holidays, using the 180 Wellington loading dock. Refer to Section 3. Schedule.

The Sparks Street entrance must never be used for removals, staging, assembly, or deliveries.

The Contractor must ensure that each driver coming to site must review and understand the Traffic Control Plan on page 10 of the Health and Safety Plan (refer to Annex A.2) prior to the delivery being made.

One (1) loading dock serves the entire building. The maximum size of delivery trucks is to be limited to 22 foot length (e.g. 5 ton truck). There will be no opportunity for maneuvering the contents of the delivery vehicle while at the loading dock. The item(s) to be delivered must be the first accessible item(s) in the delivery vehicle.

The Contractor must include a packing slip with all deliveries that contains the following information:

Date

Contract Title and Number

Contractor's Name and Address

Identification of Submission

- Provide a checklist of items delivered as listed under PART 2: SCOPE OF WORK, Appliances and Laundry Components List
- Provide total quantity of items delivered
- Provide total quantity of items delivered to date versus remaining quantities to be delivered

PART 5: HEALTH AND SAFETY

General

During deliveries, the site will be under construction. All construction Health and Safety regulations must be observed by the Contractor.

EllisDon as Construction Manager, assumes the role of "Constructor" as defined in the Occupational Health and Safety Act and Regulations for construction Projects and is fully responsible for ensuring compliance with OSHA for all aspects of the Project.

The Contractor must comply with the EllisDon Health and Safety Procedures and Policy described below and attached in Annex A.2.

The Construction Manager complies with and enforces the requirements of:

The National Building Code of Canada 2005 (NBC), Part 8 Safety Measures at Construction and Demolition Sites and Provincial Regulations for Construction Projects.

The Designated Substances Report

The Workplace Hazardous Materials Information Systems (WHMIS) regarding use, handling, storage and disposal of hazardous materials; and labeling and the provision of Material Safety Data Sheets (MSDS) acceptable to Human Resources and Skills Development Canada, Labor Program.

PART 6: INSPECTION, ACCEPTANCE AND DEFICIENCY PROCEDURES

1. Inspections

The Contractor must adhere to the following inspection process and deficiency procedure:

Inspections

At Contractor's Premise

The Project Authority reserves the right to visit the Contractor's premise for products to be assembled off-site and delivered to the loading dock.

Inspection Upon Delivery

The Project Authority and Technical Authority will inspect all products arriving on-site.

2. Deficiencies and Acceptance

The Project Authority, with input from the Technical Authority, will prepare an inspection report documenting any deficiencies. If there are no deficiencies, the Project Authority will provide the Contractor with a sign-off that the work is accepted.

The inspection report will be forwarded to the Contractor no later than ten (10) business days after delivery of components.

For all outstanding deficiencies, the Contractor must submit a deficiency rectification plan with delivery dates and completion dates, within five (5) business days from receipt of the inspection report. The deficiency rectification plan will be reviewed at the weekly coordination meetings with the Project Authority.

The Contractor must notify the Project Authority when all the deficiencies have been rectified.

A rectified deficiencies inspection will be coordinated by the Project Authority with the Technical Authority and the Contractor. Once all rectified deficiencies pass final inspection, the Project Authority will provide the Contractor a final sign-off that the work is accepted.