

**Miscellaneous Minor Maintenance & Repairs**  
**Iqaluit PWGSC Facilities**  
Public Works and Government Services Canada

**PART I -SCOPE OF WORK**

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| 1.1 Service Site Authority                       | <ol style="list-style-type: none"><li>1. Property &amp; Facility Manager<br/>PWGSC Iqaluit Office<br/><b>Contact info to be provided upon issuance of Standing Offer.</b></li></ol>   |
| 1.2 Location                                     | <ol style="list-style-type: none"><li>1. Work sites for this Standing Offer Agreement (SOA) are all in Iqaluit Area. They include; but not limited to;<ol style="list-style-type: none"><li>a. Government of Canada Building located at 969 Federal Road</li><li>b. Various Housing Units, and</li><li>c. Any federal facilities under PWGSC management</li></ol></li></ol>   |
| 1.3 General                                      | <ol style="list-style-type: none"><li>1. Scope of work under this standing offer - supply labour, equipment and material to perform minor maintenance, repairs, alterations and/or replacement of existing components with new at the locations noted in 1.2</li></ol>  |
| 1.4 Service to be Performed<br>by the Contractor | <ol style="list-style-type: none"><li>1. The Contractor shall reply to an "Emergency or Urgent" request by the Service Site Authority or other preapproved delegate within fifteen (15) minutes of being notified on a twenty four (24) hour, seven (7) day per week basis. Work shall commence within one (1) hour of notification.</li><li>2. The Contractor shall be on site working to "Routine" requests for service within one working day of being notified by the Service Site Authority.</li><li>3. Quotes for non-essential repairs should be provided to the Service Site Authority who will review prior to work commencing. Work will not proceed until the Contractor has received written authorization.</li><li>4. The Contractor shall contact the Service Site Authority the first working day following an "AFTER NORMAL WORKING HOURS", "EMERGENCY" or "URGENT" call to obtain a call up number.</li><li>5. When the contractor is requested by the Service Site Authority to perform an emergency service, the Contractor shall proceed to the site and protect the facility, system or equipment from further damage. When the facility, system or equipment has been made safe, the Contractor shall provide, within one (1) working day, a detailed itemizing account of the repairs required to rectify the situation.</li><li>6. The Contractor shall provide telephone numbers for regular service calls and after hours call backs.</li></ol> |
| 1.5 Service to be Performed<br>by the Department | <ol style="list-style-type: none"><li>1. The Service Site Authority shall issue a call up order under this standing offer and will include the statement of work required.</li><li>2. The Service Site Authority shall provide drawings and specifications on an "as required" basis.</li><li>3. The Service Site Authority shall review quotes and request additional information before acceptance of quotes.</li></ol>   |

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| 4.  | The Service Site Authority shall issue a call up number under this standing offer for approval  |
| 1.6 Service Site Authority/<br>Authorized Personnel | 1. Work or services performed under this standing offer shall be completed to the satisfaction of the Service Site Authority or their technical advisor.  |
| 1.7 Licenses and Permits                            | <ol style="list-style-type: none"><li>1. The Contractor shall obtain and pay for all permits; licenses; and inspections which are required by the authority having jurisdiction.</li><li>2. Provide the authorities having jurisdiction with all information requested.</li><li>3. Furnish certificates and permits when requested.</li></ol> |

**PART II GENERAL REQUIREMENTS**

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| 2.1 Use Of Site       | <ol style="list-style-type: none"><li>1. Shall be limited to areas of work. Storage of materials must be authorized by the Service Site Authority.</li><li>2. The Contractor shall not unreasonably encumber the site with materials or equipment.</li></ol>   |
| 2.2 Minimum Standards | <ol style="list-style-type: none"><li>1. Perform all work in accordance with the most current edition of the National Building Code of Canada and all other codes, regulations or ordinance of territorial, local or other authority having jurisdiction. In a case of conflict or discrepancy, the more stringent requirements shall apply.</li><li>2. Meet or exceed the requirements of:<ol style="list-style-type: none"><li>a. 2.1 The Standing Offer document and the Call Up Against a Standing Offer.</li><li>b. 2.2 The specified standards, codes and reference documents.</li></ol></li><li>3. When necessary to enter a confined space, the Contractor must provide their Confined Space Entry Procedure with a Site Safety Plan. The Contractor will provide a copy of their Confined Space to the Service Site Authority, for information only.</li><li>4. Comply with the requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage and disposal of hazardous materials; and labelling and provision of Material Safety Data Sheets.</li><li>5. Contractor is responsible for the health and safety of all persons on site. Contractor is also responsible for the protection of property, persons and the environment on or adjacent to the site in so far as the work may affect these.</li><li>6. Contractor and all contractors employees are to comply with all safety requirements specified in the Contract Documents as well as all applicable federal, provincial and local statutes, regulations, ordinances and with</li></ol> |

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Contractor's site-specific Health and Safety Plan.

7. As outlined in the Canada Labour Code Part 2, the Contractor is responsible to provide a site-specific Health and Safety Plan that includes a Confined Space Entry Procedure in the event that work is deemed by the Engineer to be in a confined space. Work is not to begin until this Health and Safety Plan is submitted and approved by the Service Site Authority
8. The Contractor shall perform site hazard assessments to establish site specific safe work practice procedures for the safety and well being of his/her employees. Copies shall be made available to Public Works and Government Services Canada upon request.
9. It is the Contractor's responsibility to ensure that all their employees are provided all Personal Protective Equipment (PPE) necessary to perform all work. Hard hats and safety glasses are to worn at all times.

2.3 Examination

1. Examine the existing conditions and determine those conditions affecting the work.

2.4 Existing Services

1. Protect and maintain existing active services.
2. Connect to existing services, with minimum disturbance to occupants and building operations.
3. The Contractor may use existing services at no cost, unless otherwise specified by the Site Authority.
4. Ensure that capacity of services is adequate prior to imposing additional loads. Connecting to and disconnecting is at the Contractor's expense and responsibility.
5. Inform the Site Authority immediately of any code violations or required repairs which could pose a hazard to employees or building occupants.

2.5 Cleaning

1. Maintain work area free of accumulated waste and rubbish.
2. Remove and dispose of debris, used and obsolete material on a daily basis.
3. Remove grease, dust dirt, stains, fingerprints and other foreign materials from interior and exterior finished surfaces affected by the work.

2.6 Cutting, Fitting & Patching

1. Cut, fit and patch where required. Where possible, make good all disturbed surfaces to original condition.

2.7 Coordination and Protection

1. Execute work with minimum disturbance to occupants, public and normal use of the buildings. Make arrangements with the Service Site Authority to facilitate execution of work.
2. The Contractor shall coordinate with the Service Site Authority or designate when de energizing any electrical device or system that could impact the

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operations of clients and or building services.

3. Protect existing work from damage.
4. Obtain Service Site Authority's approval before cutting, boring or sleeving load bearing members.
5. All possible safety precautions are to be taken to ensure the protection of employees or occupants during the course of the work.
6. The Contractor shall not store materials on site without written approval by the Service Site Authority.
7. PWGSC accepts no responsibility for materials or equipment stored on site.
8. When an equipment inventory numbering system exists, the Contractor shall identify to the Service Site Authority all pertinent data relative to the new piece of equipment upon installation.
9. The Contractor shall supply shop drawings, manufacturer's instructions and specifications on all new installations for inclusion in the building inventory file.

**2.8 Qualifications**

1. All Trades people employed to work on the site are to meet the requirements of the Provincial/Territorial legislated Apprenticeship and Industry Training Act. Tradespersons are to be registered apprentice or certified journeymen, skilled qualified and supervised. Work may be supplemented by general labourers.

**2.9 Personnel**

1. Prior to commencement of work, the Contractor shall provide names of all personnel performing work within the scope of this standing offer. Proof of their qualifications is also required.
2. The contractor shall not, without the written consent of the Site Authority, subcontract any of the work outlined herein.
3. All work requested under this Standing Offer Agreement is to be performed by a journeyman trades person, or an apprentice directly supervised on site by a journeyman trades person. Proof of journeyman license must be provided for each employee to PWGSC prior to award of this Standing Offer

**2.10 Material and Equipment**

1. Equipment and materials to be new, CSA certified, and manufactured to the standard quoted.
2. Where there is no alternative to supplying equipment which is not CSA certified, the Contractor shall obtain special written approval from the Site Authority.
3. Unless otherwise specified, the Contractor shall use products of one manufacturer or the same type as existing.
4. Unless otherwise specified, the Contractor shall comply with the manufacturer's latest printed instructions for materials and installation

**Miscellaneous Minor Maintenance & Repairs**  
**Iqaluit PWGSC Facilities**  
Public Works and Government Services Canada

methods.

5. The Contractor shall deliver, store and maintain materials with the manufacturer's seals and labels intact.
6. The Contractor shall store materials in accordance with the manufacture's and suppliers instructions.
7. The Contractor is to supply shop drawings, manufacturer's instructions and specifications on all new installations for inclusion in the building inventory file.

2.11 Security Clearance

1. Only those employees who have received the necessary security clearance shall be permitted access to the site.

2.12 Meetings

1. Attend meetings at the site when notified by the Site Authority.

2.13 Smoking

1. Smoking is prohibited inside the facilities.

**PART III EXECUTION**

3.1 Workmanship

1. . All workmanship is subject to inspection and approval.
2. All work shall be performed by skilled tradesmen and supervised by a competent foreman at all times.

3.2 Work Co-ordination

1. Prearranged work schedules shall be strictly adhered to. Deviations from prearranged work schedules will require approval by the Service Site Authority.

3.3 Journeyman Carpenter

1. The Contractor shall carry out and assist in various types of miscellaneous minor maintenance or repairs. Maintenance types are defined as, but not limited to the following:
  - a. Preventative Maintenance: framing, carpentry, concrete finishing, roofing, insulating and sealing, painting, decorating, plastering, floor covering installation, tile setting, cabinet installation, glazing installation, gypsum and acoustic ceiling installation, cladding, water proofing, window and door replacement or repairs.
  - b. Breakdown Maintenance: Repairs to damaged equipment due to failures.
  - c. Predictive Maintenance: Declared in advance, on the basis of observation, experience or scientific reasons.
  - d. Development Maintenance: The act of developing new maintenance methods and procedures.

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**Iqaluit PWGSC Facilities**  
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3.4 Warranty and Guarantee

1. Where the Contractor supplies equipment purchased from a supplier or manufacturer, the Contractor shall ensure said warranty(s) are transferred to: Her Majesty the Queen in Right of Canada.
2. The Contractor shall provide a written warranty against defects in workmanship and materials for a period of one (1) year. Such Warranty shall be made out to Her Majesty the Queen in Right of Canada. Warranty(s) shall take effect the date the work performed was accepted.