

**Annex A**  
**Statement of Requirements**  
**21201-16-2208979**

**Objective**

The work under this contract includes but must not be limited to the provision of all labour, materials, tools, supervision and equipment necessary for snow removal and ice control services on an as required basis.

**Location:**

The contractor must provide services at one or more of the following locations:

**Parrrtown CCC**

23 Carleton Street  
St-John, New Brunswick  
E2L 2Z2

**Contact:**

Regional Engineering Maintenance Officer  
Tel: (506) 378-4425  
Fax: (506) 851-3135

**General Requirements:**

The contractor will advise the Departmental Representative of the telephone number at which he/she or his/her representative may be contacted 24 hours a day, 7 days a week.

The contractor must respond to service request call 24 hr/day, 7 days a week.

The Contractor shall not refuse any call for service requested by a Departmental Representative, and the time lapse between call out and start of work must not exceed 2 hours or a response time agreed by the Department Representative and Contractor representative.

Contractor shall be responsible to monitor the site and provide regular inspections of the premises to ensure that snow removal and de-icing activities are undertaken when required in a timely manner and to prevent the formation of hazardous snow or ice conditions.

The Contractor **MUST** be constantly informed of the current weather forecasts in order to be pro-active to respond to snow removal and ice control demands. The Departmental Representative **should not** have to contact the Contractor to attend to any services covered within this Contract. However, in the event of unforeseen circumstances, where the Departmental Representative deems it necessary, the Contractor can be called to attend to the

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site by the Departmental Representative to perform such services as covered under the terms of this contract.

The contractor shall ensure that all equipment used will be equipped with appropriate and functioning safety back up alarms and rotating amber lights.

The contractor's technicians are required, upon arrival and departure to the site facility to provide identification (ID) and log into the institutional Visitor's Register maintained at the Principal Entrance.

The contractor shall call the 24 hrs post at 506-636-4764 to advise them 1 hr prior to arrival at the site so they can move the parked vehicles to facilitate the snow removal activities.

The contractor shall be responsible for any damages incurred during the execution of the work of this Contract, and shall at no expense to the Department, repair damage to the satisfaction of the Department. Damage to curbs, fencing, lawn areas, etc. shall be repaired in the spring. Damage which affects the building services; i.e., hydrants, etc. shall be repaired immediately.

### **Pre-Winter Preparations**

The contractor is fully responsible to supply and install their own pre-approved by Department Representative road markers as required prior to November 15<sup>th</sup>. The contractor is to take into consideration any potential underground services prior installing.

The Contractor shall not push or pile around or against any shrubs or landscaping on the property, nor against the walls of the buildings and/or fences, without the permission of the Departmental Representative.

### **Snow/Ice clearing**

For Zone A, the contractor must start snow clearing activities when 8 cm of snow has accumulated or when deemed necessary by the Departmental Representative. For Zone B, the contractor must receive written confirmation of snow clearing activity from the Departmental Representative (i.e. e-mail)

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The contractor must remove snow and ice, supply and spread salt, a mixture of sand and salt, or ice melt to prevent slippery conditions on all locations indicated on Annex D. All pathways and areas around fire hydrants must be kept clear and accessible.

Parking lot must be cleared of snow that fell during the night, before 0600 hours and must be kept clear of snow, as identified under the scope of work, in a timely manner to facilitate both shift and day workers.

-Day workers arrive between 0700 hours and 08:30 hours and leave between 1600 hours and 1700 hours.

-Commissionaires arrive at 0630 hours, 1500 hours and 2300 hours for the 3 shift per day.

For all roads and roadways, the area to be blown/plowed is from the edge of the pavement to the edge of pavement or from the curb to curb, with the shoulder to be winged back, paying particular attention to intersections for visibility purposes. These will be blown / plowed after 8 cm accumulations and repeated during the storm so as to hold snow accumulation to eight (8) cm or less, with final complete removal and clearing at the end of the storm. Parking lots snow accumulation will be limited to eight (8) cm with particular attention to client worker arrival and departure times.

Plow and equipment blades shall be adjusted, including down pressure if required, so as to leave a minimum amount of snow on the roadway and other areas. The said blades shall also be angled away from vehicles, fire hydrants, fences and concrete abutments.

### **Sanding and Salting**

The de-icing and salting/sanding must start when conditions are deemed necessary or when deemed necessary by the Departmental Representative.

### **Snow removal from site:**

Removal of snow from the site shall be on completion of each plowing operation when snow bank is deemed full by Department Representative. All snow shall be trucked away and moved to an approved location. The Contractor must obtain approval from the local municipality as to the location for the excess snow. At the request of the Department Representative, it is anticipated that the snow bank is to be cleared within 3 calendar days after snow storm has stopped.

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**Compliance Requirements:**

The contractor must conform to the following Codes and Standards ;

Comply with the Canada Labour Code Part II and the Canada Occupational Health and Safety Regulations.

Comply with the Provincial Occupational Health and Safety Act and following Occupational General Safety Regulations.

All equipment operators shall be qualified and experienced with the equipment being operated and licensed by the authority having jurisdiction.

The contractor and his/her personnel must adhere to the Federal Government 'No Smoking' policy while in Federal facilities and/or scent free policy where applicable.

Contractor personnel must submit to a Canadian Police Information Centre (CPIC) verification of identity / information by CSC, and must adhere to Community Correctional Centre requirements. CSC reserves the right to deny access to the CCC of any Contractor personnel, at any time. The contractor will be under direct supervision of commissionaires or a delegate.

**Invoicing Instructions**

Invoice must show the following:

Contract number, Work Location, Hours broken down by equipment and date as per basis of payment item number, job ticket/order, when applicable name of person who authorized the service as per contract requirements.

All invoice must be typed not hand written.

All invoices for the fiscal year must be submitted to payment before April 10 of each year.

All invoices are to be send to the following address;

**Correctional Service Canada**  
**1045 Main Street**  
**Moncton, NB**  
**E1C 1H1**  
**Att: Technical Services**