



Service correctionnel
Canada

Correctional Service
Canada



LA SÉCURITÉ,
LA DIGNITÉ
ET LE RESPECT
POUR TOUS

SAFETY, RESPECT
AND DIGNITY
FOR ALL

STANDING OFFER TECHNICAL SPECIFICATIONS

ELECTRICIAN AND APPRENTICE ELECTRICIAN SERVICE

CSC file name and number: 21301-16-2190908

La Macaza Institution
Cowansville Institution

Presented by:
TECHNICAL SERVICES
CORRECTIONAL SERVICE OF CANADA

JUNE 01, 2015

Canada



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1.1 GENERAL REQUIREMENTS

1. GENERAL INFORMATION

1.1. WORK DESCRIPTION

- 1.1.1. This standing offer applies but is not limited to: the materials, skilled labour, and tools required for electricians and apprentice electricians to provide services.
- a) ***Cowansville Institution***
400, avenue Fordyce
Cowansville (Quebec) J2K 3N7
 - b) ***La Macaza Institution***
321, Chemin de l'Aéroport
La Macaza (Quebec) J0T 1R0
- 1.1.2. For each subsequent call-up, the electrical systems that require rebuilding shall be specified in the plans provided by the technical authority of the institution.
- 1.1.3. The duration of this standing offer is specified in the invitation to tender.

1.2. WORK SCHEDULE

- 1.2.1. Pedestrian and vehicle access varies by institution. The CSC representative shall establish the hours of work based on the type of work. To maximize efficiency and for security reasons, the Contractor may require its employees to bring a meal to eat on the work site.
- 1.2.2. The work week shall be from Monday through Friday, from 08:00 to 16:30 each day.
- 1.2.3. Work is not permitted on weekends or statutory holidays without the express authorization of the Warden; this authorization must be requested at least seven days in advance.

NOTE: This period may be shorter in some institutions; check with the institution.

1.3. OVERTIME WORK

- 1.3.1. Authorization from the Warden is required for all overtime work. In addition, 48 hours' advance notice is required before the start of any approved overtime work. If overtime is required to complete an urgent task, i.e. to pour concrete or for construction safety reasons, the Contractor shall notify the Warden as soon as the Contractor becomes aware of this requirement and shall then comply with the Warden's instructions. Related costs incurred by the Government may be charged to the Contractor.
- 1.3.2. When overtime, weekend, or statutory holiday work must be performed and is authorized by the Warden, the Warden or the person appointed by the Warden shall designate additional supervisory staff. The Project Manager may also

assign additional staff to inspect the construction activities. Costs associated with these assignments may be claimed by the Government.

1.4. WORK TIMELINES

- 1.4.1. The Contractor shall begin work no later than 10 working days after a call-up has been issued or on the date indicated on the work order, and shall work diligently until all work is completed.
- 1.4.2. If the work cannot be performed or is interrupted due to poor weather conditions, the Contractor shall return to the site and perform the work within one (1) day of the return of good weather conditions.

1.5. WORK SCHEDULE

- 1.5.1. Within five (5) working days from the date a call-up is issued, the Contractor shall submit a work schedule outlining the progress made against the various phases of the project and indicating the project completion date, which must be within the timeframe specified by the CSC Technical Authority.
- 1.5.2. The progress of the work undertaken against the submitted schedule shall be reviewed periodically, as the CSC Technical Authority sees fit to do so. The Contractor shall update the work schedule with the approval and collaboration of the CSC Technical Authority.

1.6. CODES

- 1.6.1. The Contractor shall complete the work to meet the standards set out in the National Building Code of Canada (NBC) and any other applicable provincial or municipal codes. In the event of any inconsistency or conflict, the stricter standards shall prevail.
- 1.6.2. The Contractor shall complete the work so as to meet all requirements:
 - a) found within the contract documents;
 - b) found within the specified standards and codes, as well as any other documents cited.

1.7. DOCUMENTS REQUIRED

- 1.7.1. The Contractor shall keep a copy of each of the following documents on the work site:
 - a) contract drawings and call-up work descriptions;
 - b) these specifications;
 - c) change authorizations.

1.8. TECHNICAL DATA SHEETS AND SAMPLES

- 1.8.1. Within five (5) working days from the date the call-up is issued, the Contractor shall submit all technical data sheets and samples required under each section of these specifications for the approval of the CSC Technical Authority.

1.9. WORK SITE VISITS

- 1.9.1. There shall be no visits under this standing offer.
- 1.9.2. Unless otherwise stipulated by the institutional representative, a site visit shall be required only in the following cases:
 - a) When the first contract is awarded by the institution;
 - b) When a call-up is issued.
- 1.9.3. If a situation arises in which a site visit is needed for a subsequent call-up, a request shall be submitted. For institutional security reasons, site visits shall be conducted at specific times, as determined in consultation with the Contracting Authority.
- 1.9.4. The Contractor shall not justify errors, omissions, or imperfections in the work by attributing them to existing conditions and particularities.

1.10. CONTRACTOR USE OF SITE

- 1.10.1. The Contractor shall not unduly clutter the site with materials and equipment.
- 1.10.2. The Contractor shall ensure CSC staff and vehicles access to the site at all times.
- 1.10.3. The Contractor shall comply with existing authorities. Within five (5) working days, the Contractor shall submit procedures to be implemented during the project so that these can be approved by a representative of the institution's Works department. These procedures include: the work schedule and temporary traffic and security measures, etc.
- 1.10.4. The Contractor shall ensure that any vehicles that could be damaged during the work are moved. In the event that one or more vehicles or other items on the site are damaged, the Contractor shall have them repaired or replaced by authorized professionals, to the satisfaction of the CSC Technical Authority.

1.11. TRAFFIC CONTROL DEVICES

- 1.11.1. The Contractor shall provide, install, and maintain temporary traffic control devices.

1.12. LOCATION OF VARIOUS TYPES OF DEVICES AND EQUIPMENT

- 1.12.1. The locations of the various types of surface and underground devices and equipment, as prescribed or indicated in drawings, shall be considered approximate.
- 1.12.2. When required by the institution's Works department representative, the Contractor shall submit location plans indicating the relative positions of the various types of equipment and systems found in the work area.

1.13. PATCHING

1.13.1. The Contractor shall patch any surfaces damaged during the work to match existing surfaces. Surfaces damaged by heavy equipment shall be patched.

1.14. DISPOSAL OF EXCAVATED MATERIALS

1.14.1. The Contractor shall dispose of all excess materials that cannot be salvaged or re-used. These materials shall be disposed of away from the site, in accordance with pollution regulations and at the Contractor's expense, as required.

1.15. ADDITIONAL DRAWINGS

1.15.1. The institution's Works department representative may provide the Contractor with additional drawings for clarification. These additional drawings shall have the same import and scope as those included in the contract documents.

1.15.2. On-site measurements shall be transcribed onto drawings to help workers read the dimensions of the areas in question.

END OF SECTION

1. GENERAL INFORMATION

1.1 PURPOSE

1.1.1 To ensure that the work and institutional activities are carried out smoothly with no undue delays, and that institutional security is maintained at all times.

1.2 DEFINITIONS

1.2.1 “prohibited items”:

- a) Intoxicants, including alcohol, drugs and narcotics;
- b) A weapon or a component thereof, ammunition, or anything that is designed to kill, injure or disable a person or that can be assembled or modified for such purposes, possessed without prior authorization;
- c) An explosive or a bomb, or a component thereof;
- d) An amount of money exceeding the regulatory limit;

NOTE: Consult the *Corrections and Conditional Release Regulations (SOR/92-620)*: \$50 limit in a minimum-security institution, \$25 limit in a medium-security institution, maximum-security institution, or multi-level security institution.

- e) Any other item that could jeopardize the security of the penitentiary or the safety of persons, when that item is possessed without prior authorization;
- f) Telecommunication devices;
- g) Tobacco products and associated products (including, but not limited to, cigarettes, cigars, tobacco, chewing tobacco, cigarette-making machines, matches and lighters) are considered unauthorized items.

1.2.2 “commercial vehicle”: Vehicle intended for the transportation of material, equipment or tools necessary for the work.

1.2.3 “CSC”: Correctional Service of Canada.

1.2.4 “Warden”: Warden or Superintendent of the institution, as the case may be.

1.2.5 “Construction Personnel”: Employee of: the Contractor, one of the Subcontractors, equipment operators, transporters or suppliers of materials, inspection or assessment agencies, or regulatory bodies.

1.2.6 “Engineer”: Project Manager, from Public Works and Government Services Canada.

1.2.7 “perimeter”: Area of the institution surrounded by fencing or walls, preventing the free movement of inmates.

1.2.8 “construction site”: Area in which the Contractor is authorized to work, as indicated in the project plans. It may be isolated from the institution’s security perimeter.

1.3 PRELIMINARY MEASURES

1.3.1 Prior to starting the work, the Contractor must meet with the Warden or the Warden's representative to:

- a) discuss the nature and the scope of the work;
- b) establish mutually-acceptable security measures, in accordance with this directive and the specific needs of the institution.

1.3.2 The contractor shall:

- a) be sure to inform Construction Personnel of the security requirements;
- b) ensure that the security requirements are always posted in plain view on the site;
- c) work with institutional staff to ensure that Construction Personnel comply with the security requirements.

1.4 CONSTRUCTION PERSONNEL

1.4.1 Submit a list of the names and birth dates of all personnel scheduled to work on the construction site to the Warden, as well as each of their completed security clearance forms.

NOTE: In some institutions, there are fewer requirements for personnel only working on the site for a very brief period.

1.4.2 Allow two (2) weeks for the security clearance forms to be processed. No personnel will be admitted to the institution without valid security clearance and an identification card with a recent photo, such as a provincial driver's licence. Security clearance is issued for each specific CSC institution.

1.4.3 The Warden may require that personnel be photographed so that pictures of their faces can be posted at appropriate spots throughout the institution or entered into a database for identification purposes. The Warden may also require that Construction Personnel prominently display photo identification on their clothing when they are within the institutional perimeter.

NOTE: Check specific requirements on this point with the institution.

1.4.4 If there are reasons to believe that an individual may pose a security risk, any such individual will be refused entry to institutional premises.

1.4.5 Individuals will be immediately removed from institutional premises if:

- a) they appear to be under the influence of alcohol, drugs or narcotics;
- b) they behave in an abnormal or disorderly manner;
- c) they are in possession of prohibited items.

1.5 VEHICLES

1.5.1 All individuals who leave a vehicle unattended on CSC premises must close the windows and lock the doors and the trunk. The owner of the vehicle or the employee of the company that owns it must ensure that the keys are kept in their personal possession.

NOTE: The institution may require that all vehicles and motorized equipment be equipped with a device that allows for locking the fuel cap.

1.5.2 The Warden can limit the number and type of vehicles permitted on the grounds of the institution at any time.

1.5.3 Those delivering the materials needed for the project are required to have security clearance.

NOTE: Some institutions may require all delivery personnel to obtain security clearance.

1.5.4 If the Warden allows trailers to be left within the institution's security perimeter, the doors and windows must always be closed and locked when they are left unattended. Windows must be equipped with expanded metal guards.

1.6 PARKING

1.6.1

The Warden designates authorized parking areas for vehicles. If individuals park elsewhere, their vehicle may be towed.

1.7 SHIPMENTS

1.7.1 All shipments of material, equipment or tools for the work must be addressed to the Contractor to clearly distinguish them from shipments for the institution. The Contractor must ensure that Construction Personnel are on site to receive deliveries, as CSC staff will **not** accept deliveries of materials, equipment or tools intended for the project.

1.8 COMMUNICATION DEVICES

1.8.1 Any telephones, fax machines or computers with an Internet connection must be approved by the Warden.

1.8.2 The Warden must ensure that the phones, fax machines and computers equipped with Internet connections are not installed in areas to which inmates have access. Access to computers must be protected with a password, preventing unauthorized personnel from connecting to the Internet.

1.8.3 Cellular or digital cordless phones, including (but not limited to) text messaging devices, pagers, BlackBerrys, and telephones used as two-way radios are prohibited in the institution without the express authorization of the Warden. Even when cellular phones are permitted, they are not to be used by inmates at any time.

1.8.4 The Warden may approve but limit the use of two-way radios.

NOTE: In some institutions, cellular or digital phones and two-way radios are permitted; however, some conditions apply. For example, their use may not be permitted in areas accessible to inmates.

1.9 TOOLS AND EQUIPMENT

1.9.1 Keep a comprehensive list of the tools and equipment used during the work. Submit the list for inspection when necessary.

NOTE: Obtain a list of unauthorized/restricted tools and equipment that are prohibited for a given project. Insert the list hereinafter.

Keep an updated list of the tools and equipment used throughout the project.

Never leave tools unattended, particularly mechanical tools, tools with cartridges, cartridges, files, saw blades, rod saws, wires, cords, ladders and any item used for lifting (jacks, cylinders, etc.).

1.9.2 Store tools and equipment in a secure, authorized location.

1.9.3 Lock all toolboxes after use. The Contractor's employees must keep the keys with them at all times. Lock up scaffolding that is not being used; once erected, scaffolding must be secured to the satisfaction of the institutional representative.

1.9.4 Notify the Warden immediately if any tools or equipment have been lost or have disappeared.

1.9.5 The Warden must ensure that security staff checks the Contractor's tools and equipment based on the list provided by the Contractor, at the following times:

- a) at the beginning and end of each construction project;
- b) each week, if the work lasts more than one (1) week.

NOTE: Some institutions require that tools and equipment be removed from the work site on a daily basis (e.g., in a busy area).

1.9.6 Some tools/equipment—such as cartridges and metal saw blades—are closely controlled. At the beginning of the day, the Contractor will be given a sufficient number of these items for one (1) day's work. Used blades/cartridges will be returned to the Warden's representative at the end of each day.

NOTE: Controlled items are managed differently from one institution to another. The method used must therefore be confirmed with the specific institution.

1.9.7 If propane or natural gas is used as a heat source for the work, the institution requires that a member of its personnel supervise the work outside of regular working hours.

NOTE: This is a concern if the construction site is located near inmates' living units. A fire could put human lives in danger. Check the institution's policy.

1.10 KEYS

1.10.1 The Contractor must ask the supplier or the company that installs the security devices to submit keys for these devices directly to the institution (to the Security Maintenance Officer, specifically).

1.10.2 The Security Maintenance Officer will give the Contractor a receipt for the keys.

1.10.3 The Contractor will submit a copy of the receipt to the Technical Authority.

1.10.4 During the work, the Contractor will use regular cylinders in regular locks.

1.10.5 The Contractor will give its employees (and those of the Subcontractor, if necessary) instructions on the safe storage of keys used during the work.

1.10.6 At the end of each phase of the work, the CSC Representative, in collaboration with the locksmith, must:

- a) establish the lock installation plan;
- b) receive the keys and cylinders for the institution's locks directly from the locksmith;
- c) remove and return cores used during the work and have permanent cores installed in the institution's locks.

1.10.7 Once the security locks are installed, the CSC officers who escort Construction Personnel must obtain keys from the Security Maintenance Officer to open doors according to the Contractor's needs. The Contractor must inform Construction Personnel that only the CSC officers escorting them are authorized to use the keys.

1.11 SECURITY DEVICES

1.11.1 Submit all uninstalled security devices to the Warden, who will ensure that they are destroyed or stored safely for later use.

1.12 Prescription medication

1.12.1 If the Contractor employs individuals who must take prescription medication during the work day, these employees must obtain authorization from the Warden to bring one (1) day's dosage into the institution.

1.13 Restrictions on tobacco use

1.13.1 Neither Contractors nor Construction Personnel are permitted to smoke inside or outside when they are within the perimeter of a correctional institution. They must not have unauthorized tobacco products in their possession within the institutional perimeter.

1.13.2 Contractors and Construction Personnel who violate this policy will be asked to stop smoking or to throw out all unauthorized tobacco products immediately. Individuals who continue to violate this policy will be asked to leave the institution.

1.13.3 Smoking will only be permitted outside the correctional institution's perimeter, in a location designated by the Warden.

1.14 Prohibited items

1.14.1 Firearms, ammunition, explosives, alcohol, drugs and narcotics are prohibited on institutional premises.

1.14.2 The Warden must be notified immediately if anyone is found in possession of prohibited items on the work site.

1.14.3 The Contractor must be vigilant in monitoring Construction Personnel and the Subcontractor's employees. Individuals found in possession of prohibited items may have their security clearance revoked. If the violation is serious, the company in question may be expelled from the institution for the duration of the work.

1.14.4 If firearms or ammunition are found in the vehicle of a Contractor, Subcontractor, supplier, or their personnel, the security clearance of the vehicle's driver will be revoked immediately.

1.15 SEARCHES

1.15.1 All individuals and vehicles arriving on the institution's premises may be searched.

1.15.2 If the Warden has reason to believe that one of the Contractor's employees is in possession of a prohibited item, the Warden may order a search of that person.

1.15.3 The personal belongings of all personnel arriving at the institution may be checked to search for the residue of contraband drugs.

1.16 ACCESS TO THE INSTITUTION AND REMOVAL OF VEHICLES

1.16.1 Neither Construction Personnel nor commercial vehicles may be admitted to the institution's premises outside normal working hours without the express authorization of the Warden.

1.17 VEHICLE TRAFFIC

1.17.1 Vehicles may be escorted on and off the institution's premises through the vehicular access gate during the following periods, indicated in section 01 14 00.

1.17.2 Vehicles may not leave the institution until an inmate count has been performed.

NOTE: Hours vary from one institution to the next. They should be verified with the institution in question.

1.17.3 The Contractor must give the Warden twenty-four (24) hours' notice of the arrival of heavy equipment, such as concrete trucks and cranes.

1.17.4 Vehicles carrying soil or other detritus deemed impossible to search must constantly be monitored by CSC employees or Commissionaires who report to the Warden.

1.17.5 Before a commercial vehicle may be admitted onto the institution's premises, the Contractor or its representative must certify that the vehicle's content is essential to the execution of the work.

1.17.6 The Warden may refuse entry to all vehicles carrying materials that he or she believes pose a risk to institutional security.

1.17.7 The personal vehicles of Construction Personnel are not allowed within the security fence or walls of medium- or maximum-security institutions without the express permission of the Warden.

NOTE: Check the institution's policy on employees' private vehicles.

With prior authorization from the Warden, a vehicle can be used to transport employees to the site in the morning and from the site in the evening, but may not stay on the premises during the day.

NOTE: Check the institution's policy on vehicles used to transport employees.

With prior authorization from the Warden, some equipment may be left on site overnight or over the weekend. It must be locked and its batteries removed. The Warden may require that equipment be chained and padlocked to another solid object.

1.18 CONSTRUCTION PERSONNEL TRAFFIC ON INSTITUTIONAL PREMISES

1.18.1 Subject to proper institutional security, the Warden will give the Contractor and Construction Personnel as much freedom of movement and autonomy as possible.

1.18.2 The previous paragraph notwithstanding, the Warden may:

- a) prohibit access to sections of the institution;
- b) require that Construction Personnel be accompanied by a CSC security officer in designated sections for the duration of the work or during certain periods;
- c) require that all personnel remain on-site during coffee/health and lunch breaks, but they are not authorized to eat in the Correctional Officers' break room or lunch room.

1.19 MONITORING AND INSPECTION

1.19.1 CSC security staff monitors and inspects activities and related employee and vehicle traffic to ensure that established security standards are being followed.

1.19.2 At the start and throughout the duration of the work, CSC staff must be sure to convey to Construction Personnel the necessity of monitoring and inspections.

1.20 WORK STOPPAGE

1.20.1 At any time, the Warden may ask the Contractor, Construction Personnel, or Subcontractors not to enter the construction site or to leave immediately if a security incident is in progress in the institution. The site supervisor designated by the Contractor must note the name of the employee issuing the request and the time, and comply with the order as soon as possible.

1.20.2 The Contractor must notify the Engineer of the work stoppage within twenty-four (24) hours.

1.21 CONTACT WITH INMATES

1.21.1 It is prohibited to enter into contact with inmates, speak to them, give them anything or accept anything from them without specific authorization. Anyone who violates this order will be expelled from the site and have their security clearance revoked.

NOTE: If the project requires CORCAN and inmate labour, check the institution's policy on contact with inmates.

1.21.2 It is prohibited to photograph inmates or CSC employees. It is also prohibited to photograph sectors of the institution when such photography is not required for the execution of the contract.

1.22 COMPLETION OF THE WORK

1.22.1 Unless otherwise indicated in the contract, once the construction project is completed or the facilities have been taken over, the Contractor must remove all materials, tools and equipment from the institution.

END OF SECTION

PARTIE 1 GENERAL INFORMATION

1.1 SECTION CONTENT

- .1 The Contractor must manage its activities in such a way that the health and safety of the public and construction site staff and the protection of the environment take precedence over issues related to work costs and schedule.

1.2 REFERENCES

- .1 Part II of the *Canada Labour Code, Canada Occupational Safety and Health Regulations*
- .2 Canadian Standards Association (CSA)
- .3 Workplace Hazardous Materials Information System (WHMIS) / Health Canada
 - .1 Material Safety Data Sheet (MSDS)
- .4 *Act respecting occupational health and safety, R.S.Q., c. S-2.1 [2002]*
- .5 *Safety Code for the Construction Industry, S-2.1 r.6 [2001]*

1.3 SUBMITTALS

- .1 Submit the site-specific prevention plan, as described in clause 1.8, to the Technical Authority and CSST at least 10 days prior to the commencement of work. The Contractor must update their prevention plan if the work takes a different direction than originally anticipated. Upon receipt of the plan and at any time during the work process, the Departmental Representative may require that the plan be modified or completed to better reflect the reality of the site. The Contractor must then make the required corrections prior to the commencement of work.
- .2 Submit a copy of any inspection report, correction notice or recommendation issued by federal or provincial inspectors to the Technical Authority within 24 hours.
- .3 Submit an investigation report to the Technical Authority within 24 hours for any accident that led to injuries and for any incident that revealed a potential hazard.
- .4 Submit all Material Safety Data Sheets for controlled products used on site to the Technical Authority at least three days prior to their use on the construction site.
- .5 Submit copies to the Technical Authority of the training certificates that are required to implement the prevention plan, namely:
 - .1 General Health and Safety on Construction Sites course
 - .2 Security Officer Certification
 - .3 Workplace First Aid and CPR

- .4 Working in Confined Spaces
 - .5 Working at Heights
 - .6 Lock-out Procedure
 - .7 Wearing and Adjusting Personal Protective Equipment
 - .8 Safe Forklift Operation
 - .9 Aerial Platforms
 - .10 Any other training required by regulation or the prevention plan
- .6 Medical examinations: When medical examinations are required pursuant to a law, regulation, guideline, quote or prevention plan, the Contractor must:
- .1 prior to mobilization, submit to the Technical Authority certificates of medical examinations for all supervisory staff and employees affected by the first paragraph of this clause who will be present when the site is opened for work.
 - .2 subsequently, as they arrive and without delay, submit certificates of medical examinations for all newly employed individuals at the construction site who are affected by the first paragraph of this clause.
- .7 Notice of construction site opening: The notice of construction site opening must be submitted to the CSST prior to the commencement of work, and a copy given to the Technical Authority. A copy of this notice must also be posted in plain view at the site. Upon demobilization of the site, the notice of closing must be submitted to the CSST, and a copy given to the Technical Authority.
- .8 Engineer's plans and certificates of compliance: The Contractor must submit a copy of all plans and certificates of compliance, signed and sealed by an engineer, to CSST and the Technical Authority, as required by the *Safety Code for the Construction Industry* (S-2.1, r.6), other legislation, other regulations, or another clause of the quote or contract. A copy of these documents must be available at the site at all times.
- .9 Certificate of compliance issued by CSST: The certificate of compliance is a document issued by the CSST confirming that the Contractor is in good standing with the CSST, that is, that the Contractor has paid all amounts owed for a given contract. This document must be submitted to the Technical Authority once the work has been completed.

1.4 RISK ASSESSMENT

- .1 The Contractor must identify potential hazards related to each task performed on the construction site.
- .2 The Contractor must plan and organize the work to eliminate hazards at the source and ensure collective protection, thereby minimizing the need to use personal protective equipment. When personal protection against falls is required, workers must use a safety harness in compliance with Standard CAN/CSA-Z259.10-M90. Safety belts must not be used to protect against falls.

- .3 Any equipment, tool or protective equipment that cannot be installed or used without compromising the health and safety of workers or the public shall be considered inappropriate for the work to be performed.
- .4 All mechanical equipment must be inspected prior to delivery to the site. Before any mechanical equipment is used, the Contractor must submit a compliance certificate signed by a qualified mechanic to the Technical Authority. If the Technical Authority suspects a defect or accident risk, he or she may, at any time, order the immediate stoppage of the equipment and demand a second inspection by a specialist of their choosing.

1.5 MEETINGS

- .1 A representative of the Contractor with decision-making authority must attend all meetings that address construction site health and safety issues.

1.6 REGULATORY BODY REQUIREMENTS

- .1 Comply with all legislation, regulations and standards that apply to the execution of the work.
- .2 Follow the prescribed standards and regulations to guarantee that the work is executed without incident on sites contaminated by hazardous or toxic materials.
- .3 Regardless of the publication date of standards indicated in the *Safety Code for the Construction Industry*, reference must be made to the version in force at the time it is applied.

1.7 HEALTH AND SAFETY MANAGEMENT

- .1 Accept and assume responsibility for all tasks and obligations normally assigned to the Principal Contractor under the *Act respecting occupational health and safety* (R.S.Q., c. S-2.1) and the *Safety Code for the Construction Industry* (S-2.1, r.6).
- .2 Develop a site-specific prevention plan based on identified risks, and implement this plan from the start of the project to its final stage of demobilization. The prevention plan must take the information that appears in section 22 10 00 into account. In accordance with the provisions of section 22 10 00, it must be distributed to all individuals involved. The prevention plan must at least include:
 - .1 the company's health and safety policy;
 - .2 a description of the work, its total cost, schedule and anticipated manpower;
 - .3 an organizational chart of health and safety responsibilities;
 - .4 the physical and material layout of the site;
 - .5 first response and first aid standards;
 - .6 the site's identified risks;

- .7 the identified risks for the tasks to be performed, including prevention measures and implementation procedures;
- .8 the required training;
- .9 the procedure in the event of an accident/injury;
- .10 written agreement from all stakeholders to comply with this prevention plan;
- .11 a site inspection checklist based on preventive measures.

1.8 RESPONSIBILITIES

- .1 Regardless of the size of the site or the number of workers present, appoint a qualified individual as supervisor and health and safety representative. Take all necessary measures to ensure the health and safety of persons and property at the site and in the immediate vicinity that could be affected by the work being performed.
- .2 Take all necessary measures to ensure that the health and safety requirements listed in the contractual documents, federal and provincial regulations, applicable standards and site-specific prevention plan are implemented and respected, and comply with any correction order or notice issued by CSST without delay.
- .3 Take all necessary measures to keep the site clean and organized for the duration of the project.

1.9 COMMUNICATION AND POSTED INFORMATION

- .1 Take all necessary measures to ensure that on-site health and safety information is properly communicated. Workers' responsibilities, rights and the specifics of the prevention plan must be explained to all workers as soon as they arrive at the construction site. The Contractor must emphasize their right to refuse to perform a task if they feel that it could compromise their health, safety or physical well-being, or that of others on site. The Contractor must keep an on-site up-to-date record of communicated information and the signatures of all workers to whom the information has been communicated.
- .2 The following information and documentation must be posted in an easily accessible location for workers:
 - .1 notice of construction site opening;
 - .2 principal Contractor's name;
 - .3 company's OHS policy;
 - .4 site-specific prevention plan;
 - .5 emergency plan (if required);
 - .6 Material Safety Data Sheets for all controlled products used on site;
 - .7 minutes of site committee meetings;
 - .8 names of site committee representatives (if required);
 - .9 names of first-aid representatives;
 - .10 intervention and correction reports issued by CSST.

1.10 UNFORESEEN HAZARDS

- .1 If a hazard that was not specified in the quote and not identified during the preliminary site inspection arises because of or during the execution of work, the Contractor must immediately stop all work, implement temporary protective measures for workers and the public, and notify the Departmental Representative both verbally and in writing. The Contractor must then make the necessary changes to the prevention plan so that work can resume safely.

1.11 STUD GUNS AND OTHER CARTRIDGE DEVICES

- .1 The use of stud guns or other cartridge devices is prohibited.

END OF SECTION

1. GENERAL INFORMATION

1.1. SECTION CONTENTS

- 1.1.1. Clean-up to be done as work is being performed
- 1.1.2. Final clean-up

1.2. WORK SITE CLEANLINESS

- 1.2.1. Keep the work site clean and free of debris and waste materials.
- 1.2.2. Take all necessary action and obtain permits from the appropriate authorities to have debris and waste materials removed.
- 1.2.3. If necessary, provide for debris and waste removal receptacles on the work site.
- 1.2.4. Remove debris and waste materials from the work site at the end of every shift.
- 1.2.5. Store volatile wastes in sealed metal containers and remove them from the work site at the end of every shift.
- 1.2.6. On a daily basis, clean up existing roads that have been used by Contractor vehicles.

1.3. FINAL CLEAN-UP

- 1.3.1. Sweep and clean hard-surface areas and rake remaining areas.

1.4. MEASUREMENT FOR PAYMENT PURPOSES

- 1.4.1. No measurements will be required at the end of this section. Apportion the costs of clean-up work among the various items of the bid.

END OF SECTION



Service correctionnel
Canada

Correctional Service
Canada

1.2 TECHNICAL REQUIREMENTS

1 GENERAL INFORMATION

1.1 SECTION CONTENT

1.1.1 This section describes the electrician and apprentice electrician service.

1.2 REFERENCES

- 1.2.1 National Building Code of Canada (NBC) 2010, including all amendments to date.
- 1.2.2 The Act respecting occupational health and safety (R.S.Q., c. S-2.1) and its Regulation (r.19.01), current to October 1, 2010.
- 1.2.3 Quebec Building Code, Chapter V, Electricity 2010.
- 1.2.4 Health Canada – Workplace Hazardous Materials Information System (WHMIS).
- 1.2.5 Material Safety Data Sheets (MSDS).

1.3 CODES

- 1.3.1 The Contractor shall complete the work in accordance with the National Building Code of Canada (NBC), the National Electrical Code of Quebec 2010 (modified) and any other applicable provincial or municipal codes. In the event of any inconsistency or conflict, the stricter requirements shall prevail.
- 1.3.2 The Contractor shall comply with all the requirements of the Treasury Board Fire Protection Standards, the National Building Code of Canada, and the National Fire Code of Canada (NFCC).
- 1.3.3 Treasury Board Standard, Chapter 3-6, Fire Protection Standard for Correctional Institutions. This standard can be accessed at the following website:
- 1.3.4 http://www.hrsdc.gc.ca/eng/labour/fire_protection/policies_standards/commissioner/index.shtml
- 1.3.5 The standards published by HRSDC listed below are available at the following website: http://www.hrsdc.gc.ca/eng/labour/fire_protection/policies_standards/commissioner/index.shtml
 - Construction Operations.
 - Welding and Cutting.
 - Record Storage.
 - Piers and Wharves.
 - General Storage.
 - Fire Extinguishers.
 - Sprinkler Systems.
- 1.3.6 The fire prevention standards are listed below and are available under the section "Occupational Health and Safety - Policies and Publications" at the following Treasury Board Secretariat website:
http://www3.rhdcc.gc.ca/search?as_sitesearch=www.rhdcc.gc.ca/fra/travail/protection_incendies&q=normes&site=hrsdc_fr&btnG=Recherche&client=rhdcc_boew_r12&output=xml_no_d

td&proxystylesheet=rhdcc_boew_r12&sort=date%3AD%3AL%3Ad1&entqr=0&oe=UTF-8&ie=UTF-8&ud=1&ip=198.103.109.141&access=p

- 1.3.7 -Fire Protection Services - General - 3-00.
- Fire Alarm Systems, Standard for 3-04.
- Fire Protection Design and Construction, Standard for 3-02.
- Fire Protection Electronic Data Processing Equipment, Standard for - 3-03.
- Fire Protection Correctional Institutions, Standard for - 3-06.

1.4 DESCRIPTION OF WORK

- 1.4.1 The following list is not necessarily exhaustive and does not negate the Contractor's obligation to fully complete the project according to the trade practices, intentions and general principles, as described further on in this specification.
- 1.4.2 The work is to be carried out as part of preventive maintenance or corrective maintenance of our buildings, or as part of a construction project (low value). Work will be carried out on the following types of networks:
 - 1.4.2.1 Electric network
- 1.4.3 The Contractor may provide equipment and materials whose unit value does not exceed \$250. The Contractor may provide materials whose costs do not exceed 20% of the total call-up amount without first receiving written authorization from the departmental representative.
- 1.4.4 List of minimum equipment and materials that the Contractor must have upon arrival at the institution:

Equipment that the Contractor must provide at no cost:

- truck with:
- 30-foot ladder
- 6-, 8-, and 10-foot stepladders
- Hilti hammer drill, with 3/16" to 2" drill bits
- cordless drill
- portable band saw
- power saw
- 1/2 electric drill
- hole saw, 1/2 to 4 inches
- shop vacuum
- mechanical bender for 1/2", 3/4" and 1" EMT conduit
- electrician's basic tool bag
- 3 50-foot electric extension cords
- 2 portable bobbins for wire reels
- drop light
- Brady wire marker
- tape measure
- iron saw
- 3 padlocks and 1 15-foot, 3/8" chain
- wire puller for 100 feet of 1/8 wire
- multimeter

- ammeter
- security helmet
- safety harnesses
- safety lanyard 4 feet
- portable manhole guard system
- fire extinguisher 5 pounds

List of equipment that the Contractor must provide at no cost and **upon request** when arriving at the institution.

- electric tugger
- 400 feet of 3/4" nylon cable
- 400 feet of 1/4" nylon cable
- set of pulleys for pulling
- 2"-4" hydraulic press brake
- 1/2" to 4" die heads
- wire puller for 200 feet of 1/4" wire
- 4 bobbins for 4 wire reels of 4 feet in diameter
- enclosed-space equipment: 1 bobbin, 4 gas detector, support cable, carabiner
- sledgehammer, pick, round shovel, rake
- chain hoist, hand winch
- 2 10 kW 120-140 V generators
- water pumps: 1" electric and 2" gas with conduits
- Brady wire and panel marker
- propane torch
- compression pliers for #6 AWG - 500 MCM wires
- PVC hose 1/2" to 2" in diameter and 30" in length
- PVC dryer
- 2 20-foot ladders
- isolation and phase rotation tester
- 2" to 4" wet-dry diamond drill

Materials: *(must be part of the inventory of the truck and will be charged as required)*

- 1/2" to 1" EMT conduit (100 feet of each)
- #14, #12, #10 xlink wires in four colours
- 10 feet of cantruss in 7/8 and 1 5/8 diameters
- 1/2" and 3/8" threaded rods
- #14 and #12 BX armoured cable
- various sized boxes (4x4 11/16, 6x6)

1.5 PERMITS AND REGULATIONS

- 1.5.1 The Contractor shall comply with all the legislation and regulations related to the work at the federal, provincial and municipal levels, as if they were working for someone other than the Crown.
- 1.5.2 The Contractor shall pay for all permits, certificates and licences required to carry out the work. At the request of the Technical Authority, the Contractor shall provide proof of meeting the legal obligations relating to said permits, certificates and licences.

1.6 CALL-UP AWARD

- 1.6.1 All call-ups shall begin with a work appraisal and appear on a preliminary assessment sheet.
- 1.6.2 Following a CSC request for a call-up, the Contractor, at the request of CSC, shall go to the work site at their own expense to assess the scope of the work.
- 1.6.3 Prior to each contract, CSC shall provide a plan of the targeted facilities and the Contractor shall develop an operation strategy and submit it in writing for CSC's approval.
- 1.6.4 Upon receipt of the preliminary assessment sheet, the Technical Authority shall authorize the work in writing and define the terms and conditions of the project work.
- 1.6.5 The Contractor's representatives that carry out the work shall fill out the worksheet provided by CSC at the end of every work day, taking care to complete every section. The number of hours indicated on the worksheet shall be verified and approved by the Technical Authority. The representatives shall obtain the Technical Authority's signature to validate the document.
- 1.6.6 The worksheets shall be submitted at the end of every work day.
- 1.6.7 Billing information shall be entered on the invoice slips provided by CSC and justified by the validated worksheets.
- 1.6.8 The Contractor shall advise the Technical Authority when work progress reaches 75%. If it is foreseen that the preliminary assessment will be exceeded, the Contractor shall inform the Technical Authority when or before progress reaches 75%. If the Contractor fails to submit a progress report, intentionally or unintentionally, hours that have not been approved cannot be billed.
- 1.6.9 Any delays that may incur additional costs for CSC may be debited from the Contractor's account.
- 1.6.10 Any replacement must demonstrate similar skills and meet all of the mandatory criteria of the call for tenders. However, no cessation of obligations and responsibilities related to the contractual obligations (liability insurance) will be permitted.
- 1.6.11 For the duration of the Administrative Agreement, CSC will guarantee 3 hours for each service call. Time paid shall be calculated based on arrival and departure times at the institution.
- 1.6.12 Payment for services rendered shall be based on an hourly rate and issued upon receipt of the invoices.
- 1.6.13 Any changes made after this bid will not affect the established rates.

1.7 SERVICE CALLS FOR EMERGENCY WORK

- 1.7.1 For emergency work, the Contractor shall begin the work within 3 hours of receiving confirmation by phone or other means from the Technical Authority or as soon as possible.
- 1.7.2 The Contractor shall provide an emergency phone number where they can be reached and must be available 24/7.
- 1.7.3 The Contractor shall provide the qualified labour, parts, materials, tools, and equipment necessary to carry out emergency work.
- 1.7.4 There is a difference between emergency work and planned work performed outside of business hours:

1.7.4.1 *Emergency work* is a service call made by the institution requiring the Contractor's immediate mobilization with less than 24 hours' notice, regardless of the rate period during which the work is carried out.

1.7.4.2 *Planned work* is a service call made by the institution with at least 24 hours' notice. The call-up award protocol described in paragraph 1.6 of this section can be applied in its entirety.

1.7.5 The rate for an emergency service call can only be applied to that service.

1.7.6 For the duration of the Administrative Agreement, CSC will guarantee 3 hours for each emergency service call. Time paid shall be calculated based on arrival and departure times at the institution.

1.8 EMERGENCY PROCEDURE

1.8.1 In case of a technical emergency during the project: The Contractor shall immediately inform the Technical Authority of the situation and try to limit the damage as much as possible while making sure that no lives are endangered.

1.8.2 The Contractor shall inform the Technical Authority and wait for instructions before carrying out additional work that may incur costs for CSC.

1.9 EXISTING NETWORKS

1.9.1 When work requires connecting to existing networks, the Contractor shall carry it out during the hours established by the Technical Authority to avoid disrupting institutional activities and operations as much as possible.

1.9.2 The Contractor shall submit the work schedule to the CSC Technical Authority and obtain approval at least 48 hours in advance for any stoppage or disruption of existing networks or services. Stoppages must be carried out in accordance with the approved schedule and with advance notice to the Technical Authority.

1.10 PROVISION OF MATERIALS

1.10.1 The materials provided shall be indicated on the worksheet signed and approved by the Technical Authority at the end of every work day.

1.10.2 Materials shall be at cost plus a profit margin (if required) as established in the call for tenders, and proof must be provided with the invoice.

1.11 LABOUR

1.11.1 The Contractor must be able to provide more than one work team at a time. A work team is made up of either:

1.11.1.1 A Journeyman

1.11.1.2 A Journeyman and a Level-1 Apprentice

1.11.2 The Contractor's employees shall demonstrate that they hold trade certificates issued by the Commission de la Construction de Québec to perform the work.

1.11.2.1 Electrician (Journeyman with CCQ-approved trade certificate)

1.11.2.2 Electrician Helper (Level 1 Apprentice)

1.11.3 The trade certificates shall be provided along with security screening form CSC 1279, pursuant to section 01 35 13.

1.11.4 The Contractor must be able to provide the services associated with both skill sets.

1.12 WORK IN CONFINED SPACES

1.12.1 Employees shall have a permit for confined spaces and comply with the institution's local practices.

1.12.2 The preliminary assessment shall take into account the working conditions of confined spaces. Exceeding the preliminary assessment cannot be justified by the omission of this consideration.

1.12.3 When working in confined spaces, the Contractor shall provide all the necessary equipment, including all personal protective equipment, at no cost.

1.12.4 The Contractor's employees shall show that they are certified to work in confined spaces.

1.13 WORKING AT HEIGHTS

1.13.1 The preliminary assessment shall take into account the conditions of working at heights. Exceeding the preliminary assessment cannot be justified by the omission of this consideration.

1.13.2 When working at heights, the Contractor shall provide all necessary equipment, including all personal protective equipment, at no cost.

1.13.3 The Contractor's employees shall demonstrate that are certified to work at heights.

1.14 LOCK-OUT

1.14.1 Employees shall have a lock-out permit and comply with the institution's local practices.

1.14.2 The Contractor shall provide the number of padlocks required during jobs that require a lock-out, at no cost.

1.14.3 The Contractor's employees shall demonstrate that they are certified to perform the lock-out procedure.

1.15 FEES AND EXPENSES

1.15.1 ONLY those expenses invoiced at the above bid rates shall be paid. Bid rates include EVERYTHING that is necessary to perform the work in accordance with expected services. This includes but is not limited to: administration fees and expenses; profit; transportation of labour, equipment and materials; and/or any other expenses incurred in delivering the services.

1.16 HOURLY RATES

1.16.1 ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to time required to set up, tear down and clean up. Hourly rates do not apply to meal times or unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid shall be calculated based on arrival and departure times at the institution.

1.17 QUALITY ASSURANCE

The Electrical Contractor or one of their employees must be officially recognized as a member in good standing of the Corporation des maîtres électricien du Québec (CMEQ) and must hold a master electrician licence issued by the CMEQ in accordance with the *Building Act*.

The Contractor shall provide a copy of its licence issued by the Régie du Bâtiment du Québec (RBQ) in the categories required for the work, or at least the following category:

16 Electrical Contractor

1.18 INSPECTION AND ACCEPTANCE OF WORK

The Contractor shall complete the work satisfactorily, with diligence, and according to trade practices. Any call-up work or small-scale project order falling under this Administrative Agreement shall be subject to inspection and acceptance by the Technical Authority.

1.19 SECURITY CONTROL

1.19.1 The Contractor cannot leave the work site without notifying the CSC Technical Authority.

2 PRODUCTS

2.1 DISPOSAL

2.1.1 Electronic or electrical accessories, wires and debris shall be disposed of in containers designated by CSC. Debris will be disposed of during work time charged to CSC. The Technical Authority will tell workers where to dispose of waste.

3 EXECUTION

3.1 POWER OUTAGE PROCEDURE IN A BUILDING

3.1.1 **All generator shutdowns must be approved** and coordinated with the Technical Authority of the institution in question.

3.1.2 The Technical Authority must then be informed when service has been restored.

END OF SECTION