



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

# PLUMBER AND APPRENTICE PLUMBER SERVICES

CSC Title and File Number: 21301-16-2190912

**Macaza Institution**  
**Cowansville Institution**

Submitted by:  
TECHNICAL SERVICES  
CORRECTIONAL SERVICE OF CANADA

JUNE 1, 2015

Canada



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## TABLE OF CONTENT

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### 1.1 GENERAL REQUIREMENTS

Section 01 14 00 – General requirements

Section 01 35 13 – CSC Security requirements

Section 01 35 30 – Occupational health and safety

Section 01 74 11 – Cleaning

### 1.2 TECHNICAL REQUIREMENTS

Section 22 10 00 – Technical requirements - Plumbing



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# 1.1 GENERAL REQUIREMENTS

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## 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 plumbers and apprentice plumbers to provide services.
- 1.1.2. For each subsequent call-up, the plumber 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.
  - a) ***Cowansville Institution***  
400, avenue Fordyce  
Cowansville (Quebec) J2K 3N7
  - b) ***La Macaza Institution***  
321, Chemin de l'Aéroport  
La Macaza (Quebec) J0T 1R0

### 1.2. 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 am to 4:30 pm each day.

**NOTE:** Working hours vary from one institution to the next. The Contractor shall check with the institution in question, and consult the paragraph that outlines the schedule.

- 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.

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

- 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

### 1.1 PURPOSE

Ensure that orders under the standing offer as well as construction project and institutional activities proceed without causing interruptions or undue obstacles and that institutional security is maintained at all times.

### 1.2 DEFINITIONS

#### 1.2.1. "Contraband":

- a) intoxicants including alcohol, drugs or narcotics;
- b) weapons or parts thereof, ammunition and objects intended to kill, maim or disable altered or assembled for such purposes, when possessed without prior authorization.
- c) explosives, bombs or parts thereof;
- d) money exceeding authorized amounts.

**N.B.**: Refer to the Corrections and Conditional Release Regulations (DORS/92-620): \$50.00 limit in minimum-security institutions and \$25.00 limit in medium-security, maximum-security or multi-level institutions.

e) any other item in a person's possession without prior authorization that could jeopardize the security or safety of persons or the penitentiary.

1.2.2 Tobacco and tobacco products, including but not limited to cigarettes, cigars, tobacco, chewing tobacco, cigarettes makers, matches and lighters are considered contraband.

a) "commercial vehicle": A vehicle used to transport material, equipment or tools required for the purposes of the construction project.

b) "CSC": Correctional Service of Canada.

c) "Warden": Warden or superintendant of an institution, as applicable.

d) "construction worker": An employee of the principal contractor or a sub-contractor, equipment operators, material suppliers, assessment or inspection firms or regulatory agencies.

e) "Engineer": Project Manager of the Correctional Service of Canada.

f) "perimeter": Area of the institution surrounded by fences or walls to block inmate movement.

g) "construction zone": Areas as specified on project plans where the Contractor is authorized to work. This may be an area outside the institutional security compound.



**N.B.:** A brief description of the construction area shall be included below.

### 1.3 PRELIMINARY MEASURES

- 1.3.1 Prior to the commencement of work, the Contractor shall meet with the institutional head or his/her delegate to:
- a) discuss the nature and scope of project activities;
  - b) establish acceptable security measures to be taken by each party under these instructions and the specific needs of the institution.
- 1.3.2 The Contractor shall:
- a) inform construction workers concerning security requirements.
  - b) ensure that CSC security requirements are posted in a conspicuous location on site at all times.
  - c) cooperate with institutional staff to ensure that construction workers comply with all security requirements.

### 1.4 CONSTRUCTION WORKERS

- 1.4.1 Submit to the Warden a list of names and birth dates of all employees assigned to work at the construction site, along with a security screening form for each employee.

**N.B.:** At some institutions, less stringent requirements may apply to employees working on site for very brief periods of time.

- 1.4.2 Allow two (2) weeks for processing of security screening applications. No employee will be admitted to the institution without duly approved security clearance and recent photo identification, such as a provincial driver's licence. Security clearance is specific to each CSC institution.
- 1.4.3 The Warden may require head-shot photographs of construction workers to be posted at specified locations in the institution or entered in a data base for identification purposes. The Warden may further require that construction workers wear their photo in plain sight on their clothing while on institutional property.

**N.B.:** Verify relevant regulations with the institution concerned.

- 1.4.4 Where there are grounds to believe that a person presents a security risk, access to the institution will be denied.
- 1.4.5 Any employee working at the construction site will be immediately directed to leave the institution if such person:
- a) appears to be under the influence of alcohol, drugs or narcotics;

- b) behaves in an abnormal or disorderly manner;
- c) is in possession of contraband.

## 1.5 VEHICLES

- 1.5.1 Anyone who leaves a vehicle unsupervised on CSC property must close all windows and lock all doors and trunks. The vehicle owner or the employee of the company that owns the vehicle shall keep vehicles keys safely on their person.

**N.B.:** The institution may require that all motor vehicles and equipment be equipped with a gas tank cap locking device.

- 1.5.2 The Warden may limit the number and type of vehicles permitted on institutional property at any time.
- 1.5.3 Persons delivering materials required by the project are not obliged to obtain security clearance, but must remain in close proximity to their vehicle while they are in the institution. The Warden may require that they be escorted by institutional employees.

**N.B.:** At some institutions, all delivery persons are required to obtain security clearance.

- 1.5.4 If the Warden allows trailers to be left inside the institution's secure perimeter, the doors and windows of such trailers shall remain securely locked and closed at all times when left unoccupied. Windows must be covered in protective wire mesh.

## 1.6 PARKING

- 1.6.1 The Warden shall designate the parking areas to be used by construction worker vehicles. Vehicles parked elsewhere could be towed.

## 1.7 DELIVERIES

- 1.7.1 All deliveries of materials, equipment or tools for project purposes shall be addressed to the Contractor in order to clearly distinguish them from deliveries intended for the institution. The Contractor shall ensure that its employees are on site to take receipt of deliveries; CSC employees will not take receipt of deliveries of materials, equipment or tools intended for the project.

## 1.8 TELEPHONES

- 1.8.1 The installation of all telephones, fax machines and computers with an Internet connection is subject to approval by the Warden
- 1.8.2 The Warden will ensure that telephones, fax machines and computers with an Internet connection are not installed at locations accessible to

inmates. Computer access will be password-protected to prevent Internet access by unauthorized personnel.

1.8.3 Except as expressly authorized by the Warden, cell phones or cordless digital phones, including but not limited to text messaging devices, pagers, Blackberries and telephones used as two-way radios are prohibited in the institution. Even where permitted, cell phone use by inmates is prohibited.

1.8.4 The Warden may authorize limited use of two-way radios.

N.B.: In some institutions, cell phones, digital phones and two-way radios are permitted subject to restrictions. For example, they may be prohibited in areas accessible to inmates.

## 1.9 WORKING HOURS

1.9.1 The work week is Monday to Friday, from 08:00 am to 16:30 pm daily.

N.B.: Working hours vary from one institution to another. Verify working hours with the institution concerned and consult the subsection on schedules in section 00 14 00.

1.9.2 Work is not permitted on weekends or statutory holidays without the Warden's express authorization, to be requested at least seven (7) days in advance

N.B.: In some institutions, a shorter time frame applies and should therefore be checked.

## 1.10 OVERTIME

1.10.1 All overtime work is subject to authorization by the Warden. Advance notice of forty-eight hours is also required prior to the performance of authorized overtime. If overtime is required to complete urgent work, for example, to cast concrete or ensure structural safety, the Contractor shall notify the Warden as soon as the Contractor is informed of such needs and follow the Warden's instructions. Costs arising from such overtime may be subject to a Crown claim.

N.B.: In some institutions, a shorter time frame applies and should therefore be checked.

1.10.2 When work is required outside normal hours, on weekends or on statutory holidays, and authorized by the Warden, the Warden or the Warden's delegate may assign additional security staff. The Engineer may also assign additional employees to construction inspection. The costs of such assignment may be subject to a Crown claim.

## 1.11 TOOLS AND EQUIPMENT

1.11.1 Keep a complete list of tools and equipment used during the construction project. Submit the list for inspection when necessary.

**N.B.:** Obtain a list of prohibited/restricted tools and equipment from the institution. Include the following list.

1.11.2 Keep an updated list of the tools and equipment specified above for the duration of the construction project.

1.11.3 Never leave tools unattended, especially mechanical tools, powder actuated tools, cartridges, files, saw blades, carbide saws, wires, ropes, ladders or any type of hoisting device (jacks, hoists, etc.).

1.11.4 Store tools and equipment in the authorized secure locations.

1.11.5 Lock all tool boxes after use. Contractor's employees shall keep keys with them at all times. Fasten and lock scaffolding not erected; once erected, fasten scaffolding securely to the satisfaction of the institutional representative.

1.11.6 Immediately notify the Warden of any lost or missing tool or equipment.

1.11.7 The Warden shall ensure that security staff control the Contractor's tools and equipment against the list provided by the Contractor at the following times:

- a) at start and end of each construction project;
- b) weekly, if the project lasts over one week

**N.B.:** Some institutions require that tools and equipment be removed from the work site daily (for example, in occupied areas).

1.11.8 Some tools/equipment, such as powder actuation devices and metal saw blades, are very strictly controlled. At the start of the work day, the Contractor shall receive a sufficient number for the day's work. Used blades/powder actuation devices will be handed over to the Warden at the end of each work day.

**N.B.:** Management of controlled items varies from one institution to another and appropriate checks must be made.

1.11.9 When propane or natural gas is used for project heating purposes, the institution will require that one of the Contractor's employees supervise the construction site outside work hours.

**N.B.:** This issue is a concern if the construction site is located near inmate living units. A fire could endanger human life. Check the institution's policy.

## Keys to security devices

### 1.12 KEYS

1.12.1 The Contractor shall ask the supplier or installer of security devices to deliver keys to security devices directly to the institution, specifically, to the Security Maintenance Officer.

1.12.2 The Security Maintenance Officer will issue the Contractor a receipt for keys.

1.12.3 The Contractor will submit a copy of the receipt to the Engineer.

#### 1.12.1 OTHER KEYS

1.12.1.1 During the construction project, the Contractor will use standard cylinders in standard locks;

1.12.1.2 The Contractor will provide its employees, and subcontractors if necessary, instructions concerning the secure storage of construction keys to locks used during the construction project.

1.12.1.3 Upon completion of each phase of the construction project, the CSC representative, in cooperation with the locksmith, shall:

- a) establish a lock installation plan;
- b) take receipt of keys and cylinders for institutional locks directly from the locksmith;
- c) remove cylinders used during construction project and install permanent cylinders in institutional locks.

1.12.1.4 Following the installation of permanent security locks, CSC officers assigned to escort construction workers will obtain keys from the Security Maintenance Officer to open doors as required by the Contractor. The Contractor shall inform its employees that only their escorting CSC officers are authorized to use these keys.

### 1.13 SECURITY DEVICES

1.13.1 Hand over all dismantled security devices to the Warden for destruction or storage in a safe location for later use.

### 1.14 PRESCRIPTION MEDICATION

1.14.1 Employees of the Contractor who require prescription drugs during the work day must obtain authorization from the Warden to bring a daily dose with them into the institution.

### 1.15 SMOKING RESTRICTIONS

1.15.1 Contractors and construction workers are not permitted to smoke inside correctional institutions or outdoors inside the institutional perimeter. Unauthorized tobacco products are not permitted Inside the institutional perimeter.

1.15.2 Contractors and construction workers who violate this policy will be asked to immediately stop smoking or to discard any unauthorized tobacco products. If they refuse to comply, they will be instructed to leave the institution.

1.15.3 Smoking is permitted only outside the institutional perimeter, at a location specified by the Warden.

## **1.16 CONTRABAND**

1.16.1 Weapons, ammunition, explosives, alcohol, drugs and narcotics are prohibited on institutional property.

1.16.2 If contraband is found in the possession of a person present on the work site, the Warden shall be notified immediately.

1.16.3 The Contractor shall carefully monitor its employees and sub-contractor employees. A person who brings contraband into the institution may have his/her security clearance cancelled. For serious offences, the company in question may be banned from the institution for the duration of the project.

1.16.4 If weapons or ammunition are found in the vehicle of a contractor, subcontractor, supplier or one of their employees, the security clearance of the vehicle driver will be revoked on the spot.

## **1.17 SEARCHES**

1.17.1 Any person or vehicle arriving on institutional property may be searched.

1.17.2 Where the Warden has reasonable grounds to believe that an employee of the Contractor is in possession of contraband or unauthorized objects, the Warden may order a search of the person in question.

1.17.3 The personal property of all employees entering the institution is subject to inspection to detect the presence of prohibited drug residue.

## **1.18 ACCESS TO INSTITUTION AND REMOVAL OF VEHICLES**

1.18.1 Except with express authorization from the Warden, construction workers and commercial vehicles will not be admitted to the institution after normal working hours.

## **1.19 VEHICLE TRAFFIC**

1.19.1 Vehicles may enter and leave institutional property under escort through the service barrier at the times specified in section 01 14 00.

1.19.1.1 Construction vehicles may not leave the institution until the inmate count has been performed.

**N.B.**: Hours vary from one institution to another. Make appropriate checks with the institution in question.

1.19.2 The Contractor shall notify the Warden twenty-four (24) hours in advance of the arrival of heavy equipment, such as cement trucks, cranes, etc.

1.19.3 Vehicles loaded with soil or construction debris that cannot be searched shall remain under constant surveillance by CSC employees or commissionaires reporting to the Warden.

1.19.4 Before a commercial vehicle is admitted into the institutional compound, the Contractor or the Contractor's representative shall certify that the contents of such vehicle is limited strictly to that required for execution of the construction project.

1.19.5 Access to CSC property will be denied to any vehicle whose content, in the Warden's opinion, presents a risk to institutional security.

1.19.6 The private vehicles of construction workers are not permitted inside the perimeter fence or walls of medium and maximum-security institutions without express authorization from the Warden.

**N.B.:** Check the institution's policy on private vehicles of employees.

1.19.7 Subject to prior authorization by the Warden, one vehicle may be used to drive employees to the work site in the morning and away from the work site at the end of the day. Such vehicle may not remain on the premises during the day.

**N.B.:** Check the institution's policy on employee transport vehicles.

1.19.8 With the Warden's authorization, certain equipment may be left on the work site overnight or on weekends. This equipment must be locked and batteries removed. The Warden may require that equipment be secured with chains and padlocks to another fixed object.

## **1.20 CONSTRUCTION WORKER MOVEMENT ON INSTITUTIONAL PROPERTY**

1.20.1 Subject to the need to maintain adequate security, the Warden will allow the Contractor and the Contractor's employees as much freedom of action and movement as possible.

1.20.2 Notwithstanding the above paragraph, the Warden may:

- a) prohibit access to certain areas of the institution;
- b) require that construction workers be escorted by a CSC security officer or commissionaire in designated areas of the institution for the duration of the construction project.
- c) All construction workers must remain on site during coffee/health (new) breaks and lunch. They are not permitted to eat in the correctional officer lounge or mess hall.

## **1.21 SUPERVISION AND INSPECTION**

1.21.1 Construction activities and related movement of employees and vehicles will be monitored and inspected by CSC security staff to ensure compliance with established security standards.

1.21.2 CSC employees will ensure that construction workers clearly understand the need for surveillance and inspections at the start and for the duration of the construction project.

## **1.22 WORK STOPPAGE**

1.22.1 The Warden may at any time order the Contractor, its employees, subcontractors or their employees not to enter the work site, or to immediately leave the institution while a security incident is in progress. The site supervisor designated by the Contractor shall note the name of the employee who forwarded the message and the time, and then execute the order as soon as possible.

The Contractor shall inform the Engineer of the situation within twenty-four hours following the work stoppage.

## **1.23 CONTACT WITH INMATES**

1.23.1 No contact, conversations or giving/receiving of items is permitted with inmates without specific authorization. Any violation of this instruction could lead to the employee's removal from the work site and security clearance cancellation.

**N.B.:** If the project requires Corcan and inmate labour, check the institution's policy on contact with inmates.

1.23.2 Photographs of inmates or CSC employees are forbidden. Photographs of areas of the institution where photographs are not required for execution of this contract are also forbidden.

## **1.24 PROJECT COMPLETION**

1.24.1 Except as otherwise specified in the contract, upon completion of the project or, as applicable, upon handover of the premises, the Contractor shall remove all material, tools and equipment from the institution.

**END OF SECTION**



## **PART 1 GENERAL**

### **1.1 SECTION INCLUDES**

- .1 The Contractor shall manage its activities to always give precedence to safety and health of public and site personnel and protection of environment over cost and schedule considerations for work.

### **1.2 REFERENCES**

- .1 Canada Labour Code, Part 2, Canada Occupational Safety and Health Regulations.
- .2 Canadian Standards Association (CSA).
- .3 Health Canada / Workplace Hazardous Materials Information System (WHMIS)
  - .1 Material Safety Data Sheets (MSDS).
- .4 An Act Respecting Occupational Health and Safety, RSQ. Chapter S-2.1[2002].
- .5 Safety Code for the Construction Industry, S-2.1, r.6 [2001].

### **1.3 DOCUMENT/SAMPLE SUBMITTALS**

#### ***At the request of the institution maintenance department representative***

- .1 Submit a site-specific Health and Safety Plan to Departmental Representative and CSST in accordance with Section 1.8 at least 10 working days prior to commencement of work. Update Health and Safety Plan if initial expectations change as work progresses. Departmental Representative may, upon receipt of the Plan and at any time during the work, require amendments or additions to the Plan to better reflect work site realities. Contractor shall subsequently make the necessary changes prior to commencing the work.
- .2 Submit a copy of all inspection reports, correction notices or recommendations issued by federal and provincial inspectors to Departmental Representative within 24 hours.
- .3 Submit copies of incident and accident reports to Departmental Representative within 24 hours of any accident resulting in injury and any incident indicating a potential hazard.
- .4 Submit all WHMIS MSDS - Material Safety Data Sheets for controlled products used on-site to Departmental Representative at least three days prior to use of products on site.
- .5 Submit copies of the training certificates required to implement health and safety plan to Departmental Representative, in particular:
  - .1 General construction site health and safety training

- .2 Safety officer certification
  - .3 Workplace first aid and cardio-respiratory resuscitation
  - .4 Work likely to generate asbestos dust
  - .5 Work in crawl spaces
  - .6 Lock-out procedures
  - .7 Individual protective clothing and equipment
  - .8 Safe forklift operation
  - .9 Hoisting platforms
  - .10 And any other training required by regulations or health and safety plan.
- .6 Medical surveillance: where prescribed by statutes, regulations, directives, specifications or safety programs, the Contractor shall:
- .1 Submit certification of medical surveillance for site supervisory personnel and all personnel specified in subsection 1 of this section and present on site to the Departmental Representative prior to project mobilization.
  - .2 Submit additional certifications of medical surveillance for any new site personnel covered by subsection 1 of this section gradually and immediately to Departmental Representative
- .7 Notice of project: File Notice of Project with the Commission de la santé et de la sécurité du travail prior to beginning work, and submit one copy to the Departmental Representative. A copy of this notice shall also be posted in a conspicuous location on site. Upon demobilization, file a project demobilization notice with the CSST and submit one copy to the Departmental Representative.
- .8 Engineer's compliance plans and certifications: The Contractor shall forward to the CSST and the Departmental Representative a copy of all plans and compliance certificates required under the Construction Project Safety Code (S-2.1, r. 6), other statutes, regulations or sections of the specifications or contract documents, signed and sealed by an Engineer. A copy of these documents shall remain on site at all times.
- .9 CSST compliance certificates: the Compliance Certificate is a document issued by the CSST confirming that the Contractor is in good standing with the CSST, i.e., has paid all amounts owing under a given contract. This document must be submitted to the Departmental Representative upon the completion of work.

#### **1.4 HAZARD ASSESSMENT**

- .1 The Contractor shall perform a safety hazard assessment for all tasks performed on site.
- .2 The Contractor shall plan and organize work to facilitate hazard reduction at source or comprehensive protection and thus limit the use of individual protective equipment to the extent possible. When individual protection against falls is required, workers shall

use a safety harness in accordance with CAN/CSA-Z-259.10-M90. Safety belts shall not be used as protection against falls.

- .3 Protective equipment, tools or methods that cannot be installed or used without jeopardizing the health and safety of personnel or the public are not acceptable for the purposes of the work to be performed.
- .4 Inspect all mechanical equipment prior to on-site delivery. Before using mechanical equipment, the Contractor shall submit a compliance certificate to the Departmental Representative signed by a qualified mechanic. The Departmental Representative may order the immediate stoppage of equipment suspected to be defective or potentially hazardous at any time and require a second inspection by a specialist of the Departmental Representative's choice.

## **1.5 MEETINGS**

- .1 A representative of the Contractor with decision-making authority shall attend all site health and safety meetings.

## **1.6 REGULATORY REQUIREMENTS**

- .1 Comply with all statutes, regulations and standards applicable to the work.
- .2 Comply with prescribed standards and regulations to ensure the normal advancement of work at sites contaminated by hazardous or toxic materials.
- .3 Notwithstanding the date of publication of standards specified in the Safety Code for the Construction Industry, always use version in force at the time applicable.

## **1.7 SITE CONDITIONS/EXECUTION**

- .1 On site, the Contractor shall take account of the following specific requirements:
  - .1 Correctional institution, see Section 01 14 00.

## **1.8 HEALTH AND SAFETY MANAGEMENT**

- .1 Comply with and execute all tasks and obligations normally incumbent on the principal contractor under An Act Respecting Occupational Health and Safety (RSQ, chapter S-2.1) and the Safety Code for the Construction Industry (S-2.1, r.6).
- .2 Develop a site-specific health and safety plan following the identification of hazards and enforce plan from project mobilization to demobilization stage. The health and safety plan shall take account of information provided in Section 1.7. All persons concerned shall receive a copy of the health and safety plan in accordance with the provisions of Section 1.2. The health and safety plan shall minimally include:
  - .1 Company's health and safety policy;
  - .2 Description of the work, total cost of the work, schedule and anticipated personnel curve;

- .3 Flow chart on health and safety responsibilities;
- .4 Physical and material layout of the site;
- .5 First response and first aid standards;
- .6 Site hazard identification;
- .7 Task-specific hazard identification, including preventive measures and terms and conditions of enforcement;
- .8 Training requirements;
- .9 Procedure to in the event of accidents/injuries;
- .10 A written undertaking by all parties concerned to apply the health and safety plan;
- .11 A site inspection checklist based on preventive measures.

## **1.9 RESPONSIBILITIES**

- .1 Regardless of the size of the worksite or the number of workers present, designate one qualified person to act as supervisor and health and safety officer. Take all necessary steps to protect health and safety and property at the site and in adjacent areas that could be affected by the work.
- .2 Take all necessary precautions to ensure that the health and safety requirements specified in the contract documents, federal and provincial regulations, applicable standards and the site-specific health and safety plan are applied and enforced, and immediately comply with all correction orders or notices issued by the Commission de la santé et de la sécurité du travail.
- .3 Take all necessary measures to maintain on-site cleanliness and organization throughout the work.

## **1.10 COMMUNICATION AND POSTING**

- .1 Take all necessary steps to effectively communicate site health and safety information. On arriving on-site, workers must be made aware of health and safety plan details, as well as their obligations and rights. The Contractor shall emphasize that employees are entitled to refuse to perform work if they believe it could jeopardize the safety, security or physical wellbeing of themselves or others at the site. A record of the information transmitted and signature of all workers who received the information shall be kept on site and updated.
- .2 The following information and documents shall be posted in a location readily accessible to all workers:
  - .1 Notice of project;
  - .2 Identification of principal contractor;
  - .3 Company's OHS policy;
  - .4 Site-specific health and safety plan;
  - .5 Emergency response 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 members (if required);
- .9 Names of first aiders;
- .10 CSST action and correction reports.

#### **1.11 CONTINGENCIES**

- .1 When a hazard not identified in the specifications and not identifiable during the preliminary site inspection comes to light as a result of or during execution of the work, the Contractor shall immediately stop the work, enforce temporary safety measures to protect personnel and the public and inform the Departmental Representative orally and in writing. The Contractor shall then amend the health and safety plan as necessary to allow work to safely resume.

#### **1.12 POWDER ACTUATED DEVICES**

- .1 The use of powder actuated devices is prohibited.

**END OF SECTION**

## **1. GENERAL**

### **1.1. RELATED SECTIONS:**

- 1.1.1. Cleaning during execution of work
- 1.1.2. Final cleaning

### **1.2. PROJECT CLEANLINESS**

- 1.2.1. Maintain work in tidy condition, free from accumulation of waste products and debris.
- 1.2.2. Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- 1.2.3. As required, provide on-site containers for collection of waste materials and debris.
- 1.2.4. Dispose of waste materials and debris off-site at end of each working day.
- 1.2.5. Store volatile waste in covered metal containers, and remove from premises at end of each working day.
- 1.2.6. Clean existing roads used by Contractor's vehicles each day.

### **1.3. FINAL CLEANING**

- 1.3.1. Sweep and clean paved areas and tidy remainder of grounds.

### **1.4. MEASUREMENTS FOR PAYMENT PURPOSES**

- 1.4.1. No measurements are required under this section. Allocate cleaning costs among the various items included in the proposal.

**END OF SECTION**



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## 1.2 TECHNICAL REQUIREMENTS

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## **1 GENERAL**

### **1.1 CONTENT**

1.1.1 This section describes plumber and apprentice plumber services.

### **1.2 REFERENCES**

- 1.2.1 National Building Code of Canada (NBC) 2005, including amendments to date.
- 1.2.2 RSQ, Chapter S-2.1 – an Act Respecting Occupational Health and Safety and Regulation R. 19.01 updated October 1, 2010
- 1.2.3 Quebec Building Code, Chapter III - Plumbing, and the National Plumbing Code of Canada – Canada 2005 (amended).
- 1.2.4 NSF61 Standard Annex G (lead content below 0.25% for alloys and solder).
- 1.2.5 Health Canada - Workplace Hazardous Materials Information System (WHMIS)
- 1.2.6 Material Safety Data Sheets.

### **1.3 CODES**

- 1.3.1 Perform work to the National Building Code of Canada (NBC), the National Plumbing Code of Canada (NPC) 2005 (amended) and any other applicable provincial or local code. Where discrepancies or contradictions exist, the most stringent requirements apply.
- 1.3.2 Comply with all Treasury Board standards concerning fire protection, the National Building Code and the National Fire Code (NFC).

### **1.4 DESCRIPTION OF WORK**

- 1.4.1 The following list is not necessarily exhaustive and does not diminish the Contractor's obligation to carry out the project in its entirety in accordance with the accepted standards, intentions and general principles set out below in these specifications.
- 1.4.2 The work in question is performed during preventive or corrective maintenance of our facilities, or as part of a construction project for low value. Activities pertain to the following types of systems:
  - 1.4.2.1 Water supply system
  - 1.4.2.2 Sanitary drainage system
  - 1.4.2.3 Storm water system
  - 1.4.2.4 Steam heating system
  - 1.4.2.5 Gas system



1.4.3 Work under this contract excludes the following:

1.4.3.1 Asbestos removal

1.4.3.2 Pipe insulation

## **1.5 PERMITS AND REGULATIONS**

1.5.1 The Contractor shall comply with all legislation and regulations applicable to the work, whether under federal, provincial or municipal jurisdiction as if the work was being performed for a person other than Canada.

1.5.2 The Contractor shall pay the cost of all permits, certificates and licenses required by the work. At the request of the departmental representative, the Contractor will submit proof of the Contractor's compliance with its legal obligation in respect of the said permits, certificates and licenses.

## **1.6 SUBSEQUENT ORDERS**

1.6.1 All subsequent orders shall begin with an assessment of the work shown and will appear on the preliminary assessment sheet issued by CSC.

1.6.2 Upon receipt of a call from CSC for a subsequent order, the Contractor shall come to the site in person at CSC's request to estimate the scope of the work.

1.6.3 Before each contract, CSC will provide a plan of the facilities in question and the Contractor shall develop and submit its operational strategy in writing for approval by CSC.

1.6.4 Upon receipt of the preliminary assessment sheet, the project officer will authorize the work in writing and determine the terms and conditions governing execution of the specific work in question.

1.6.5 Representatives of the Contractor performing the work shall complete the work sheet issued by CSC at the end of each day, taking care to fill in all sections. The number of hours specified on the work sheet shall be controlled and approved by the project officer or departmental representative. Such representatives of the Contractor must obtain the signature of the project officer or departmental representative to ensure that the document is valid.

1.6.6 Work sheets shall be handed in at the end of each day worked.

1.6.7 Invoices shall be itemized using the billing summary issued by CSC and supported by valid work sheets.

1.6.8 The Contractor shall notify the client once the work is 75% complete. If the Contractor expects to overrun the preliminary assessment, the Contractor must inform the client at the 75% completion point. If the Contractor deliberately or unintentionally omits to provide this progress report, the Contractor will not be permitted to invoice any unauthorized hours.

1.6.9 Any delay that could generate additional costs to CSC may be charged against the Contractor's work.

1.6.10 The Contractor may not subcontract-out a subsequent order.

- 1.6.11 For the term of the standing order, CSC will guarantee 3 hours per service call. Time paid will be calculated from the time of arrival at the institution to the time of departure.
- 1.6.12 Payment for services rendered will be made at an hourly rate and upon receipt of invoices.
- 1.6.13 Any subsequent change in this proposal shall in no manner alter the tendered rates.

## **1.7 EMERGENCY SERVICE CALLS**

- 1.7.1 For work considered urgent, the Contractor shall begin work within 3 hours of receipt of confirmation by telephone or other means by the CSC representative or as soon as possible.
- 1.7.2 The Contractor shall provide an emergency telephone number where the Contractor may be reached, and shall remain available 24 hours a day, 7 days a week.
- 1.7.3 The Contractor shall provide the qualified labour, parts, materials, tools and equipment required to perform urgent plumbing work.
- 1.7.4 Urgent work is not to be confused with work scheduled outside working hours:
  - 1.7.4.1 Urgent work refers to a service call placed by the institution that requires an immediate response by the Contract with less than 24 hours' notice, regardless of the rate period in which the work is performed.
  - 1.7.4.2 Scheduled work refers to a service call placed by the institution with advance notice of at least 24 hours or more for work; the adjudication procedure for subsequent orders provided in paragraph 1.6 of this section applies in its entirety.
- 1.7.5 Emergency service call rates shall be applied exclusively for such purposes.
- 1.7.6 For the term of the standing order, CSC will guarantee 3 hours per emergency service call. Time paid will be calculated from the time of arrival at the institution to the time of departure.

## **1.8 EMERGENCY PROCEDURE**

- 1.8.1 If a technical emergency occurs during the work: immediately inform the person in charge of the institution about the situation and insofar as possible try to limit any damage taking care not to endanger the Contractor's health and life or the lives of others.
- 1.8.2 Inform the project officer and await instructions before commencing additional work that could generate expenses chargeable to the Correctional Service of Canada.

## **1.9 EXISTING SYSTEMS**

- 1.9.1 When work requires connection to existing systems, perform such work at the times specified by the responsible authorities, restricting any interference with institutional operations and activities as much as possible.
- 1.9.2 Submit the work schedule to the CSC project officer and obtain the project officer's approval at least 48 hours in advance of any shutdown or interruption of existing

systems or services. Proceed with shutdowns according to the approved schedule and after giving advance notice to the persons affected.

## **1.10 MATERIAL SUPPLY**

- 1.10.1 The material supplied shall be documented on the work sheet signed and approved by the project officer at the end of each work day.
- 1.10.2 Materials shall be priced at the ALLPRISER cost less the discount specified under the Request for Proposals (discount to include Contractor's profile).

## **1.11 LABOUR**

- 1.11.1 The Contractor shall be capable of providing more than one work team at a time. A work team is defined as follows:
  - 1.11.1.1 One journeyman
  - 1.11.1.2 One journeyman and one (Level 1) apprentice
- 1.11.2 Trade certificates must accompany security screening form CSC 1279 required in section 01 35 13.
- 1.11.3 The Contractor's employees must prove that they have the trade certificates issued by the I Commission de la Construction du Québec for the work.
  - 1.11.3.1 Plumber (journeyman with CCQ-approved trade certificate)
  - 1.11.3.2 Assistant plumber (apprentice, level 1)
  - 1.11.3.3 Water supply system technician (with P6B trade certificate issued by Emploi Québec) for the plumbing/heating apparatus or installer trades.
- 1.11.4 The Contractor shall be capable of providing the services performed by these two trades.

## **1.12 WORK IN CONFINED SPACES**

- 1.12.1 Employees must obtain a confined space work permit and comply with the relevant local institutional practices.
- 1.12.2 The preliminary assessment shall take account of confined space working conditions. Omission of this consideration will not be accepted as a reason for any deviation exceeding the initial assessment.
- 1.12.3 During work in confined spaces, the Contractor shall provide all of the necessary equipment, including personal protective equipment.
- 1.12.4 The Contractor's employees must prove that they have the trade certificates required to work in confined spaces.

### 1.13 COSTS AND EXPENSES

1.13.1 Payment will be issued ONLY for services invoiced at the rates specified above. The tendered rates include EVERYTHING required to perform the work to expected service levels. This includes, among other things: administration costs and expenses, profit, labour transportation, equipment and material and/or any other costs required to deliver the services.

### 1.14 HOURLY RATES

1.14.1 Payment will be made ONLY for services rendered. Hourly rates apply to production work performed on site, which includes set-up, shut-down and clean-up activities. Hourly rates do not apply to meal times or unauthorized breaks. No additional payment will be made for time required to travel to the site. In other words, time paid will be calculated from the time of arrival at the institution to the time of departure.

### 1.15 QUALITY ASSURANCE

1.15.1 The plumbing Contractor shall be officially recognized as a member in good standing of the Corporation des maîtres mécaniciens en tuyauterie du Québec (CMMTQ) and shall hold a master piping mechanic licence issued by the CMMTQ under the *Building Act*.

1.15.2 The Contractor shall submit a copy of its valid licence from the Régie du Bâtiment du Québec (RBQ) in the categories required to perform the said work, i.e., minimally in the following categories:

- 11.1 Pressurized industrial or institutional piping
- 15.4 Hot water or steam heating systems
- 15.5 Plumbing

1.15.3 Work performed on a building's water supply system shall be monitored at all times by a qualified supervisor who holds a diploma, certificate or attestation accepted by the Department of the Environment within the meaning of section 44 of the Règlement sur la qualité de l'eau potable (potable water quality regulations). Therefore, the Contractor shall submit a trade certificate (P6B as water supply system technician or the equivalent) during the Standing Offer. Only individuals who submit their trade certificates to the departmental representative may supervise such work. Otherwise, no work may be performed on the water supply system.

1.15.4 During service and repair work, the foreman shall have a minimum of five (5) years of experience. Other workers must have the licences required to work on hot-air, hot-water or steam heating systems, natural gas or oil burning systems or plumbing systems.

## **1.16 INSPECTION AND ACCEPTANCE OF WORK**

1.16.1 The Contractor shall execute the work diligently and in a satisfactory manner in keeping with accepted practices and procedures. All work performed under subsequent orders or orders for small projects under this administrative agreement is subject to inspection and acceptance by the departmental representative.

## **1.17 SECURITY CONTROL**

1.17.1 The Contractor may not leave the work site without informing the CSC project officer.

**END OF SECTION**

## **2 PRODUCTS**

### **2.1 LEAD CONTENT**

- 2.1.1 All plumbing components related to drinking water must have low lead content and thus comply with standard NSF61 Annex G (less than 0.25% lead level in alloy).

### **2.2 DISPOSAL**

- 2.2.1 Pipe, valve and pipe accessory waste shall be discarded in the containers identified by the Correctional Service of Canada. Waste is discarded during time charged to CSC. The project officer shall inform the worker of the waste disposal location.

## **3 EXECUTION**

### **3.1 QUALITY ASSURANCE PROCEDURE FOR WORK INVOLVING SHUTDOWN OF BUILDING DRINKING WATER SUPPLY**

- 3.1.1 All water supply interruptions must be coordinated with the institutional maintenance team concerned.
- 3.1.2 Recently cut sections of pipe must be cleaned with a chlorinated solution.
- 3.1.3 All new installations (pipes, elbows, fittings, etc.) must be cleaned with a chlorinated solution before the water supply returns to operation.
- 3.1.4 When the system returns to operation, leave at least one end-of-line valve open to purge the system for at least 10 minutes.
- 3.1.5 After rinsing, perform a free residual chlorine test to confirm a minimal chlorine level of 0.2mg/L; otherwise continue purging until this figure is reached.
- 3.1.6 Subsequently perform a turbidity test to confirm that turbidity is below 1 UTN; otherwise, continue purging until this figure is reached.
- 3.1.7 Inform users once the situation returns to operation.

### **3.2 ASBESTOS**

- 3.2.1 The removal of asbestos fibre, sprayed in place or applied by trowel, may be a health hazard. If the Contractor discovers materials resembling sprayed-in-place or trowelled asbestos during execution of the work, the Contractor must halt work and inform the project officer immediately. Do not resume work before receiving the relevant written instructions from the project officer.

### **3.31.5 FIRE SAFETY AND PROTECTION OF PREMISES**

- 3.3.1 For hot work requiring the use of an open flame, the following additional precautions apply.
- 3.3.2 At the end of each work day, use a heat-seeking gun to detect any smouldering ignition source. Organize the worksite to ensure that workers are still present at least one hour after the completion of soldering work. At the end of each working day, an employee of the Contractor specializing in this type of work shall perform an inspection. At the end of each day, a written report, signed and dated, shall be submitted to CSC certifying that the inspection was performed in accordance with requirements.
- 3.3.3 Never solder directly on wood; install flame retardant strips where applicable.
- 3.3.4 Pay extreme attention to site cleanliness and ensure that a fire hose is always on hand when possible, as well as at least one ULC-approved fire extinguisher, class A, B or C, filled and in perfect working condition throughout the course of work and within six (6) metres of each torch.
- 3.3.5 Comply with safety instructions included in sealant material data sheets.
- 3.3.6 Do not place torches near flammable or combustible products.
- 3.3.7 Never allow torch flame to penetrate locations where the flame is no longer visible or easily controllable.
- 3.3.8 Report anticipated soldering work and protective measures taken to perform the work to the project officer. The project officer shall make the necessary checks before authorizing soldering work. The Contractor shall notify the project officer once the work is completed.

**END OF SECTION**