



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Public Works Government Services Canada-
Bid Receiving / Réception des soumissions
189 Prince William Street
Room 405
Saint John
New Brunswick
E2L 2B9

INVITATION TO TENDER

APPEL D'OFFRES

**Tender To: Public Works and Government Services
Canada**

We hereby offer to sell to Her Majesty the Queen in right of
Canada, in accordance with the terms and conditions set
out herein, referred to herein or attached hereto, the goods,
services, and construction listed herein and on any attached
sheets at the price(s) set out therefor.

**Soumission aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la
Reine du chef du Canada, aux conditions énoncées ou
incluses par référence dans la présente et aux annexes
ci-jointes, les biens, services et construction énumérés
ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works Government Services Canada- Bid
Receiving / Réception des soumissions
189 Prince William Street
Room 405
Saint John
New Bruns
E2L 2B9

Title - Sujet Tarp Building Cover Replacement	
Solicitation No. - N° de l'invitation 21C22-160006/A	Date 2015-11-05
Client Reference No. - N° de référence du client 32815	GETS Ref. No. - N° de réf. de SEAG PW-\$PWB-101-3736
File No. - N° de dossier PWB-5-38128 (101)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-12-03	
Time Zone Fuseau horaire Atlantic Standard Time AST	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Lomax, Sandra	Buyer Id - Id de l'acheteur pwb101
Telephone No. - N° de téléphone (506) 636-4362 ()	FAX No. - N° de FAX (506) 636-4376
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: CORRECTIONAL SERVICE OF CANADA CORCAN Construction, Atlantic 4902A Main Street DORCHESTER New Brunswick E4K2Y9 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

Solicitation No. - N° de l'invitation
21C22-160006/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwb101

Client Ref. No. - N° de réf. du client
21C22-160006

File No. - N° du dossier
PWB-5-38128

CCC No./N° CCC - FMS No./N° VME

INVITATION TO TENDER

IMPORTANT NOTICE TO BIDDERS

SUPPORT THE USE OF APPRENTICES

Through Canada's Economic Action Plan 2013, the Government of Canada proposes to support the employment of apprentices in federal construction and maintenance projects. Refer to SI10.

INTEGRITY PROVISIONS - BID

Important changes have been made to the Integrity Provisions - Bid as of July 3rd 2015. See GI01, Integrity Provision-Bid of R2410T of the General Instructions for more information.

Solicitation No. - N° de l'invitation
21C22-160006/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwb101

Client Ref. No. - N° de réf. du client
21C22-160006

File No. - N° du dossier
PWB-5-38128

CCC No./N° CCC - FMS No./N° VME

TABLE OF CONTENTS

SPECIAL INSTRUCTIONS TO BIDDERS (SI)

- SI01 Integrity Provisions – Declaration of Convicted Offences
- SI02 Bid Documents
- SI03 Enquiries during the Solicitation Period
- SI04 Optional Site Visit
- SI05 Revision of Bid
- SI06 Bid Results
- SI07 Insufficient Funding
- SI08 Bid Validity Period
- SI09 Construction Documents
- SI10 Public Works and Government Services Canada, Apprentice Procurement Initiative
- SI11 Web Sites

R2410T GENERAL INSTRUCTIONS - CONSTRUCTION SERVICES (GI) (2015-07-03)

The following GI's are included by reference and are available at the following Web Site <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

- GI01 Integrity Provisions - Bid
- GI02 Completion of Bid
- GI03 Identity or Legal Capacity of the Bidder
- GI04 Applicable Taxes
- GI05 Capital Development and Redevelopment Charges
- GI06 Listing of Subcontractors and Suppliers
- GI07 Submission of Bid
- GI08 Revision of Bid
- GI09 Rejection of Bid
- GI10 Bid Costs
- GI11 Procurement Business Number
- GI12 Compliance with Applicable Laws
- GI13 Approval of Alternative Materials
- GI14 Performance Evaluation
- GI15 Conflict of Interest-Unfair Advantage

SUPPLEMENTARY CONDITIONS (SC)

- SC01 Insurance Terms

CONTRACT DOCUMENTS (CD)

BID AND ACCEPTANCE FORM (BA)

- BA01 Identification
- BA02 Business Name and Address of Bidder
- BA03 The Offer
- BA04 Bid Validity Period
- BA05 Acceptance and Contract
- BA06 Construction Time
- BA07 Signature

APPENDIX 1 - INTEGRITY PROVISIONS – LIST OF NAMES

APPENDIX 2 - VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES

APPENDIX 3 – DEPARTMENTAL REPRESENTATIVE'S AUTHORITY

Solicitation No. - N° de l'invitation
21C22-160006/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwb101

Client Ref. No. - N° de réf. du client
21C22-160006

File No. - N° du dossier
PWB-5-38128

CCC No./N° CCC - FMS No./N° VME

ANNEX A - VOLUNTARY REPORTS FOR APPRENTICES EMPLOYED DURING THE CONTRACT
ANNEX B - CERTIFICATE OF INSURANCE

Solicitation No. - N° de l'invitation
21C22-160006/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwb101

Client Ref. No. - N° de réf. du client
21C22-160006

File No. - N° du dossier
PWB-5-38128

CCC No./N° CCC - FMS No./N° VME

SPECIAL INSTRUCTIONS TO BIDDERS (SI)

SI01 INTEGRITY PROVISIONS – DECLARATION OF CONVICTED OFFENCES

As applicable, pursuant to GI01 of the Declaration of Convicted Offences, paragraph 10 (copied below) of the General Instructions R2410T, the Bidder must provide with its bid, a completed [Declaration Form](#), to be given further consideration in the procurement process.

Declaration of Convicted Offences

Where a Bidder or its Affiliate is unable to certify that it has not been convicted of any of the offences referenced under the Canadian Offences Resulting in Legal Incapacity, the Canadian Offences and the Foreign Offences subsections, the Bidder must provide with its bid the completed [Declaration Form](#), to be given further consideration in the procurement process.

SI02 BID DOCUMENTS

1. The following are the bid documents:

- a. Invitation to Tender - Page 1;
- b. Special Instructions to Bidders;
- c. General Instructions - Construction Services, R2410T (2015-07-03)
- d. Clauses & Conditions identified in "Contract Documents";
- e. Drawings and Specifications;
- f. Bid and Acceptance Form and related Appendix(s); and
- g. Any amendment issued prior to solicitation closing.

Submission of a bid constitutes acknowledgement that the Bidder has read and agrees to be bound by these documents.

2. General Instructions- Construction Services R2410T is incorporated by reference and is set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

3. Tenders received by fax will be accepted as official.

R2410T section GI07, add following paragraph;

5. Tenders received by fax will be accepted as official and must meet the following requirements

- a. Must be completed on the Bid and Acceptance Form
- b. Must indicate
 - Solicitation number
 - Bidder's name
 - Closing Date and Time
- c. Must be received before tender closing time at fax number (506) 636-4376

SI03 ENQUIRIES DURING THE SOLICITATION PERIOD

1. Enquiries regarding this bid must be submitted in writing to the Contracting Officer named on the Invitation to Tender - Page 1 as early as possible within the solicitation period. Except for the approval of alternative materials as described in GI13 of R2410T, enquiries should be received no later than five (5) calendar days prior

Solicitation No. - N° de l'invitation
21C22-160006/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwb101

Client Ref. No. - N° de réf. du client
21C22-160006

File No. - N° du dossier
PWB-5-38128

CCC No./N° CCC - FMS No./N° VME

to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may not result in an answer being provided.

2. To ensure consistency and quality of the information provided to Bidders, the Contracting Officer shall examine the content of the enquiry and shall decide whether or not to issue an amendment.
3. All enquiries and other communications related to this bid sent throughout the solicitation period are to be directed ONLY to the Contracting Officer named on the Invitation to Tender - Page 1. Failure to comply with this requirement may result in the bid being declared non-responsive.

SI04 OPTIONAL SITE VISIT

There will be an optional site visit on November 17 at 10:00 AM. Interested bidders are to meet at Dorchester Penitentiary.

Dorchester Penitentiary
Building F-56
4902 Main St.
Dorchester, NB
E4K 2Y9

SI05 REVISION OF BID

A bid may be revised by letter or facsimile in accordance with GI08 of R2410T. The facsimile number for receipt of revisions is (506)636-4376.

SI06 BID RESULTS

1. Following solicitation closing, bid results may be obtained by calling number. (506)636-4358

SI07 INSUFFICIENT FUNDING

In the event that the lowest compliant bid exceeds the amount of funding allocated for the Work, Canada in its sole discretion may

- a. cancel the solicitation; or
- b. obtain additional funding and award the Contract to the Bidder submitting the lowest compliant bid; and/or
- c. negotiate a reduction in the bid price and/or scope of work of not more than 15% with the Bidder submitting the lowest compliant bid. Should an agreement satisfactory to Canada not be reached, Canada shall exercise option (a) or (b).

SI08 BID VALIDITY PERIOD

1. Canada reserves the right to seek an extension to the bid validity period prescribed in BA04 of the Bid and Acceptance Form. Upon notification in writing from Canada, Bidders shall have the option to either accept or reject the proposed extension.
2. If the extension referred to in paragraph 1. of SI08 is accepted, in writing, by all those who submitted bids, then Canada shall continue immediately with the evaluation of the bids and its approvals processes.

Solicitation No. - N° de l'invitation
21C22-160006/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwb101

Client Ref. No. - N° de réf. du client
21C22-160006

File No. - N° du dossier
PWB-5-38128

CCC No./N° CCC - FMS No./N° VME

3. If the extension referred to in paragraph 1. of SI08 is not accepted in writing by all those who submitted bids then Canada shall, at its sole discretion, either
 - a. continue to evaluate the bids of those who have accepted the proposed extension and seek the necessary approvals; or
 - b. cancel the invitation to tender.
4. The provisions expressed herein do not in any manner limit Canada's rights in law or under GI09 of R2410T

SI09 CONSTRUCTION DOCUMENTS

The successful Contractor will be provided with one paper copy of the sealed and signed drawings, the specifications and the amendments upon acceptance of the offer. Additional copies, up to a maximum one (1) will be provided free of charge upon request by the Contractor. Obtaining more copies shall be the responsibility of the Contractor including costs.

SI10 PUBLIC WORKS AND GOVERNMENT SERVICES CANADA APPRENTICE PROCUREMENT INITIATIVE

1. To encourage employers to participate in apprenticeship training, Contractors bidding on construction and maintenance contracts by Public Works and Government Services Canada (PWGSC) are being asked to sign a voluntary certification, signaling their commitment to hire and train apprentices.
2. Canada is facing skills shortages across various sectors and regions, especially in the skilled trades. Equipping Canadians with skills and training is a shared responsibility. In Economic Action Plan (EAP) 2013, the Government of Canada made a commitment to support the use of apprentices in federal construction and maintenance contracts. Contractors have an important role in supporting apprentices through hiring and training and are encouraged to certify that they are providing opportunities to apprentices as part of doing business with the Government of Canada.
3. Through the Economic Action Plan 2013 and support for training programs, the Government of Canada is encouraging apprenticeships and careers in the skilled trades. In addition, the government offers a tax credit to employers to encourage them to hire apprentices. Information on this tax measure administered by the Canada Revenue Agency can be found at: www.cra-arc.gc.ca. Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.
4. Signed certifications (Appendix 2) will be used to better understand contractor use of apprentices on Government of Canada maintenance and construction contracts and may inform future policy and program development.
5. The Contractor hereby certifies the following:

In order to help meet demand for skilled trades people, the Contractor agrees to use, and require its subcontractors to use, reasonable commercial efforts to hire and train registered apprentices, to strive to fully utilize allowable apprenticeship ratios * and to respect any hiring requirements prescribed by provincial or territorial statutes

The Contractor hereby consents to this information being collected and held by PWGSC, and Employment and Social Development Canada to support work to gather data on the hiring and training of apprentices in federal construction and maintenance contracts.

To support this initiative, a voluntary certification signaling the Contractor's commitment to hire and train apprentices is available at Appendix 2.

If you accept fill out and sign Appendix 2

Solicitation No. - N° de l'invitation
21C22-160006/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwb101

Client Ref. No. - N° de réf. du client
21C22-160006

File No. - N° du dossier
PWB-5-38128

CCC No./N° CCC - FMS No./N° VME

** The journey-person-apprentice ratio is defined as the number of qualified/certified journey-persons that an employer must employ in a designated trade or occupation in order to be eligible to register an apprentice as determined by provincial/territorial (P/T) legislation, regulation, policy directive or by law issued by the responsible authority or agency.*

SI11 WEB SITES

The connection to some of the Web sites in the solicitation documents is established by the use of hyperlinks. The following is a list of the addresses of the Web sites:

Buy and Sell <https://www.achatsetventes-buyandsell.gc.ca>

Canadian economic sanctions <http://www.international.gc.ca/sanctions/index.aspx?lang=eng>

Contractor Performance Evaluation Report (Form PWGSC-TPSGC 2913)
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913.pdf>

Standard Acquisition Clauses and Conditions (SACC) Manual
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

PWGSC, Industrial Security Services <http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>

PWGSC, Code of Conduct and Certifications
<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

Construction and Consultant Services Contract Administration Forms Real Property Contracting
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>

Declaration Form
<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>

Solicitation No. - N° de l'invitation
21C22-160006/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwb101

Client Ref. No. - N° de réf. du client
21C22-160006

File No. - N° du dossier
PWB-5-38128

CCC No./N° CCC - FMS No./N° VME

SUPPLEMENTARY CONDITIONS (SC)

SC01 INSURANCE TERMS

1) Insurance Contracts

- (a) The Contractor must, at the Contractor's expense, obtain and maintain insurance contracts in accordance with the requirements of the Certificate of Insurance. Coverage must be placed with an Insurer licensed to carry out business in Canada.
- (b) Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

2) Period of Insurance

- (a) The policies required in the Certificate of Insurance must be in force from the date of contract award and be maintained throughout the duration of the Contract.
- (b) The Contractor must be responsible to provide and maintain coverage for Products/Completed Operations hazards on its Commercial General Liability insurance policy, for a period of six (6) years beyond the date of the Certificate of Substantial Performance.

3) Proof of Insurance

- (a) Before commencement of the Work, and no later than thirty (30) days after acceptance of its bid, the Contractor must deposit with Canada a Certificate of Insurance on the form attached herein.
- (b) Upon request by Canada, the Contractor must provide originals or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the Certificate of Insurance.

4) Insurance Proceeds

In the event of a claim, the Contractor must, without delay, do such things and execute such documents as are necessary to effect payment of the proceeds.

5) Deductible

The payment of monies up to the deductible amount made in satisfaction of a claim must be borne by the Contractor.

Solicitation No. - N° de l'invitation
21C22-160006/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwb101

Client Ref. No. - N° de réf. du client
21C22-160006

File No. - N° du dossier
PWB-5-38128

CCC No./N° CCC - FMS No./N° VME

CONTRACT DOCUMENTS (CD)

1. The following are the contract documents:
 - a. Contract Page when signed by Canada;
 - b. Duly completed Bid and Acceptance Form and any Appendices attached thereto;
 - c. Drawings and Specifications;
 - d. General Conditions and clauses

GC1	General Provisions – Construction Services	R2810D	(2015-07-09);
GC2	Administration of the Contract	R2820D	(2015-02-25);
GC3	Execution and Control of the Work	R2830D	(2015-02-25);
GC4	Protective Measures	R2840D	(2008-05-12);
GC5	Terms of Payment	R2550D	(2015-02-25);
GC6	Delays and Changes in the Work	R2860D	(2013-04-25);
GC7	Default, Suspension or Termination of Contract	R2870D	(2008-05-12);
GC8	Dispute Resolution	R2884D	(2015-05-12);
GC9	Contract Security	R2890D	(2014-06-26);
GC10	Insurance	R2900D	(2008-05-12);
	Allowable Costs for Contract Changes Under GC6.4.1 Supplementary Conditions	R2950D	(2015-02-25);
 - e. Any amendment issued or any allowable bid revision received before the date and time set for solicitation
 - f. Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and
 - g. Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
2. The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site:
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>
3. The language of the contract documents is the language of the Bid and Acceptance Form submitted.

Solicitation No. - N° de l'invitation
21C22-160006/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwb101

Client Ref. No. - N° de réf. du client
21C22-160006

File No. - N° du dossier
PWB-5-38128

CCC No./N° CCC - FMS No./N° VME

BID AND ACCEPTANCE FORM (BA)

BA01 IDENTIFICATION

Tarp Building Cover Replacement
Building C-16 Dorchester Penitentiary
4902 Main Street
Dorchester, NB
E4K 2Y9

BA02 BUSINESS NAME AND ADDRESS OF BIDDER

Name: _____

Address: _____

Telephone: _____ Fax: _____ PBN: _____

BA03 THE OFFER

The Bidder offers to Canada to perform and complete the Work for the above named project in accordance with the Bid Documents for the Total Bid Amount of

\$ _____ excluding applicable tax(es).
(amount in numbers)

BA04 BID VALIDITY PERIOD

The bid shall not be withdrawn for a period of thirty (30) days following the date of solicitation closing.

BA05 ACCEPTANCE AND CONTRACT

Upon acceptance of the Contractor's offer by Canada, a binding Contract shall be formed between Canada and the Contractor. The documents forming the Contract shall be the contract documents identified in Contract Documents (CD).

BA06 CONSTRUCTION TIME

The Contractor shall perform and complete the work by March 31, 2016.

BA07 SIGNATURE

Name and title of person authorized to sign on behalf of Bidder (Type or print)

Signature

Date

Solicitation No. - N° de l'invitation
21C22-160006/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwb101

Client Ref. No. - N° de réf. du client
21C22-160006

File No. - N° du dossier
PWB-5-38128

CCC No./N° CCC - FMS No./N° VME

APPENDIX 2 - VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES

Note; The contractor will be asked to fill out a report every six months or at project completion as per sample "Voluntary Reports for Apprentices Employed during the Contract" provided at Annex A

Name: _____

Signature: _____

Company Name: _____

Company Legal Name: _____

Solicitation Number: _____

Number of company employees: _____

Number of apprentices planned to be working on this contract: _____

Trades of those apprentices:

Solicitation No. - N° de l'invitation
21C22-160006/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwb101

Client Ref. No. - N° de réf. du client
21C22-160006

File No. - N° du dossier
PWB-5-38128

CCC No./N° CCC - FMS No./N° VME

APPENDIX 3 – DEPARTMENTAL REPRESENTATIVE'S AUTHORITY

TO BE PROVIDED AT CONTRACT AWARD.

Contracting Authority is :

Name : _____

Title : _____

Department : _____

Division : _____

Telephone : ____ - ____ - _____

e-mail : _____

Technical Authority is :

Name : _____

Title : _____

Department : _____

Division : _____

Telephone : ____ - ____ - _____

e-mail : _____

Solicitation No. - N° de l'invitation
21C22-160006/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwb101

Client Ref. No. - N° de réf. du client
21C22-160006

File No. - N° du dossier
PWB-5-38128

CCC No./N° CCC - FMS No./N° VME

ANNEX B - CERTIFICATE OF INSURANCE (Not required at solicitation closing)



CERTIFICATE OF INSURANCE

Description and Location of Work Tarp Building Cover Replacement, Dorchester Penitentiary, NB	Contract No. N/A
	Project No.

Name of Insurer, Broker or Agent	Address (No., Street)	City	Province	Postal Code
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Name of Insured (Contractor)	Address (No., Street)	City	Province	Postal Code
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Additional Insured
Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services

Type of Insurance	Insurer Name and Policy Number	Inception Date D / M / Y	Expiry Date D / M / Y	Limits of Liability		
				Per Occurrence	Annual General Aggregate	Completed Operations Aggregate
Commercial General Liability				\$	\$	\$
Umbrella/Excess Liability				\$	\$	\$

I certify that the above policies were issued by insurers in the course of their Insurance business in Canada, are currently in force and include the applicable insurance coverage's stated on page 2 of this Certificate of Insurance, including advance notice of cancellation / reduction in coverage.

Name of person authorized to sign on behalf of Insurer(s) (Officer, Agent, Broker)

Telephone number

Signature

Date D / M / Y

CERTIFICATE OF INSURANCE Page 2 of 2

General

The insurance policies required on page 1 of the Certificate of Insurance must be in force and must include the insurance coverage listed under the corresponding type of insurance on this page.

The policies must insure the Contractor and must include Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services as an additional Insured.

The insurance policies must be endorsed to provide Canada with not less than thirty (30) days notice in writing in advance of a cancellation of insurance or any reduction in coverage.

Without increasing the limit of liability, the policies must protect all insured parties to the full extent of coverage provided. Further, the policies must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

Commercial General Liability

The insurance coverage provided must not be substantially less than that provided by the latest edition of IBC Form 2100.

The policy must either include or be endorsed to include coverage for the following exposures or hazards if the Work is subject thereto:

- (a) Blasting.
- (b) Pile driving and caisson work.
- (c) Underpinning.
- (d) Removal or weakening of support of any structure or land whether such support be natural or otherwise if the work is performed by the insured contractor.

The policy must have the following minimum limits:

- (a) **\$5,000,000** Each Occurrence Limit;
 - (b) **\$10,000,000** General Aggregate Limit per policy year if the policy contains a General Aggregate; and
 - (c) **\$5,000,000** Products/Completed Operations Aggregate Limit.
- Umbrella or excess liability insurance may be used to achieve the required limits.

Builder's Risk / Installation Floater

The insurance coverage provided must not be less than that provided by the latest edition of IBC Forms 4042 and 4047.

The policy must permit use and occupancy of any of the projects, or any part thereof, where such use and occupancy is for the purposes for which a project is intended upon completion.

The policy may exclude or be endorsed to exclude coverage for loss or damage caused by asbestos, fungi or spores, cyber and terrorism.

The policy must have a limit that is **not less than the sum of the contract value** plus the declared value (if any) set forth in the contract documents of all material and equipment supplied by Canada at the site of the project to be incorporated into and form part of the finished Work. If the value of the Work is changed, the policy must be changed to reflect the revised contract value.

The policy must provide that the proceeds thereof are payable to Canada or as Canada may direct in accordance with GC10.2, "Insurance Proceeds" (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R/R2900D/2>).

**CORCAN CONSTRUCTION**

PHONE: (506) 851-3000

FAX: (506) 851-6388

ATLANTIC REGION

310 BAIG BOULEVARD, SUITE 10

MONCTON, NB E1E 1C8

Correctional Service
CanadaService correctionnel
Canada

Canada

2015-09-29

Re: Req# 21C22-16-0006
Tarp Building Cover Replacement
CORCAN Project 32815 – Tarp Building Cover Replacement
Dorchester Penitentiary – Minimum Sector

Work under this contract requires that the contractor furnish all necessary tools, plant, services, materials and labour to execute and complete the work in a careful and workmanlike manner. Work to include but is not necessarily limited to the following:

- Removal of existing Tarp system.
- Supply all necessary equipment, freight, materials and labour to install new Fire Rated Tarp system c/w ends, new tie downs, straps, ratchets, and other required materials. System will be compatible with existing Cover-all frame structure.
- Tarp System fabric to be Heavyweight of minimum 9.5 oz per square yard, UV Damage protected, Translucent White in colour, one piece construction, and winch tie-down system. An interlocking weather resistant seam for a two piece system is acceptable.
- The work site is fully accessible by cranes or lifts.
- The contractor will supply appropriate maintenance tools for periodic touring (if system required).
- Building is approximately 22m x 61m with 1.2m Stem Wall and 5.7m from concrete slab to peak of truss, existing truss system is 2.4m c/c.
- Tarp System to include tarp ends similar to existing (see attached photos).
- Tarp System to include 10-Year Pro Rated Warranty.
- CORCAN Construction will dispose of removed cover.

A site visit will be conducted for Bidders to familiarize themselves with the work area, the existing Cover-all frame system, and with the scope of work. The successful contractor will provide proof of Worker's Compensation and Liability Insurance coverage.

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- 1.1 DESCRIPTION OF WORK .1 In general, work under this contract consist
Supply all necessary equipment, materials, freight and
labour to install new Fire Rated Tarp system.
- .2 Site of Work is Dorchester Pentiary - Minimum Sector,
4902 Main street, Dorchester, NB.
- 1.2 FAMILIARIZATION WITH SITE .1 Before submitting a bid, it is recommended
that bidders visit the site to review and
verify the form, nature and extent of the
work, materials needed, the means of access
and the temporary facilities required to
perform the Work.
- .2 Obtain prior permission from the CORCAN
Representative before carrying out such site
inspection.
- 1.3 CODES AND STANDARDS .1 Perform work in accordance with the 2005
National Building Code of Canada and any other
code of provincial or local application,
including all amendments up to bid closing
date, provided that in any case of conflict or
discrepancy, the more stringent requirement
- .2 Materials and workmanship must meet or exceed
requirements of specified standards, codes and
referenced documents.
- 1.4 INTERPRETATION OF DOCUMENTS .1 Supplementary to the General Conditions of
the Contract, the Division 01 sections take
precedence over the technical specification
sections in other Divisions of the
Specification Manual.
- 1.5 TERM ENGINEER .1 Unless specifically stated otherwise, the
term Engineer where used in the Specifications
and on the Drawings shall mean the
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2015-11-01

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- 1.5 TERM ENGINEER (Cont'd) .1 (Cont'd)
CORCAN Representative as defined in the General Conditions of the Contract.
- 1.6 SETTING OUT WORK .1 Assume full responsibility for and execute complete layout of work to locations, lines and elevations indicated.
- .2 Provide devices needed to lay out and construct work.
- .3 Supply such devices as straight edges and templates required to facilitate CORCAN Representative's inspection of work.
- .4 Supply stakes and other survey markers required for laying out work.
- 1.7 COST BREAKDOWN .1 Before submitting first progress claim submit breakdown of Contract price in detail as directed by CORCAN Representative and aggregating contract price. Required forms will be provided for application of progress payment.
- .2 List items of work numerically following the same division/section number system of the specification manual and thereafter sub-divide into major work components and building systems as directed by CORCAN Representative.
- .3 Upon approval, cost breakdown will be used as basis for progress payment.
- 1.8 DOCUMENTS REQUIRED .1 Maintain at job site, one copy each of the following:
- .1 Contract Drawings
 - .2 Specifications
 - .3 Addenda
 - .4 Reviewed Shop Drawings
 - .5 List of outstanding shop drawings
 - .6 Change Orders
 - .7 Other modifications to Contract
 - .8 Field Test Reports
 - .9 Copy of Approved Work Schedule
 - .10 Health and Safety Plan and other safety related documents
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2015-11-01

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- 1.8 DOCUMENTS
REQUIRED
(Cont'd)
- .1 (Cont'd)
.11 Other documents as stipulated elsewhere
in the Contract Documents.
- 1.9 PERMITS
- .1 In accordance with the the General
Conditions, obtain and pay for building
permit, certificates, licenses and other
permits as required by municipal, provincial
and federal authorities.
- .2 Provide appropriate notifications of project
to municipal and provincial inspection
authorities.
- .3 Obtain compliance certificates as prescribed
by legislative and regulatory provisions of
municipal, provincial and federal authorities
as applicable to the performance of work.
- .4 Submit to CORCAN Representative, copy
of application forms and approval documents
received from above referenced authorities.
- 1.10 ALTERATIONS,
ADDITIONS OR
REPAIRS TO EXISTING
BUILDING
- .1 Execute work with least possible interference
or disturbance to building operations,
occupants, public and normal use of premises.
Arrange with CORCAN Representative to
facilitate execution of work.
- .2 Where security has been reduced by work of
Contract, provide temporary means to maintain
security.
- .3 Provide temporary dust screens, barriers,
warning signs in locations where renovation
and alteration work is adjacent to areas which
will be operative during such work.
- 1.11 ROUGHING-IN
- .1 Be responsible for obtaining manufacturer's
literature and for correct roughing-in and
hook-up of equipment, fixtures and appliances.
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2015-11-01

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- 1.12 CUTTING,
FITTING AND
PATCHING
- .1 Ensure that cutting and patching required by all trades is included in total bid price submitted for the work.
 - .2 Execute cutting, fitting and patching required to make work fit properly.
 - .3 Where new work connects with existing and where existing work is altered, cut, patch and make good to match existing work. This includes patching of openings in existing work resulting from removal of existing services.
 - .4 Do not cut, bore, or sleeve load-bearing members, except where specifically approved by CORCAN Representative.
 - .5 Make cuts with clean, true, smooth edges. Make patches inconspicuous in final assembly.
 - .6 Fit work airtight to pipes, sleeves ducts and conduits.
- 1.13 CONCEALMENT
- .1 Conceal pipes, ducts and wiring in floor, wall and ceiling construction of finished areas except where indicated otherwise.
- 1.14 LOCATION OF
FIXTURES
- .1 Location of equipment, fixtures and outlets, shown or specified shall be considered as approximate. Actual location shall be as required to suit conditions at time of installation and as is reasonable.
 - .2 Locate equipment, fixtures and distribution systems to provide minimum interference and maximum usable space and in accordance with manufacturer's recommendations for safety, access and maintenance.
 - .3 Inform CORCAN Representative when impending installation conflicts with other new or existing components. Follow directives for actual location.
 - .4 Submit field drawings to indicate relative position of various services and equipment when required by CORCAN Representative.
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2015-11-01

1.15 EXISTING SERVICES

- .1 Where work involves breaking into or connecting to existing services, carry out work at times directed by governing authorities, with minimum of disturbance to pedestrian, vehicular traffic, tenant operations.
- .2 Before commencing work, establish location and extent of service lines in area of work and notify CORCAN Representative of findings.
- .3 Submit schedule to and obtain approval from CORCAN Representative for any shut-down or closure of active service or facility. This includes disconnection of electrical power and communication services to tenant's operational areas. Adhere to approved schedule and provide notice to affected parties.
- .4 Provide temporary services when directed by CORCAN Representative to maintain critical building and tenant systems.
- .5 Provide adequate bridging over trenches which cross sidewalks or roads to permit normal traffic.
- .6 Where unknown services are encountered, immediately advise CORCAN Representative and confirm findings in writing.
- .7 Protect, relocate or maintain existing active services as required. When inactive services are encountered, cap off in manner approved by authorities having jurisdiction over service. Record locations of maintained, re-routed and abandoned service lines.

1.16 BUILDING SMOKING ENVIRONMENT

- .1 Comply with smoking restrictions.

1.17 ASBESTOS DISCOVERY

- .1 Demolition of spray or trowel-applied asbestos can be hazardous to health. Should material resembling spray or trowel-applied asbestos be encountered in course of work, stop work and notify CORCAN Representative immediately. Do not proceed with relevant work until written instructions

2015-11-01

1.17 ASBESTOS
DISCOVERY
(Cont'd)

.1 (Cont'd)
have been received from CORCAN
Representative.

2015-11-01

1.1 SUBMITTALS

- .1 Upon acceptance of bid and prior to commencement of work, submit to CORCAN Representative the following work management documents:
 - .1 Work Schedule as specified herein.
 - .2 Health and Safety Plan specified in section 01 35 28
 - .3 Hot Work Procedures specified in section 01 35 24
 - .4 Lockout Procedures specified in section 01 35 25
 - .5 Dust Control Plan specified in section 01 50 00.
 - .6 List of workers requiring security clearance and those to be placed on Site Security Control list as specified in section 01 35 59.

1.2 WORK SCHEDULE

- .1 Upon acceptance of bid submit:
 - .1 Preliminary work schedule within 7 calendar days of contract award.
- .2 Schedule to indicate all calendar dates from commencement to completion of all work within the time stated in the accepted bid.
- .3 Provide sufficient details in preliminary schedule to clearly illustrate entire implementation plan, depicting efficient coordination of tasks and resources, to achieve completion of work on time and permit effective monitoring of work progress in relation to established milestones.
- .4 Preliminary work schedule content to include as a minimum the following:
 - .1 Bar (GANTT) Charts, indicating all work activities, tasks and other project elements, their anticipated durations, planned dates for achieving key activities and major project milestones supported with;
 - .2 Written narrative on key elements of work illustrated in bar chart, providing sufficient details to demonstrate a reasonable implementation plan for completion of project within designated time.
 - .3 Generally Bar Charts derived from commercially available computerized project management system are preferred but not mandatory.

2015-11-01

1.2 WORK SCHEDULE
(Cont'd)

- .5 Work schedule must take into consideration and reflect the work phasing, required sequence of work, special conditions and operational restrictions as specified below and indicated on drawings.
- .6 Completed schedule shall be approved by CORCAN Representative. When approved, take necessary measures to complete work within scheduled time. Do not change schedule without CORCAN Representative's approval.
- .7 Ensure that all subtrades and subcontractors are made aware of the work restraints and operational restrictions specified.
- .8 Schedule Updates:
 - .1 Submit on a monthly basis when requested by CORCAN Representative.
 - .2 Provide information and pertinent details explaining reasons for necessary changes to implementation plan.
 - .3 Identify problem areas, anticipated delays, impact on schedule and proposed corrective measures to be taken.
- .9 CORCAN Representative will make interim reviews and evaluate progress of work based on approved schedule. Frequency of such reviews will be as decided by CORCAN Representative. Address and take corrective measures on items identified by reviews and as directed by CORCAN Representative. Update schedule accordingly.
- .10 In every instance, change or deviation from the Work Schedule, no matter how minimal the risk or impact on safety or inconvenience to tenant or public might appear, will be subject to prior review and approval by the CORCAN Representative.

1.3 OPERATIONAL
RESTRICTIONS

- .1 The Contractor must recognize that facility occupants may be affected by implementation of this contract. The Contractor must perform the work with utmost regard to the safety and convenience of facility occupants and users. All work activities must be planned and scheduled with this in mind. The Contractor will not be permitted to disturb any portion of the building without providing temporary

2015-11-01

1.3 OPERATIONAL
RESTRICTIONS
(Cont'd)

- .1 (Cont'd)
facilities as necessary to ensure safe and direct passage through disturbed or otherwise affected areas.
- .2 Contractor to discuss with the CORCAN Representative on a weekly basis to identify intended work areas, activities and scheduling for the coming week.
- .3 CORCAN Representative reserves the right to stop certain daytime work activities, if the nature of that activity generates excessive noise or dust and have Contractor re-schedule that particular work to be performed during Off-Hours.
- .4 See section 01 35 59 in regards to:
 - .1 Special security requirements which must be observed in the course of work.
- .5 Facility circulation maintained:
 - .1 Ensure that entrances, corridors, stairwells, fire exits and other circulation routes are maintained free and clear providing safe and uninterrupted passage for Facility users and public at all times during the entire work.
 - .2 Maintain those areas clean and free of construction materials and equipment. Provide temporary dust barriers and other suitable enclosures to ensure users are not exposed to construction activities and are protected from exposure to dust, noise and hazardous conditions.
 - .3 Provide temporary corridors, walkways, passageways, access to offices, etc... when required due to nature of work. Such circulation routes must be constructed to barrier free requirements unless approved otherwise by CORCAN Representative.
 - .4 Maintain fire escape routes accessible and fire fighting access open all times for the duration of the project.
 - .5 Do not under any circumstances block fire exit doors. Do not leave construction materials or debris in corridors, stairwells building entrances and exits.
- .6 Safety Signage:
 - .1 Provide on site, and erect as required during progress of work, proper bilingual signage, mounted on self-supporting stands, warning the public and building occupants of

2015-11-01

1.3 OPERATIONAL
RESTRICTIONS
(Cont'd)

- .6 Safety Signage: (Cont'd)
- .1 (Cont'd)
construction activities in progress and alerting need to exercise caution in proceeding through disturbed areas of the facility, and directing building occupants through any detours which may be required.
 - .2 Signage to be professionally printed and mounted on wooden backing, coloured and to express messages as directed by the CORCAN Representative.
 - .3 Generally maximum size of sign should be in the order of 1.0 square meters. Number of signs required will be dependent on number of areas in facility under renovation at any one time.
 - .4 Include costs for the supply and installation of these signs in the bid price.
- .7 Dust and Dirt Control:
- .1 See section 01 50 00 and 01 74 11 for dust control and cleaning requirements.
 - .2 Effectively plan and implement dust control measures and cleaning activities as an integral part of all construction activities. Review all measures with the CORCAN Representative before undertaking work, especially for major dust generating activities.
 - .3 Do not allow demolition debris and construction waste to accumulate on site and contribute to the propagation of dust.
 - .4 As work progresses, maintain construction areas in a tidy condition at all times. Remove gross dust accumulations by cleaning and vacuuming immediately following the completion of any major dust generating activity.
 - .5 Immediately remove all debris and dust from within occupied areas as generated by work therein during a given workshift.
 - .6 Disconnect and seal-off ductwork of HVAC servicing the construction area to stop spread of dust into other areas of Facility.
 - .7 Avoid situations and practises which results in dust and dirt being brought from the construction areas or from the exterior and tracked inside the building into occupied areas used by tenants and the public.
 - .8 Stop workers with soiled footwear from entering building.
 - .9 Inform workers and make them sensitive to the need for dust and dirt control.

2015-11-01

1.3 OPERATIONAL
RESTRICTIONS
(Cont'd)

- .7 Dust and Dirt Control:(Cont'd)
 - .9 (Cont'd)
Stringently enforce rules and regulations, immediately address non-compliance.
 - .10 Keep access doors to work areas closed at all times. Use only designated doors for entry or egress.

- .8 Cleaning of tenant occupied areas used by Contractor:
 - .1 Clean lobbies, corridors, stairs and other circulation routes used by workers to gain access to work by conducting cleaning, vacuuming and washing of floors, walls and other soiled surfaces.
 - .2 Meager attempts at controlling dust and ineffective unprofessional cleaning procedures will not be tolerated.
 - .3 Failure to provide effective dust control, allowing construction dust and dirt to escape beyond construction areas and contaminate occupied areas and building circulation areas will result in Contractor being ordered to immediately provide professional cleaning services without delay to remedy the situation and conduct all cleaning to the extent as determined by CORCAN Representative. Alternatively, CORCAN Representative may, at certain times and at own discretion, obtain the services of an independent building cleaning agency when cleaning being provided by Contractor is ineffective or tardy in response. Costs of such services will be charged against Contractor in the form of financial penalties or holdback assessments against the Contract.

- .9 Ensure that all sub-trades are made aware of and abide by the contents of this section and in particularly the work restrictions specified herein due to tenant operational requirements.

1.4 PROJECT MEETINGS.1

- .1 Schedule and administer project meetings, held on a minimum bi-weekly basis, for entire duration of work and more often when directed by CORCAN Representative as deemed necessary due to progress of work or particular situation.

- .2 Prepare agenda for meetings.

2015-11-01

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- 1.4 PROJECT MEETINGS.3
(Cont'd)
- Notify participants in writing 4 days in advance of meeting date.
- .1 Ensure attendance of all subcontractors.
 - .2 CORCAN Representative will provide list of other attendees to be notified.
 - .4 Hold meetings at project site or where approved by CORCAN Representative.
 - .5 Preside at meetings and record minutes.
 - .1 Indicate significant proceedings and decisions. Identify action items by parties.
 - .2 Distribute to participants within 3 calendar days after each meeting.
 - .3 Make revisions as directed by CORCAN Representative.
 - .4 CORCAN Representative will advise whether submission of minutes by Email is acceptable. Decision will be based on compatibility of software among participants.
- 1.5 WORK
COORDINATION
- .1 The General Contractor is responsible for coordinating the work of the various trades and predetermining where the work of such trades interfaces with each other.
 - .1 Designate one person from own employ having overall responsibility to review contract documents and shop drawings, plan and manage such coordination.
 - .2 The General Contractor shall convene meetings between trades whose work interfaces and ensure that they are fully aware of the areas and the extent of where interfacing is required.
 - .1 Provide each trade with the plans and specs of the interfacing trade, as required, to assist them in planning and carrying out their respective work.
 - .2 Develop coordination drawings when deemed required illustrating potential interference between work of various trades and distribute to all affected parties including structural trade.
 - .1 Pay particularly close attention to overhead work above ceilings and within or near to building structural elements.
 - .2 Coordination drawings to identify all building elements, services lines, rough-in points and indicate from where various services are coming.
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2015-11-01

1.5 WORK
COORDINATION
(Cont'd)

- .2 (Cont'd)
 - .3 Review coordination drawings at purposely called meetings. Have subcontractors sign-off on drawings and publish minutes of each meeting.
 - .4 Plan and coordinate work in such a way to minimize quantity of service line offsets.
 - .5 Submit copy of coordination drawings and meeting minutes to CORCAN Representative for information purposes.
- .3 Submission of shop drawings and ordering of prefabricated equipment or prebuilt components shall only occur once coordination meeting for such items has taken place between trades and all conditions affecting the work of the interfacing trades has been made known and accounted for.
- .4 Work Cooperation:
 - .1 Ensure cooperation between trades in order to facilitate the general progress of the work and avoid situations of spatial interference.
 - .2 Ensure that each trade provides all other trades reasonable opportunity for the completion of the work and in such a way as to prevent unnecessary delays, cutting, patching and the need to remove and replace completed work.
- .5 No extra costs to the Contract will be considered by the CORCAN Representative as a result of Contractor's failure to effectively coordinate all portions of the Work. Disputes between the various trades as a result of their not being informed of the areas and extent of interface work shall be the sole responsibility of the General Contractor to be resolved at own cost.

2015-11-01

1.1 RELATED
SECTIONS

- .1 Section 01 78 00 - Closeout Submittals.

1.2 SUBMITTAL
GENERAL REQUIREMENTS

- .1 Submit to CORCAN Representative for review requested submittals specified in various sections of the specifications including shop drawings, samples, permits, compliance certificates, test reports, work management plans and other data required as part of the work.
- .2 Submit with reasonable promptness and in orderly sequence so as to allow for CORCAN Representative's review and not cause delay in Work. Failure to submit in ample time will not be considered sufficient reason for an extension of Contract time and no claim for extension by reason of such default will be allowed.
- .3 Do not proceed with work until relevant submissions have been reviewed.
- .4 Present shop drawings, product data, samples and mock-ups in SI Metric units.
- .5 Where items or information is not produced in SI Metric units, provide soft converted values.
- .6 Review submittals prior to submission. Ensure that necessary requirements have been determined and verified and that each submittal has been checked and co-ordinated with requirements of Work and Contract Documents.
.1 Submittals not stamped, signed, dated and identified as to specific project will be returned unexamined by CORCAN Representative and considered rejected.
- .7 Verify field measurements and affected adjacent Work are coordinated.
- .8 Notify CORCAN Representative, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.
- .9 Contractor's responsibility for errors, omissions or deviations in submission from requirements of Contract Documents is not

2015-11-01

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- 1.2 SUBMITTAL GENERAL REQUIREMENTS (Cont'd)
- .9 (Cont'd) relieved by CORCAN Representative's review.
 - .10 Submittal format: paper originals, or alternatively clear and fully legible photocopies of originals. Facsimiles are not acceptable, except in special circumstances pre-approved by CORCAN Representative. Poorly printed non-legible photocopies or facsimiles will not be accepted and be returned for resubmission.
 - .11 Make changes or revision to submissions which CORCAN Representative may require, consistent with Contract Documents and resubmit as directed by CORCAN Representative. When resubmitting, identify in writing of any revisions other than those requested.
 - .12 Keep one reviewed copy of each submittal document on site for duration of Work.
- 1.3 SHOP DRAWINGS AND PRODUCT DATA
- .1 The term "shop drawings" means fabrication drawings, erection drawings, diagrams, illustrations, schedules, performance charts, technical product data, brochures, specifications, test reports installation instructions and other data which are to be provided by Contractor to illustrate compliance with specified materials and details of a portion of work.
 - .2 Shop Drawing Quantities: submit sufficient copies required by the General Contractor and sub-contractors plus 4 copies which will be retained by CORCAN Representative.
 - .1 Ensure sufficient copies are submitted to enable one complete set to be included in each of the maintenance manuals specified in 01 78 00.
 - .3 Shop Drawings Format:
 - .1 Opaque white prints or photocopies of original drawings or standard drawings modified to clearly illustrate work specific to project requirements. Maximum sheet size to be 1000 x 707 mm.
 - .2 Product Data from manufacturer's standard catalogue sheets, brochures, literature, performance charts and diagrams,
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2015-11-01

- 1.3 SHOP DRAWINGS .3 Shop Drawings Format: (Cont'd)
AND PRODUCT DATA .2 (Cont'd)
(Cont'd) used to illustrate standard manufactured products, to be original full colour brochures, clearly marked indicating applicable data and deleting information not applicable to project.
- .3 Non or poorly legible drawings, photocopies or facsimiles will not be accepted and returned not reviewed.
- .4 Shop Drawings Content:
- .1 Indicate materials, methods of construction and attachment or anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of Work. Where items or equipment attach or connect to other items or equipment, confirm that all interrelated work have been coordinated, regardless of section or trade from which the adjacent work is being supplied and installed.
- .2 Supplement manufacturer's standard drawings and literature with additional information to provide details applicable to project.
- .3 Delete information not applicable to project on all submittals.
- .4 Equipment installation/start-up data: include manufacturer's recommended installation instructions, pre-start and start-up checklists for those pieces of equipment and systems designated to be commissioned as specified in section.
- .5 Allow 14 calendar days for CORCAN Representative's review of each submission.
- .6 Adjustments or corrections made on shop drawings by CORCAN Representative are not intended to change Contract Price. If adjustments affect value of Work, advise CORCAN Representative in writing prior to proceeding with Work.
- .7 If upon review by CORCAN Representative, no errors or omissions are discovered or if only minor corrections and comments are made, fabrication and installation may proceed upon receipt of shop drawings. If shop drawings are rejected and noted to be Resubmitted, do not proceed with that portion of work until resubmission and
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2015-11-01

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- 1.3 SHOP DRAWINGS .7 (Cont'd)
AND PRODUCT DATA
(Cont'd)
- .8 review of corrected shop drawings, through same submission procedures indicated above.
- .8 Be advised that costs and expenses incurred by CORCAN Representative to conduct more than one review of incorrectly prepared shop drawing submittal for a particular material, equipment or component of work may be assessed against the Contractor in the form of a financial holdback to the Contract.
- .9 Accompany each submissions with transmittal letter, in duplicate, containing:
- .1 Date.
 - .2 Project title and project number.
 - .3 Contractor's name and address.
 - .4 Identification and quantity of each shop drawing, product data and sample.
 - .5 Other pertinent data.
- .10 Submissions shall include:
- .1 Date and revision dates.
 - .2 Project title and project number.
 - .3 Name and address of:
 - .1 Subcontractor.
 - .2 Supplier.
 - .3 Manufacturer.
 - .4 Contractor's stamp, signed by Contractor's authorized Representative certifying approval of submissions, verification of field measurements and compliance with Contract Documents.
 - .5 Cross references to particular details of contract drawings and specifications section number for which shop drawing submission addresses.
 - .6 Details of appropriate portions of Work as applicable:
 - .1 Fabrication.
 - .2 Layout, showing dimensions, including identified field dimensions, and clearances.
 - .3 Setting or erection details.
 - .4 Capacities.
 - .5 Performance characteristics.
 - .6 Standards.
 - .7 Operating weight.
 - .8 Wiring diagrams.
 - .9 Single line and schematic diagrams.
 - .10 Relationship to adjacent work.
- .11 After CORCAN Representative's review, distribute copies.
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2015-11-01

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- 1.3 SHOP DRAWINGS AND PRODUCT DATA
(Cont'd)
- .12 The review of shop drawings by the CORCAN Representative or by an authorized Consultant or designate is for sole purpose of ascertaining conformance with general concept. This review shall not mean that Canada approves the detail design inherent in the shop drawings, responsibility for which shall remain with Contractor submitting same, and such review shall not relieve Contractor of responsibility for errors or omissions in shop drawings or of responsibility for meeting all requirements of the construction and Contract Documents. Without restricting generality of foregoing, Contractor is responsible for dimensions to be confirmed and correlated at job site, for information that pertains solely to fabrication processes or to techniques of construction and installation and for co-ordination of Work of all sub-trades.
- 1.4 SAMPLES
- .1 Submit for review samples as specified in respective specification Sections. Label samples with origin and intended use.
- .2 Deliver samples to CORCAN Representative's office or to other address as directed. Do not drop off samples at construction site except for pre-approved circumstances previously approved by CORCAN Representative.
- .3 Notify CORCAN Representative in writing, at time of submission of deviations in samples from requirements of Contract Documents.
- .4 Where colour, pattern or texture is criterion, submit full range of samples.
- .5 Adjustments made on samples by CORCAN Representative are not intended to change Contract Price. If adjustments will result in a cost increase to the Contract notify CORCAN Representative in writing prior to proceeding with Work.
- .6 Make changes in samples which CORCAN Representative may require, consistent with Contract Documents.
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2015-11-01

1.4 SAMPLES
(Cont'd)

.7 Reviewed and accepted samples will become standard of workmanship and material against which installed Work will be verified.

2015-11-01

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- 1.1 RELATED WORK .1 Section 01 35 24: Special Procedures on Fire Safety Requirements.
- .2 Section 01 35 25: Special Procedures on Lockout Requirements.
- 1.2 SUBMITTALS .1 Submit to CORCAN Representative copies of the following documents, including updates:
- .1 Site Specific Health and Safety Plan.
 - .2 Building Permit, compliance certificates and other permits obtained.
 - .3 Letter of good standing from Provincial Workers Compensation organization.
 - .4 Reports and directives issued by Federal and Provincial safety officer or other authority having jurisdiction.
 - .5 Accident and Incident Reports.
 - .6 MSDS data sheets.
- .2 Upon request by CORCAN Representative, submit other documents and reports as stipulated to be produced and maintained by Federal and Provincial Occupational Health and Safety Regulations and as specified herein.
- .3 Submit above documents in accordance with Section 01 33 00.
- 1.3 COMPLIANCE REQUIREMENTS .1 Comply with the Occupational Health and Safety Act for the Province of New Brunswick, and the General Regulations made pursuant to the Act.
- .2 Comply with Canada Labour Code Part II, and the Canada Occupational Safety and Health Regulations made under Part II of the Canada Labour Code.
- .3 Observe and enforce construction safety measures required by:
- .1 National Building Code of Canada;
 - .2 Provincial Worker's Compensation Board;
 - .3 Municipal statutes and ordinances.
- .4 In event of conflict between any provisions of above authorities the most stringent provision will apply. Should a dispute arise in determining the most stringent requirement, CORCAN Representative will advise on the course of action to be followed.
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2015-11-01

1.3 COMPLIANCE REQUIREMENTS .5 A copy of the Canada Labour Code Part II may be obtained by contacting:
(Cont'd)

Canadian Government
Publishing Public Works & Government Services Canada Ottawa, Ontario, K1A 0S9 T
el: (819) 956-4800 (1-800-635-7943).4
Publication No. L31-85/2
1.5 E or F)

.1 Maintain Workers Compensation Coverage for duration of Contract.

1.6 RESPONSIBILITY .1 Be responsible for health and safety of persons on site, of property and for protection of persons circulating adjacent to work operations to extent that they may be affected by conduct of the Work.
.2 Enforce compliance by all workers, sub-contractors and other persons granted access to work site with safety requirements of Contract Documents, applicable Federal, Provincial, and local statutes, regulations, and ordinances, and with site-specific Health and Safety Plan.

1.7 SITE CONTROL AND ACCESS .1 Control work site and entry points to construction areas.
.1 Delineate and isolate construction areas from other areas of Facility by use of appropriate means.
.2 Post notices and signage at entry points and at other strategic locations identifying entrance onto site to be restricted to authorized persons only.
.3 Signage must be professionally made, bilingual in both official languages or display internationally understood graphic symbols.

2015-11-01

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- 1.7 SITE CONTROL AND ACCESS
(Cont'd)
- .2 Approve and grant access to site only to workers and authorized persons.
 - .1 Immediately stop non-authorized persons from circulating in construction areas and remove from site.
 - .2 Provide site safety orientation to all persons before granting access. Advise of site conditions, hazards and mandatory safety rules to be observed on site.
 - .3 Secure site at night time to extent required to protect against unauthorized entry.
 - .4 Ensure persons granted access to site wear appropriate personal protective equipment (PPE) suitable to work and site conditions.
 - .1 Provide such PPE to authorized persons who require access to perform inspections or other approved purposes.
- 1.8 PROTECTION
- .1 Carry out work placing emphasis on health and safety of the Public, Facility personnel, construction workers and protection of the environment.
 - .2 Erect safety barricades, lights and signage on site as required to effectively delineate work areas, protect pedestrian and vehicular traffic around and adjacent to work and to create a safe working environment.
 - .3 Should unforeseen or peculiar safety related hazard or condition become evident during performance of work, immediately take measures to rectify the situation and prevent damage or harm. Advise CORCAN Representative verbally and in writing.
- 1.9 FILING OF NOTICE
- .1 File Notice of Project and other Notices with Provincial authorities prior to commencement of Work.
 - .1 CORCAN Representative will assist in locating address for Filing Notice of Project if needed.
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2015-11-01

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- 1.10 PERMITS
- .1 Post on site permits, licenses, compliance certificates specified in section 01 10 10.
 - .2 Where particular permit or compliance certificate cannot be obtained at the required stage of work, notify CORCAN Representative in writing and obtain his/her approval to proceed before carrying out that portion of work.
- 1.11 HAZARD ASSESSMENTS
- .1 Conduct site specific health and safety hazard assessment before commencing project and during course of the work. Identify risks and hazards resulting from site conditions, weather conditions and work operations.
 - .1 Perform on-going assessments addressing new risks and hazards as work progresses.
 - .2 Also, conduct assessment when the scope of work has been changed by Change Order and when potential hazard or weakness in current health and safety practices are identified by CORCAN Representative or by an authorized safety Representative.
 - .2 Record results in writing and address in Health and Safety Plan.
 - .3 Keep copy of all assessments on site.
- 1.12 HEALTH AND SAFETY MEETINGS
- .1 Attend pre-construction health and safety meeting conducted by CORCAN Representative. Have following persons in attendance:
 - .1 Site Superintendent.
 - .2 Person designated to perform on-site health and safety site Supervision..
 - .3 CORCAN Representative will advise of date, time and location.
 - .2 Conduct health and safety meetings and tool box briefings on site. Hold on a regular and pre-scheduled basis during entire work in accordance with requirements and frequency as stipulated in provincial occupational health and safety regulations.
 - .1 Keep workers informed of potential hazards and provide safe work practices and procedures to be followed.
 - .2 Take written minutes and post on site.
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2015-11-01

1.13 HEALTH AND
SAFETY PLAN

- .1 Develop written site-specific Project Health and Safety Plan, based on hazard assessments, prior to commencement of work.
 - .1 Submit copy to CORCAN Representative within 7 calendar days of acceptance of bid.
 - .2 Submit updates as work progresses.
- .2 Health and Safety Plan shall contain three (3) parts with following information:
 - .1 Part 1 - Hazards: List of individual health risks and safety hazards identified by hazard assessment process.
 - .2 Part 2 - Safety Measures: engineering controls, personal protective equipment and safe work practises used to mitigate hazards and risks listed in Part 1 of Plan.
 - .3 Part 3a: Emergency Response: standard operating procedures, evacuation measures and emergency response in the occurrence of an accident, incident or emergency.
 - .1 Include response to all hazards listed in Part 1 of Plan.
 - .2 Evacuation measures to complement the Facility's existing Emergency Response and Evacuation Plan. Obtain pertinent information from CORCAN Representative.
 - .3 List names and telephone numbers of officials to contact including:
 - .1 General Contractor and all Subcontractors.
 - .2 Federal and Provincial Departments as stipulated by laws and regulations and local emergency resource organizations, as needed based on nature of emergency or accident.
 - .3 Officials from PWGSC and site Facility management. CORCAN Representative will provide list.
 - .4 Part 3b - Site Communications:
 - .1 Procedures used on site to share work related safety issues between workers, subcontractors, and General Contractor.
 - .2 List of critical tasks and work activities, to be communicated with the Facility Manager, which has risk of affecting tenant operations, or endangering health and safety of Facility personnel and the general public. Develop list in consultation with the CORCAN Representative.

1.13 HEALTH AND SAFETY PLAN (Cont'd) .3 Prepare Health and Safety Plan in a three column format, addressing the three parts specified above, as follows:

Column 1
Column 2
Part 1
1.1
Identified
ty
Response & Hazards
Measures
Site Communication

Column 3
Part
Part 3a/3b
Safe
Emergency
Measures

- .1 Develop Plan in collaboration with subcontractors. Address work activities of all trades. Revise and update Plan as Sub-contractors arrive on site.
- .2 Implement and enforce compliance with requirements of Plan for full duration of work to final completion and demobilization from site.
- .3 As work progresses, review and update Plan. Address additional health risks and safety hazards identified by on-going hazard assessments.
- .4 Post copy of Plan, and updates, on site.
- .5 Submission of the Health and Safety Plan, and updates, to the CORCAN Representative is for review and information purposes only. CORCAN Representative's receipt, review and any comments made of the Plan shall not be construed to imply approval in part or in whole of such Plan by CORCAN Representative and shall not be interpreted as a warranty of being complete and accurate or as a confirmation that all health and safety requirements of the Work have been addressed and that it is legislative compliant. Furthermore, CORCAN Representative's review of the Plan shall not relieve the Contractor of any of his legal obligations for Occupational Health and Safety provisions specified as part of the Work and those required by provincial legislation.

2015-11-01

1.2 SAFETY
SUPERVISION AND
INSPECTIONS

- .1 Designate one person to be present on site at all times, responsible for supervising health and safety of the Work.
 - .1 Person to be competent in Occupational Health and Construction Safety as defined in the Provincial Occupational Health and Safety Act.
- .2 Assign responsibility, obligation and authority to such designated person to stop work as deemed necessary for reasons of health and safety.
- .3 Conduct regularly scheduled informal safety inspections of work site on a minimum bi-weekly basis.
 - .1 Note deficiencies and remedial action taken in a log book or diary.
- .4 Keep inspection reports on site.

1.3 TRAINING

- .1 Ensure that all workers and other persons granted access to site are competently trained and knowledgeable on:
 - .1 Safe use of tools and equipment.
 - .2 How to wear and use personal protective equipment (PPE).
 - .3 Safe work practices and procedures to be followed in carrying out work.
 - .4 Site conditions and minimum safety rules to be observed on site, as given at site orientation session.

1.4 MINIMUM
SITE SAFETY RULES

- .1 Notwithstanding the requirement to abide by federal and provincial health and safety regulations, the following safety rules shall be considered minimum requirements to be obeyed by all persons granted site access:
 - .1 Wear personnel protective equipment (PPE) appropriate to function and task on site; the minimum requirements being hard hat, safety footwear and eye protection.
 - .2 Immediately report unsafe activity or condition at site, near-miss accident, injury and damage.
 - .3 Maintain site in tidy condition.
 - .4 Obey warning signs and safety tags.
- .2 Brief workers on site safety rules and on disciplinary measures to be taken by

2015-11-01

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- 1.4 MINIMUM SITE SAFETY RULES
(Cont'd)
- .2 (Cont'd)
CORCAN Representative for violation or non compliance of such rules. Post rules on site.
- .3 The following actions or conduct by Contractor, workers and subcontractors will be considered as non conformance with the health and safety requirements of the contract for which a Non-Compliance Notification will be issued to the General Contractor by the CORCAN Representative:
- .1 Failure to follow the minimum site safety rules specified above.
 - .2 Negligence resulting in serious injury or major property damage.
 - .3 Deliberate non-compliance with Federal and Provincial Acts and Regulations.
 - .4 Falsification of information in Workers Compensation Reports, safety reports and other health and safety related documents submitted to CORCAN Representative or to Authority having jurisdiction.
 - .5 Possession of firearms on site.
 - .6 Possession of non-prescriptive illegal drugs or alcohol.
 - .7 Action, or lack thereof, resulting in the issuance of Warnings, Fines or Stop Work Orders from a Provincial Authority having jurisdiction.
 - .8 Violation of other specified health and safety rules and requirements as determined by CORCAN Representative.
- .4 See elsewhere in this section for details on Non-Compliance Notifications and resulting disciplinary measures.
- 1.5 ACCIDENT REPORTING
- .1 Investigate and report the following incidents and accidents:
- .1 Those as required by Provincial Occupational Safety and Health Act and Regulations.
 - .2 Injury requiring medical aid as defined in the Canadian Dictionary of Safety Terms-1987, published by the Canadian Society of Safety Engineers (C.S.S.E) as follows:
 - .1 Medical Aid Injury: any minor injury for which medical treatment was provided and the cost of which is covered by Workers' Compensation Board of the
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2015-11-01

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- 1.5 ACCIDENT REPORTING
(Cont'd)
- .1 (Cont'd)
 - .2 (Cont'd)
 - .1 Medical Aid Injury: (Cont'd)
province in which the injury was incurred.
 - .3 Property damage in excess of \$5000.00,
 - .4 Interruption to Facility operations with potential loss to a Federal Dept. in excess of \$5000.00,
 - .5 Those which require notification to Workers Compensation Board or other regulatory agencies as stipulated by applicable law or regulations.
 - .2 Send written report to CORCAN Representative for all above cases.
- 1.6 TOOLS AND EQUIPMENT SAFETY
EQUIPMENT SAFETY
- .1 Routinely check and maintain tools, equipment and machinery for safe operation.
 - .2 Conduct checks as part of site safety inspections. When requested, submit proof that checks and maintenance have been carried out.
 - .3 Tag and immediately remove from site items found faulty or defective.
- 1.7 HAZARDOUS PRODUCTS
PRODUCTS
- .1 Comply with requirements of Workplace Hazardous Materials Information System (WHMIS).
 - .2 Keep MSDS data sheets for all products delivered to site. Post on site. Submit copy to CORCAN Representative upon receipt.
- 1.8 POWDER ACTUATED DEVICES
DEVICES
- .1 Use powder actuated fastening devices only after receipt of written permission from CORCAN Representative.
- 1.9 POSTING OF DOCUMENTS
DOCUMENTS
- .1 Post on site safety documentation as stipulated by Authorities having jurisdiction and as specified herein. Place in a common visible location.
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2015-11-01

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- 1.10 SITE RECORDS .1 Maintain on site a copy of all health and safety documentation and reports specified to be produced as part of the work and received from authorities having jurisdiction.
- .2 Upon request, make available to CORCAN Representative and to other authorized safety representative for review. Provide copy when directed by CORCAN Representative.
- 1.11 NON COMPLIANCE AND DISCIPLINARY MEASURES .1 Immediately address and correct health and safety violations and non-compliance issues.
- .2 Negligence or failure to follow occupational health and safety provisions specified in the Contract Documents and of those of applicable federal and provincial laws and regulations could result in disciplinary measures taken by the CORCAN Representative against the General Contractor.
- .3 PWGSC uses a system of Non-Compliance Notifications and Disciplinary Measures on projects as follows:
- .1 A non-compliance notification will be issued to the General Contractor, by the CORCAN Representative, whenever there is a violation or failure to follow any of the project's occupational health and safety requirements by a worker, subcontractor or any other person to whom the Contractor has granted access to the work site.
- .2 Non-Compliance notifications are progressive in nature resulting in increased disciplinary measures imposed depending on the frequency, nature and severity of the infraction.
- .3 Disciplinary measures could include:
- .1 Removal of the offending person or party from site;
- .2 Financial penalties in the form of progress payment reduction or holdback assessments made against the Contract and;
- .3 Taking the Work Out of Contractor's Hands in accordance with the General Conditions.
- .4 CORCAN Representative will make final decision as to what constitutes a violation and when to issue a Non-Compliance Notification.
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1.11 NON COMPLIANCE .5
AND DISCIPLINARY
MEASURES
(Cont'd)

Non-compliance Notifications issued by CORCAN Representative shall not be construed as to overrule or disregard warnings, orders and fines levied against Contractor by a regulatory agency having jurisdiction.

.6 Details of the Non-Compliance Notification and Disciplinary Measures system will be provided by CORCAN Representative upon acceptance of bid and prior to commencement of work.

.7 Numerical ratings are as follows:

.1 Non-Compliance Notification-Level No.1
Rating:

.1 Situation: occurrence of a first time infraction by a person or party on site.

.2 Action: verbal warning to General Contractor, documented in CORCAN files and copy sent to the General Contractor.

.2 Non-Compliance Notification-Level No.2
Rating:

.1 Situation:

.1 The second occurrence of a previous infraction by the same person or party on site or;

.2 Accumulation of several level-1 notifications for different infractions by the same person or party on site or;

.3 Non-action on the part of the Contractor or subcontractor to rectify non-compliance infractions previously identified in one or several level-1 notifications or;

.4 Violation or non observance of a Federal or Provincial safety Law or Regulation by subcontractor or Contractor or;

.5 Negligence by a person or party resulting in injury or major property damage.

.2 Action: written notice to General Contractor complete with an order for immediate remedial action to be taken. Depending on the severity of the offence, the order may include request for the immediate removal of the offending person or party from site.

1.11 NON COMPLIANCE .7
AND DISCIPLINARY
MEASURES
(Cont'd)

- Numerical ratings are as follows:(Cont'd)
- .3 Non-Compliance Notification-Level No.3
Rating:
 - .1 Situation:
 - .1 Continued and repeated non-compliance with health and safety requirements by the General Contractor or by subcontractor(s) or;
 - .2 The occurrence of a serious accident on site resulting in serious bodily injury or death.
 - .2 Action:
 - .1 Formal letter issued to General Contractor with an order to immediately stop the work until so notified to proceed.
 - .2 Review of all infractions and incident/accident occurrences with possible investigation by the Department of Public Works & Government Services Canada.
 - .3 Based on outcome of the review/investigation, Work could be suspended or taken out of the Contractor's hands in accordance with the General Conditions.
 - .3 The term "serious accident" used herein shall have the same meaning as defined in the Canadian Dictionary of Safety Terms - 1987 issue from the Canadian Society of Safety Engineers (C.S.S.E).
 - .8 Decision on which rating level to be placed on any given Non-Compliance Notification will be determined solely by CORCAN Representative.
 - .9 Be responsible to fully brief workers and subcontractors on the operation and importance of this system.

2015-11-01

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- 1.1 RELATED WORK .1 Waste Management and Disposal: Section 01 74 21.
- 1.2 DEFINITIONS .1 Hazardous Material: Product, substance, or organism that is used for its original purpose; and that is either dangerous goods or a material that may cause adverse impact to the environment or adversely affect health of persons, animals, or plant life when released into the environment.
- 1.3 FIRES .1 Fires and burning of rubbish on site not permitted.
- 1.4 HAZARDOUS MATERIAL HANDLING .1 Store and handle hazardous materials in accordance with applicable federal and provincial laws, regulations, codes and guidelines. Store in location that will prevent spillage into the environment
- .2 Label containers to WHMIS requirements and keep MSDS data sheets on site for all hazardous materials.
- .3 Maintain inventory of hazardous materials and hazardous waste stored on site. List items by product name, quantity and date when storage began.
- .4 Store and handle flammable and combustible materials in accordance with National Fire Code.
- .5 Transport hazardous materials in accordance with federal Transportation of Dangerous Goods Regulations and applicable Provincial regulations.
- 1.5 DISPOSAL OF WASTES .1 Do not bury rubbish and waste materials on site. Dispose in accordance with project waste management requirements specified in section
- .2 Do not dispose of hazardous waste or volatile materials, such as mineral spirits, paints, thinners, oil or fuel into waterways, storm or sanitary sewers or waste landfill sites.
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2015-11-01

1.5 DISPOSAL OF
WASTES
(Cont'd)

- .3 Dispose of hazardous waste in accordance with applicable federal and provincial laws, regulations, codes and guidelines.

1.6 POLLUTION
CONTROL
CONTROL

- .1 Have appropriate emergency spill response equipment and rapid clean-up kit on site located adjacent to hazardous materials storage area. Provide personal protective equipment required for clean-up.
- .2 Report, spills of petroleum and other hazardous materials as well as accidents having potential of polluting the environment to Federal and Provincial Department of the Environment.
 - .1 Notify CORCAN Representative and submit a written spill report to CORCAN Representative within 24 hours of occurrence.

1.1 GENERAL

- .1 Perform the Work in such a way as to minimize disruptions to the daily operations of the Institution and to ensure that security at the Institution is maintained at all times.
- .2 Abide by security rules and procedures specified herein and as stipulated at the security briefing conducted prior to commencement of the Work.

1.2 DEFINITIONS

- .1 Institution: means the Penitentiary or Correctional Facility where the Work will be carried out.
- .2 Director: means the person in charge of the Correctional Institution or Penitentiary where the Work will be carried out and includes any authorized person at the Facility, as designated by the Director, to provide directions on his/her behalf.
- .3 Contraband: means any of the following:
 - .1 An intoxicant, including alcoholic beverages, drugs and narcotics;
 - .2 A weapon or a component thereof, ammunition for a weapon, and any other object that is designed to kill, injure or disable a person or that is altered so as to be capable of killing, injuring or disabling a person, when possessed without prior authorization;
 - .3 An explosive or a bomb or a component thereof;
 - .4 Currency over the prescribed limit of \$25.00 dollars and;
 - .5 Any other item, as deemed by the Director, to pose a risk to the security of a Penitentiary or to the safety of persons, when that item is possessed without prior authorization from the Director.
- .4 Unauthorized smoking items: means all smoking items including, but not limited to, cigarettes, cigars, tobacco, chewing or snuffing tobacco, cigarette making machines, matches and lighters.
- .5 Commercial vehicle: means any motor vehicle used to transport materials, equipment and tools to the site as required for construction purposes.

1.2 DEFINITIONS
(Cont'd)

- .6 CSC: means the Department of Correctional Service Canada.
- .7 CPIC Security Clearance: means a personal background check made through the RCMP Canadian Police Information Centre.
- .8 Construction employee: means any person working for the General Contractor or subcontractor(s), commercial vehicle or equipment operator, material supplier and personnel from testing, inspection or regulatory agencies who needs to circulate on the Institution's property as part of the Work.
- .9 CORCAN Representative: means the person as defined in the General Conditions of the Contract for projects managed by Public Works and Government Services Canada (PWGSC) or the Project Manager for projects managed by Correctional Service Canada (CSC).
- .10 Perimeter: means the fenced or walled area of the Institution that restrains the movement of the inmates.
- .11 Construction zone: means the area as shown on the contract drawings and as described below where the Contractor will be allowed to work. This area may or may not be isolated from the security area of the Institution.
 - .1 In general, Contractor's work activities and movement is limited to Building F1.

1.3 PRELIMINARY
PROCEEDINGS

- .1 Prior to commencement of work, the Contractor shall meet with the Director to:
 - .1 Discuss the nature and extent of all activities involved in the work of this contract.
 - .2 Obtain security rules, regulations and procedures in force at the Institution and directives to be followed by Contractor and all construction employees during the entire course of the work.
- .2 CORCAN Representative will coordinate a pre-construction meeting between Contractor, the Director and Facility security personnel who will provide details on site security requirements.

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- 1.3 PRELIMINARY PROCEEDINGS
(Cont'd)
- .3 The Contractor shall:
 - .1 Ensure that all construction employees are aware of the CSC security requirements.
 - .2 Ensure that a copy of the CSC security requirements is prominently displayed at the work site at all times.
 - .3 Co-operate with Institutional staff in ensuring that security requirements and procedures are stringently followed by all construction employees.
 - .4 Failure to follow site security requirements by the Contractor or by a construction employee could result in the immediate removal of the offending party or person from the site.
- 1.4 WORKER SECURITY CLEARANCE
- .1 CPIC security clearance must be obtained for all construction employees who need to circulate on the Institution's property during the course of the Work.
 - .1 Application forms will be provided by the CORCAN Representative.
 - .2 Have forms filled out by each worker.
 - .2 Submit to the Director:
 - .1 A list of the names with date of birth of all construction employees;
 - .2 Completed security clearance form for each person.
 - .3 No person will be admitted inside the Institution without a valid CPIC Security Clearance pertinent to the Institution of the Work and a recent picture identification, such as a provincial driver's permit, to show proof of identity.
 - .1 Security clearance obtained for other Institutions or other CSC properties are not valid for Work of this contract.
 - .4 Allow two (2) weeks for processing of security clearances.
 - .5 Be aware that facial photographs of security cleared construction employees may taken as deemed required by the Director.
 - .1 These photographs will be posted for display at appropriate locations in the Institution or placed into an electronic database for identification purposes.
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- 1.4 WORKER SECURITY CLEARANCE (Cont'd)
- .5 (Cont'd)
- .2 Photo ID cards may also be issued to each construction employee to be donned while on site. ID cards shall be left at the designated security entrance to be picked by each person upon arrival at the Institution and must be prominently displayed on the person's clothing at all times.
- .6 CSC Security Clearance will be denied and entry into the Institution will be refused to any person which the Director has reason to believe is a security risk to the Facility's operations.
- .1 Also, a person will be subject to the immediate removal from the Institution if he/she:
- .1 Appears to be under the influence of alcohol, drugs or narcotics.
- .2 Behaves in an unusual disorderly manner.
- .3 Is found in possession of contraband.
- .7 Facilitate the security clearance application process:
- .1 Provide an application form to all workers including those of subcontractors.
- .2 Submit a list of names and birth dates for all persons who require security clearance to the CORCAN Representative.
- .3 Coordinate and expedite subcontractor submissions.
- .4 Assist applicants in filling out the application form and submitting related documentation.
- .5 Review application form of each applicant for completeness.
- .6 Have each worker keep a copy of their completed form in case the initial submission gets lost.
- .7 Submit documentation in an organized manner complete with transmittal letter clearly identifying the specific project for which security clearance is being requested.
- .8 Send data to the approved mailing address provided by the CORCAN Representative.
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- 1.5 VEHICLES
- .1 All unattended vehicles on the Institution's property shall have their windows, doors and trunks closed and locked at all times. Keys must be removed and kept securely in the possession of the vehicle's owner or with an employee of the Contractor or subcontractor who owns the vehicle.
 - .2 The Director may limit the number and type of vehicles allowed at the Institution at any given time.
 - .3 Drivers of delivery vehicles do not require security clearance but must remain inside their vehicle for the entire duration while on Institution property. This is of absolute importance for vehicles who must enter the Secure Perimeter of the Institution. In those instances, the vehicle must be under constant escort by Institutional staff or Commissionaires while inside that area.
 - .4 If the Director permits office or storage trailers to be left inside the Secure Perimeter; their exterior doors shall be kept locked at all times and windows securely locked when unoccupied.
 - .1 Additionally, windows shall be covered with expanded steel mesh securely fastened in place.
 - .2 Storage trailers, whether placed inside and outside of the Secure Perimeter must be kept locked when not in use.
- 1.6 PARKING OF VEHICLES
- .1 Director will designate a location on site, outside the Secure Perimeter, where construction employee vehicles may be parked.
 - .2 All other areas of the site are prohibited and vehicles are subject to being removed by the Institution with towing costs borned by their owner.
- 1.7 SHIPMENTS
- .1 Shipments of material, equipment and tools to site shall be clearly marked with the project title and Contractor's name to avoid confusion with the Institution's own shipments.
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- 1.7 SHIPMENTS
(Cont'd)
- .2 Contractor shall have a designated person on site to receive and take possession of all deliveries.
- .3 Under no circumstances will Institutional staff accept any delivery designated for the Contractor or the Work.
- 1.8 TELEPHONES
- .1 Telephone landlines, facsimile machines and computers with internet connections are not permitted within the Secure Perimeter of the Institution unless prior approval is obtained from the Director.
- .2 If approved, place telephones, facsimile machines and computers with internet connections only where indicated and not accessible to Inmates.
.1 Equip computers with approved password protection features which will block internet connection by unauthorized persons.
- .3 Wireless cellular and digital telephones, including but not limited to devices for telephone messaging, pagers, BlackBerries, telephone used as 2-way radios, are not permitted within the Secure Perimeter of the Institution unless prior approval is obtained from the Director.
.1 Should wireless cellular telephones be permitted, the owner/user of such device shall not permit it's use by an Inmate.
- .4 The Director may approve but limit the use of two way radios.
- 1.9 WORK HOURS
- .1 Be aware that for security reasons the days and hours which Contractor will be permitted to perform work at the site are limited to:
.1 Weekdays only from Monday to Friday and between the hours of 08:00 and 16:00.
- .2 No work will be permitted during evenings, nighttime, weekends and on statutory holidays. These are considered off-hour periods at the Institution.
- .3 The work day and hour restrictions specified above will only be waved for special situations and for certain aspects of the Work
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- 1.9 WORK HOURS (Cont'd) .3 (Cont'd)
deemed necessary and where off-hour work is determined to be the least disruptive approach to the operations of the Institution as determined by the Director.
- .1 A minimum of 7 days advance notice is required to obtain permission for off-hour work.
 - .2 In case of an emergency, the advanced notification may be waved by the Director.
- 1.10 OVERTIME WORK .1 No overtime work will be allowed at the end of a workshift.
- .2 Where overtime work is deemed necessary at the end of a workshift to complete a critical component of the work, it shall be planned and requested a minimum of 48 hours beforehand for approval by the Director.
 - .3 Should unplanned overtime work occur due to an emergency situation, such as to complete a concrete pour or to make the work site safe and secure, the Contractor shall immediately advise the Director of this pending situation and stringently follow all directions given by the Director.
 - .4 Extra Costs: Note that when overtime work or off-hour work on weekends and statutory holidays is approved by the Director, be aware that extra CSC security staff or commissionaires may need to be posted at the Institution to maintain security surveillance. The costs for such service may be charged to the Contractor in the form of a financial assessment against the Contract.
- 1.11 TOOLS AND EQUIPMENT .1 Make a complete list of all tools and equipment brought on site for use in the Work. Provide copy of the list to the Director and to CORCAN Representative.
- .2 Maintain and update list during the entire course of the Work.
 - .3 Keep all tools and equipment under constant supervision. This is of particular importance for power-driven and cartridge-driven tools, cartridges, files, saw blades, rod saws, wire,
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- 1.11 TOOLS AND EQUIPMENT
(Cont'd)
- .3 (Cont'd)
rope, ladders as well as all types of jacking devices.
 - .4 Store all tools and equipment in lockable tool boxes and place in approved and secure location.
 - .5 Lock tool boxes when not in use. Keys shall remain in the possession of employees designated by Contractor.
 - .6 Scaffolding: Store and securely lock scaffolding components when not erected. Once erected, secure against unauthorized disassembly by use of such of manner as approved by Director.
 - .7 Immediately report to the Director any missing tool and equipment.
 - .8 Tool Check: Be aware that CSC security personnel will conduct tool and equipment checks during the course of the Work against the list provided by Contractor. Frequency of checks to be as follows:
 - .1 At commencement and completion of the project.
 - .2 Weekly basis when the construction period is greater than 1 week.
 - .9 Controlled items: entry and use of certain tools and equipment, such as cartridges and hacksaw blades, are highly controlled at the Institution. The Director will determine and advise which items are to be controlled.
 - .1 Controlled items will be given to the Contractor at the beginning of each workday and only in sufficient quantity required for one day.
 - .2 Controlled items must be returned to CSC security personnel at the end of each workday including all worn component such as blades, cartridges etc...
 - .10 When propane or natural gas is used as fuel for construction heaters, the Contractor shall provide full time supervision of that operation during non-working hours.
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1.12 KEYS

- .1 Security Hardware Keys:
 - .1 Arrange and ensure that keys for security door hardware are delivered directly by the hardware Supplier/Installer to the Institution's designated Security Maintenance Officer (SMO).
 - .2 The SMO will provide written receipt to Contractor for security keys received.
 - .3 Provide a copy of such receipt to the CORCAN Representative.
- .2 Construction Keys:
 - .1 Supply and install construction cylinders on all new doors and keep such doors locked during the entire construction period.
 - .2 Instruct construction employees on the care and safekeeping of keys assigned to them to ensure safe custody of construction keys.
 - .3 Construction cylinders shall only be removed and be replaced with operational cylinders at such time as deemed appropriate by the Director. The SMO will, in conjunction with the lockset manufacturer:
 - .1 Prepare an operational keying schedule.
 - .2 Accept the operational keys and cylinders directly from the lockset manufacturer.
 - .3 Arrange for removal and return of the construction cylinders and install the operational cylinders in all locks.
 - .4 Upon putting operational security keys into use, an approved security escort designated by the Director will thereafter obtain specific keys from the SMO and open those doors as required by Contractor to access work areas.
 - .5 Contractor shall issue instructions to all construction employees advising them that all security keys must always remain with the security escort.

1.13 SECURITY
HARDWARE

- .1 Turn over to Director all security hardware removed as part of the work. This includes all items intended for disposal as well as those for temporary safekeeping until ready for reinstallation as part of the work.

1.14 PRESCRIPTION DRUGS .1

Construction employees who are required to take prescription drugs during the workday shall obtain approval from the Director beforehand and shall only bring on site a one days supply each day.

1.15 SMOKING RESTRICTIONS .1

Contractor and construction employees are not permitted to:
.1 Smoke inside the Institution or outdoors within the Secure Perimeter and;
.2 Must not possess unauthorized smoking items within the Secure Perimeter of the Institution.

.2 Persons found in violation of this directive shall immediately cease smoking and dispose of all unauthorized smoking items. Further smoking violation will result in the removal of the offending person off the Institution.

.3 Smoking at the Institution is only permitted outdoors, outside the boundary of the Secure Perimeter and in a location designated by the Director.

1.16 CONTRABAND .1

Weapons, ammunition, explosives, alcoholic beverages, drugs and narcotics are considered Contraband and are strictly prohibited at the Institution.

.2 Discovery of Contraband at the site and in work areas by Contractor shall be reported immediately to the Director complete with the identification of person(s) in possession of such Contraband.

.3 Contractor shall be vigilant with construction employees and suppliers to ensure that no contraband items are brought on site. Advise all persons that the discovery of contraband will result in cancellation of their security clearance and their immediate removal from the site. Serious infractions could result in the removal of the subcontractor or Contractor from the Institution for the duration of the Contract.

.4 Arms and ammunition found in vehicles owned by Contractor, subcontractors, suppliers or construction employee will result in the

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- 1.16 CONTRABAND
(Cont'd) .4 (Cont'd)
immediate cancellation of security clearance
for the driver of that vehicle.
- 1.17 SEARCHES .1 All vehicles and persons entering onto
Institutional property may be subject to
search.
- .2 Based on reasonable grounds, the Director may
order the search of any person suspected to be
in possession of contraband at the site.
- .3 Be aware that persons entering the
Institution may be subject to screening of
their personal effects for traces of
contraband drug residue.
- 1.18 OFF-HOURS
SITE ACCESS .1 Construction personnel and commercial
vehicles will not be permitted access to the
Institution outside of the stipulated work
hours specified, unless approved by the
Director.
- 1.19 MOVEMENT
OF VEHICLES .1 Be aware that commercial vehicles will only
be allowed to enter or leave the Secure
Perimeter of the Institution (ie: pass through
the designated vehicle security gate) between
the following hours of each day:
.1 From 08:00 AM to 16:00 PM.
- .2 Vehicles will not be allowed to leave the
Institution until an inmate count has been
completed.
- .3 Vehicles must be escorted by an approved CSC
Staff or Commissionaire while inside the
Secure Perimeter of the Institution.
- .4 Contractor shall provide 24 hours advance
notice to the Director of the arrival of heavy
equipment such as excavator, cranes, concrete
trucks etc...to the site.
- .5 Vehicles being loaded with soil or other
debris at site, or any vehicle considered
impossible to search, must be under continuous
supervision by CSC staff or Commissionaires
working under the authority of the Director.
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1.19 MOVEMENT
OF VEHICLES
(Cont'd)

- .6 Commercial vehicles will only be allowed access onto the Institution's property when their contents are certified by the Contractor, or his representative, as being strictly necessary to the execution of the work.
- .7 Vehicles shall be refused access to Institutional property if, in the opinion of the Director, they contain an article which jeopardizes the security of the Institution.
- .8 Private vehicles of construction employees will NOT be allowed inside the Secure Perimeter area of a medium or maximum security Institution, except for a special situation as may be authorized by the Director.
- .9 Subject to the Director's prior approval, a vehicle may be used in the morning and evening to bring a group of construction employees to and from the Secure Perimeter of the Institution. However the vehicle shall not be allowed to remain parked inside the Security Perimeter.
- .10 Subject to the Director's prior approval, certain construction equipment may be permitted to remain on site overnight and during weekends provided that such equipment is securely locked and the battery removed. The Director may also require that the equipment be tied by chain and padlocked to a solid unmovable object.

1.20 MOVEMENT OF
PERSONS AT
THE INSTITUTION

- .1 Subject to the requirements of good security, the Director will permit the Contractor and construction employees as much freedom of action and movement in the work areas of the site as is possible.
- .2 Notwithstanding the above clause, the Director will:
 - .1 Prohibit or restrict access to certain parts of the Institution.
 - .2 Require that access to certain areas of the Institution, (either for the entire duration of the work or for certain specific time periods) be only allowed under escort by a member of CSC security staff or a commissionaire.

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- 1.20 MOVEMENT OF PERSONS AT THE INSTITUTION
(Cont'd) .2 (Cont'd)
.3 During lunch and coffee breaks, all construction employees shall remain within the construction work areas of the site. No person shall not be permitted to eat in the Officer's lounge or the dining room of the Institution.
- 1.21 SURVEILLANCE AND INSPECTION
AND INSPECTION .1 Construction activities and related movement of personnel and vehicles will be under surveillance and subject to inspection by the Institution security staff to ensure that established site security requirements are stringently followed.
.2 CSC staff will ensure that an understanding of the need to carry out surveillance and inspections, as specified above, is established among construction employees and maintained throughout the duration of the entire Work.
- 1.22 STOPPAGE OF WORK
OF WORK .1 The Director may, at any given time during the course of the Work, stop Contractor and construction employees from entering the Institution, order their immediate departure or instruct them to remain in a designated location due to an emergency security situation occurring at the Institution.
.1 Should this occur, Contractor's Superintendent shall obtain the name of the CSC staff member issuing the order, note the date and time when the notification was received and immediately obey the order as quickly as possible.
.2 Advise the CORCAN Representative within 24 hours of receipt of such notification from the Institution.
- 1.23 CONTACT WITH INMATES
INMATES .1 Unless specifically authorized, it is forbidden to come into contact with inmates, to talk with them, to receive objects from them or to give them objects. Any construction employee doing any of the above will be removed from the site and his security clearance revoked.
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2015-11-01

- 1.1 INSPECTION
- .1 Give timely notice requesting inspection of Work designated for special tests, inspections or approvals by CORCAN Representative or by inspection authorities having jurisdiction.
 - .2 In accordance with the General Conditions, CORCAN Representative may order any part of Work to be examined if Work is suspected to be not in accordance with Contract Documents.
 - .3 If Contractor covers or permits to be covered Work designated for special tests, inspections or approvals before such is made, uncover Work until particular inspections or tests have been fully and satisfactorily completed and until such time as CORCAN Representative gives permission to proceed.
 - .4 Pay costs to uncover and make good work disturbed by inspections and tests.
- 1.2 TESTING
- .1 Tests on materials, equipment and building systems as specified in various sections of the Specifications is the responsibility of the Contractor except where stipulated otherwise.
 - .1 Provide all necessary instruments, equipment and qualified personnel to perform tests.
 - .2 At completion of tests, turn over 2 sets of fully documented tests reports to the CORCAN Representative. Submit in accordance with Section 01 33 00.
 - .1 Obtain additional copies for inclusion of a complete set in each of the maintenance manuals specified in Section 01 78 00.
 - .3 Unspecified tests may also be made by CORCAN Representative, at the discretion of the CORCAN Representative. The costs of these tests will be paid for by the CORCAN Representative.
 - .4 Where tests or inspections reveal work not in accordance with contract requirements, Contractor shall pay costs for additional tests and inspections incurred by CORCAN Representative as required to verify acceptability of corrected work.
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2015-11-01

1.3 INDEPENDENT
INSPECTION AGENCIES

- .1 CORCAN . Representative may engage and pay for service of Independent Inspection and Testing Agencies for purpose of inspecting and testing portions of Work except for the following which remain part of Contractor's responsibilities:
- .1 Inspection and testing required by laws, ordinances, rules, regulations or orders of public authorities.
 - .2 Inspection and testing performed exclusively for Contractor's convenience.
 - .3 Testing, adjustment and balancing of mechanical and electrical equipment and other building systems.
 - .4 Performance verification tests before building commissioning procedures commences.
 - .5 Mill tests and certificates of compliance.
 - .6 Tests as specified within various sections designated to be carried out by Contractor under the supervision of CORCAN Representative.
 - .7 Additional tests as specified in Clause 1.3.4 above.
- .2 Provide sufficient advance notice to CORCAN Representative of time when the Work will be ready for testing by designated Testing Agency in order for CORCAN Representative to make attendance arrangements with such Agency. When directed by CORCAN Representative notify the Agency directly.
- .3 When specified or directed, submit Representative samples of materials, in required quantities, to Testing Agency for testing purposes. Submit with reasonable promptness and in an orderly sequence so as not to cause delay in Work.
- .4 Provide labour and facilities to obtain, handle and deliver samples.
- .5 Provide sufficient space on site for Testing Agency's exclusive use to store equipment and cure test samples.
- .6 Employment of Independent Inspection and Testing Agencies by CORCAN Representative does not relax responsibility to perform Work in accordance with Contract Documents.

2015-11-01

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- 1.4 ACCESS TO WORK .1 Facilitate CORCAN Representative's access to Work. If part of Work is being fabricated at locations other than construction site, make preparations to allow access to such Work whenever it is in progress.
- .2 Furnish labour and facility to provide access to the work being inspected and tested.
- .3 Co-operate to facilitate such inspections and tests.
- 1.5 REJECTED WORK .1 Remove and replace defective Work, whether result of poor workmanship, use of defective or damaged products and whether incorporated in Work or not, which has been identified by CORCAN Representative as failing to conform to Contract Documents.
- .2 Make good damages to new and existing construction and finishes resulting from removal or replacement of defective work.

2015-11-01

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- 1.1 GENERAL .1 Use new material and equipment unless otherwise specified.
- .2 Within 7 days of written request by **CORCAN** Representative, submit following information for any materials and products proposed for supply:
- .1 Name and address of manufacturer.
 - .2 Trade name, model and catalogue number.
 - .3 Performance, descriptive and test data.
 - .4 Compliance to specified standards.
 - .5 Manufacturer's installation or application instructions.
 - .6 Evidence of arrangements to procure.
 - .7 Evidence of manufacturer delivery problems or unforeseen delays.
- .3 Provide material and equipment of specified design and quality, performing to published ratings and for which replacement parts are readily available.
- .4 Use products of one manufacturer for equipment or material of same type or classification unless otherwise specified.
- .5 Permanent labels, trademarks and nameplates on products are not acceptable in prominent locations, except where required for operating instructions, or when located in mechanical or electrical rooms.
- 1.2 PRODUCT QUALITY .1 Contractor shall be solely responsible for submitting relevant technical data and independent test reports to confirm whether a product or system proposed for use meets contract requirements and specified standards.
- .2 Final decision as to whether a product or system meets contract requirements rest solely with the **CORCAN** Representative in accordance with the General Conditions of the Contract.
- 1.3 ACCEPTABLE MATERIALS AND ALTERNATIVES .1 Acceptable Materials: When materials specified include trade names or trade marks or manufacturer's or supplier's name as part of the material description, select and only use one of the names listed for incorporation into the Work.
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2015-11-01

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- 1.3 ACCEPTABLE MATERIALS AND ALTERNATIVES (Cont'd)
- .2 Alternative Materials: Submission of alternative materials to trade names or manufacturer's names specified must be done during the bidding period following procedures indicated in the Instructions to Bidders.
 - .3 Substitutions: After contract award, substitution of a specified material will be dealt with as a change to the Work in accordance with the General Conditions of the Contract.
- 1.4 MANUFACTURERS INSTRUCTIONS
- .1 Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installation methods to be used. Do not rely on labels or enclosure provided with products. Obtain written instructions directly from manufacturers.
 - .2 Notify CORCAN Representative in writing of any conflict between these specifications and manufacturers instructions, so that CORCAN Representative will designate which document is to be followed.
- 1.5 AVAILABILITY
- .1 Immediately notify CORCAN Representative in writing of unforeseen or unanticipated material delivery problems by manufacturer. Provide support documentation as per clause 1.1.2 above.
- 1.6 WORKMANSHIP
- .1 Ensure quality of work is of highest standard, executed by workers experienced and skilled in respective duties for which they are employed.
 - .2 Remove unsuitable or incompetent workers from site as stipulated in the General Conditions of the Contract.
 - .3 Ensure cooperation of workers in laying out work. Maintain efficient and continuous supervision on site at all times.
 - .4 Coordinate work between trades and subcontractors. See section 01 14 10 in this regard.
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2015-11-01

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- 1.6 WORKMANSHIP
(Cont'd) .5 Coordinate placement of openings, sleeves and accessories.
- 1.7 FASTENINGS - GENERAL .1 Provide metal fastenings and accessories in same texture, colour and finish as base metal in which they occur. Prevent electrolytic action between dissimilar metals. Use non-corrosive fasteners, anchors and spacers for securing exterior work and in humid areas.
- .2 Space anchors within limits of load bearing or shear capacity and ensure that they provide positive permanent anchorage. Wood or organic material plugs not acceptable.
- .3 Keep exposed fastenings to minimum, space evenly and lay out neatly.
- .4 Fastenings which cause spalling or cracking of material to which anchorage is made, are not acceptable.
- .5 Do not use explosive actuated fastening devices unless approved by CORCAN Representative. See section on Health and Safety Requirements in this regard.
- 1.8 FASTENINGS - EQUIPMENT .1 Use fastenings of standard commercial sizes and patterns with material and finish suitable for service.
- .2 Use heavy hexagon heads, semi-finished unless otherwise specified.
- .3 Bolts may not project more than one diameter beyond nuts.
- .4 Use plain type washers on equipment, sheet metal and soft gasket lock type washers where vibrations occur and, use resilient washers with stainless steel.
- 1.9 STORAGE, HANDLING AND PROTECTION .1 Deliver, handle and store materials in manner to prevent deterioration and soiling and in accordance with manufacturer's instructions when applicable.
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2015-11-01

1.9 STORAGE,
HANDLING AND
PROTECTION
(Cont'd)

- .2 Store packaged or bundled materials in original and undamaged condition with manufacturer's seal and labels intact. Do not remove from packaging or bundling until required in Work. Provide additional cover where manufacturer's packaging is insufficient to provide adequate protection.
- .3 Store products subject to damage from weather in weatherproof enclosures.
- .4 Store cementitious products clear of earth or concrete floors, and away from walls.
- .5 Keep sand, when used for grout or mortar materials, clean and dry. Store sand on wooden platforms and cover with waterproof tarpaulins during inclement weather.
- .6 Store sheet materials and lumber on flat, solid supports and keep clear of ground. Slope to shed moisture.
- .7 Store and mix paints in heated and ventilated room. Remove oily rags and other combustible debris from site daily. Take every precaution necessary to prevent spontaneous combustion.
- .8 Immediately remove damaged or rejected materials from site.
- .9 Touch-up damaged factory finished surfaces to CORCAN Representative's satisfaction. Use touch-up materials to match original. Do not paint over name plates.

1 DEFINITIONS

- .1 Hazardous Material: Product, substance, or organism that is used for its original purpose, and that is either dangerous goods or a material that may cause adverse impact to the environment or adversely affect health of persons, animals, or plant life when released into the environment.

2 WASTE MANAGEMENT

- .1 Incorporate environmental and sustainable practises in managing waste resulting from work.
- .2 Divert as much waste as possible from landfill.
- .3 Coordinate work of subtrades and subcontractors to ensure all possible waste reduction and recycling opportunities are taken. Follow waste management requirements specified in trade sections of the Specifications.
- .4 Reduce waste during installation of new materials. Undertake practices which will optimize full use of materials and minimize waste.
- .5 Develop innovative procedures to reduce quantity of waste generated by construction such as by delivering materials to site with minimal packaging etc...
- .6 Provide on-site facilities to collect, handle and store anticipated quantities of reusable, salvageable and recyclable materials.
- .7 During demolition and removal work separate materials and equipment at source, carefully dismantling, labelling and stockpiling alike items for the following purposes:
- .1 Reinstallation into the work where indicated.
 - .2 Salvaging reusable items not needed in project which Contractor may sell to other parties.
 - .3 Sending as many items as possible to locally available recycling facility.
 - .4 Segregating remaining waste and debris into various individual waste categories for disposal in a "non-mixed state" as recommended by waste processing/landfill sites.

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- 2 WASTE MANAGEMENT (Cont'd)
- .8 Isolate product packaging and delivery containers from general waste stream. Send to recycling facility or return to supplier/manufacturer.
 - .9 Send leftover material resulting from installation work for recycling whenever possible.
 - .10 Establish methods whereby hazardous and toxic materials, and their containers used on site are properly handled, stored and disposed in accordance with applicable federal, provincial and municipal laws and regulations.
- 3 DISPOSAL REQUIREMENTS
- .1 Burying or burning of rubbish and waste materials is prohibited.
 - .2 Disposal of volatile materials, mineral spirits, oil, paint, and other hazardous materials into waterways, storm, or sanitary sewers is prohibited.
 - .3 Dispose of waste only at approved waste processing facility or landfill sites approved by authority having jurisdiction.
 - .4 Contact the authority having jurisdiction prior to commencement of work, to determine what, if any, demolition and construction waste materials have been banned from disposal in landfills and at transfer stations. Take appropriate action to isolate such banned materials at site of work and dispose in strict accordance with provincial and municipal regulations.
 - .5 Transport and dispose of waste intended for waste processing plant or landfill facility in separated condition and to Operator's rules and recommendations in support of their effort to recycle, reduce and divert certain waste stream from general landfill.
 - .6 Collect, bundle and transport salvaged materials to be recycled in separated categories and condition as directed by recycling facility. Ship materials only to approved recycling facilities.
 - .7 Sale of salvaged items by Contractor to other parties not permit
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Tarp System Installation
DP - Minimum - Project 32815

CONSTRUCTION/DEMOLITION
WASTE MANAGEMENT & DISPOSAL
(SHORT FORM)

Section 01 74 22
Page 3

2015-11-01

3 DISPOSAL .7 (Cont'd)
REQUIREMENTS
(Cont'd)

2015-11-01

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- 1.1 SECTION INCLUDES .1 Administrative procedures preceeding inspection and acceptance of Work by CORCAN . Representative.
- 1.2 RELATED SECTIONS .1 Section 01 78 00 - Closeout Submittals.
- 1.3 INSPECTION AND DECLARATION .1 Contractor's Inspection: Coordinate and perform, in concert with subcontractors, an inspection and check of all Work. Identify and correct deficiencies, defects, repairs and perform outstanding items as required to complete work in conformance with Contract Documents.
.1 Notify CORCAN . Representative in writing when deficiencies from Contractor's inspection have been rectified and that Work is deemed to be complete and ready for CORCAN . Representative's inspection of the completed work.
.2 CORCAN . Representative's Inspection: Accompany CORCAN . Representative during all substantial and final inspections of the Work.
.1 Address defects, faults and outstanding items of work identified by such inspections.
.2 Advise CORCAN . Representative when all deficiencies identified have been rectified.
.3 Note that CORCAN . Representative will not issue a Certificate of Substantial Performance of the work until such time that Contractor performs following work and turns over the specified documents:
.1 Project record as-built documents;
.2 Final Operations and Maintenance manuals;
.3 Maintenance materials, parts and tools;
.4 Compliance certificates from applicable authorities;
.5 Reports resulting from designated tests;
.6 Demonstration and training complete with user manuals;
.7 Manufacturer's Guarantee certificates.
.8 Testing, adjusting and balancing of equipment and systems complete with submission of test reports.
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2015-11-01

1.3 INSPECTION AND .3
DECLARATION
(Cont'd)

(Cont'd)
.9 Commissioning of equipment and systems
specified.

.4 Correct all discrepancies before CORCAN
Representative will issue the Certificate of
Completion.

2015-11-01

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- 1.1 SECTION INCLUDES .1 Project Record Documents.
.2 Operations and Maintenance data.
- 1.2 RELATED SECTIONS .1 Section 01 79 00 - Demonstration and Training.
- 1.3 PROJECT RECORD DOCUMENTS .1 **CORCAN** Representative will provide 2 white print sets of contract drawings and 2 copies of Specifications Manual specifically for "as-built" purposes.
.2 Maintain at site one set of the contract drawings and specifications to record actual as-built site conditions.
.3 Maintain up-to-date, real time as-built drawings and specifications in good condition and make available for inspection by the **CORCAN** Representative upon request.
.4 As-Built Drawings:
.1 Record changes in red ink on the prints. Mark only on one set of prints and at completion of work, neatly transfer notations to second set (also by use of red ink).
.2 Submit both sets to **CORCAN** Representative prior to application for Certificate of Substantial Performance.
.3 Stamp all drawings with "As-Built Drawings". Label and place Contractor's signature and date.
.4 Show all modifications, substitutions and deviations from what is shown on the contract drawings or in specifications.
.5 Record following information:
.1 Location of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of structure;
.2 Field changes of dimension and detail;
.3 Location of all capped or terminated services and utilities.
.4 Chases for mechanical, electrical and other services;
.5 Ceiling and floor elevations;
.6 Reflected ceiling plan condition showing finished layout of all ceiling-mounted services and devices;
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2015-11-01

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- 1.3 PROJECT RECORD DOCUMENTS (Cont'd)
- .4 As-Built Drawings: (Cont'd)
- .5 Record following information: (Cont'd)
- .7 Plumbing, heating, air conditioning and ventilation, sprinkler and electrical service installation locations; all to be dimensioned and referenced to building columns or load bearing walls;
- .8 All design elevations, sections, floor plans and details dimensioned and marked-up to consistently report finished installation conditions;
- .9 Any details produced in the course of the contract by the CORCAN Representative to supplement or to change existing design drawings;
- .10 All change orders issued over the course of the contract must be documented on the finished as-built documents, accurately and consistently depicting the changed condition as it applies to all affected drawing details.
- .5 As-built Specifications: legibly mark in red each item to record actual construction, including:
- .1 Manufacturer, trade name, and catalogue number of each product actually installed, particularly items substituted from that specified.
- .2 Changes made by Addenda and Change Orders.
- .3 Mark up both copies of specifications; stamp "as-built", sign and date similarly to drawings as per above clause.
- .6 Maintain As-built documents current as the contract progresses. CORCAN Representative will conduct reviews and inspections of the documents on a regular basis. Failure to maintain as-builts current and complete to satisfaction of the CORCAN Representative shall be subject to financial penalties in the form of progress payment reductions and holdback assessments.
- 1.4 REVIEWED SHOP DRAWINGS
- .1 Provide a complete set of all shop drawings reviewed for project to incorporate into each copy of the Operations & Maintenance manuals.
- .2 Submit full sets at same time and as part of the contents of the Operation and Maintenance manuals specified.
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2015-11-01

1.5 UPDATING OF
DIGITAL DRAWINGS

- .1 Obtain and pay for the services of a qualified drafting firm to update the digital files which were used to produce the contract drawings.
 - .1 Update the digital drawing files with the same as-built information as specified for the paper as-built drawings.
 - .2 Supply of digital documents does not replace the requirement to provide marked-up white prints specified above.
- .2 The CORCAN Representative will provide a copy of the digital drawing files which were prepared in AutoCad - Release 2007.
- .3 Incorporate the as-built changes to the digital drawings by following the standards specified in the latest version of the PWGSC Atlantic Region CADD Data Specification manual. A copy of this manual will be provided by the CORCAN Representative.
- .4 Make revisions to electronic files found to be in non-conformance with the CADD Data Specifications Manual as directed by CORCAN Representative.
- .5 In regards to updating the digital files to reflect changes resulting from Change Orders, the change in cost of completing the As-Built documentation of changes is to be included in the amount for each Change Order issued. The amount included will constitute only the increase or decrease in CADD related costs resulting directly from the change. In determining the cost difference, full consideration will be given to the fact that other clauses of this section require As-Built CADD updates to the drawings irrespective of any Change Orders.
- .6 Deliver the digital as-built information in same format and sequence as the contract drawings.
 - .1 Submit on CD diskettes.
 - .2 Provide 1 full set of paper plots.
 - .3 Submit the digital as-builts at the same time as the marked-up paper white prints.

2015-11-01

1.6 OPERATIONS &
MAINTENANCE MANUAL

- .1 O&M Manual - Definition: an organized compilation of operating and maintenance data including detailed technical information, documents and records describing operation and maintenance of individual products or systems as specified in individual sections of the specifications.
- .2 Manual Language: final manuals to be in English French both English and French languages.
- .3 Number of copies required:
 - .1 Submit 2 interim copies of the manual for review and inspection by CORCAN Representative. Make revisions and additions as directed and resubmit.
 - .2 Upon review and acceptance by CORCAN Representative, submit 34 final copies. Interim copies are not to be considered as part of the final copies unless they have been fully revised and are identical to the final approved version.
- .4 Submission Date: submit complete operation and maintenance manual to CORCAN Representative 3 weeks 6 weeks prior to application for Certificate of Substantial Performance of the work.
- .5 Binding:
 - .1 Assemble, coordinate, bind and index required data into Operation and Maintenance Manual.
 - .2 Use vinyl, hard covered, 3 "D" ring binders, loose leaf, sized for 215 x 280 mm paper, with spine pocket.
 - .3 Where multiple binders are needed, correlate data into related consistent groupings.
 - .4 Identify contents of each binder on spine.
 - .5 Organize and divide data following same numerical system as the section numbers of the Specification Manual.
 - .6 Dividers: separate each section by use of cardboard dividers and labels. Provide tabbed fly leaf for each individual product and system and give description of product or component.
 - .7 Type lists and notes. Do not hand write.
 - .8 Drawings, diagrams and manufacturers' literature must be legible. Provide with reinforced, punched binder tab. Bind in with

2015-11-01

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- 1.6 OPERATIONS & MAINTENANCE MANUAL
(Cont'd)
- .5 Binding: (Cont'd)
.8 (Cont'd)
text; fold larger drawings to size of text pages.
- .6 Manual Contents:
.1 Cover sheet containing:
.1 Date submitted.
.2 Project title, location and project number.
.3 Names and addresses of Contractor, and all Sub-contractors.
.2 Table of Contents: provide full table of contents in each binder(s), clearly indicate which contents are in each binder.
.3 List of maintenance materials.
.4 List of spare parts.
.5 List of special tools.
.6 Original or certified copy of warranties and product guarantees.
.7 Copy of approval documents and certificates issued by Inspection Authorities.
.8 Copy of reports and test results performed by Contractor as specified.
.9 Product Information (PI Data) on materials, equipment and systems as specified in various sections of the specifications.
Data to include:
.1 List of equipment including manufacturer's name, supplier, local source of supplies and service depot(s). Provide full addresses and telephone numbers.
.2 Nameplate information including equipment number, make, size, capacity, model number and serial number.
.3 Parts list.
.4 Installation details.
.5 Operating instructions.
.6 Maintenance instructions for equipment.
.7 Maintenance instructions for finishes.
- .7 Shop drawings:
.1 Include complete set of reviewed shop drawings into each copy of the operations and maintenance manual.
.2 Fold and bind material professionally in a manner that corresponds with the specification section numbering system.
.3 When large quantity of data is submitted, place into separate binders of same size as O&M binders.
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2015-11-01

1.6 OPERATIONS & .8
MAINTENANCE MANUAL
(Cont'd)

Equipment and Systems Data: the following list indicates the type of data and extent of information required to be included for each item of equipment and for each system:

- .1 Description of unit or system, and component parts. Give function, normal operation characteristics, and limiting conditions. Include performance curves, with engineering data and tests, and complete nomenclature and commercial number of replaceable parts.
- .2 Panel board circuit directories: provide electrical service characteristics, controls, and communications.
- .3 Include installed colour coded wiring diagrams.
- .4 Operating Procedures: include start-up, break-in, and routine normal operating instructions and sequences. Include regulation, control, stopping, shut-down, and emergency instructions. Include summer, winter, and any special operating instructions.
- .5 Maintenance Requirements: include routine procedures and guide for trouble-shooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.
- .6 Servicing and lubrication schedule, and list of lubricants required.
- .7 Manufacturer's printed operation and maintenance instructions.
- .8 Sequence of operation by controls manufacturer.
- .9 Provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.
- .10 Provide installed control diagrams by controls manufacturer.
- .11 Provide Contractor's coordination drawings, with installed colour coded piping diagrams.
- .12 Provide charts of valve tag numbers, with location and function of each valve, keyed to flow and control diagrams.
- .13 Provide list of original manufacturer's spare parts, current prices, and recommended quantities to be maintained in storage.
- .14 Include test and balancing reports.
- .15 Additional requirements as specified in individual specification sections.

2015-11-01

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- 1.6 OPERATIONS & MAINTENANCE MANUAL
(Cont'd)
- .9 Materials and Finishes Maintenance Data:
.1 Building Products, Applied Materials, and Finishes: include product data, with catalogue number, size, composition, and colour and texture designations. Provide information for re-ordering custom manufactured products.
.2 Instructions for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.
.3 Moisture-protection and Weather-exposed Products: include manufacturer's recommendations for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.
.4 Additional Requirements: as specified in individual specifications sections.
- 1.7 SPARE PARTS, TOOLS & MAINTENANCE MATERIALS
- .1 Provide spare parts, special tools and extra materials for maintenance purposes in quantities specified in individual specification sections.
- .2 Tag all items with associated function or equipment.
- .3 Provide items of same manufacture and quality as items in Work.
- .4 Deliver to site in well packaged condition. Store in location as directed by CORCAN Representative.
- .5 Clearly mark as to contents indicating:
.1 Part number.
.2 Identification of equipment or system for which parts are applicable.
.3 Installation instructions or intended use as applicable.
.4 Name, address and telephone number of nearest supplier.
- .6 Prepare and submit complete inventory list of items supplied. Include list within Maintenance Manual.
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2015-11-01

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- 1.1 RELATED SECTIONS .1 Operations and Maintenance Manual: Section 01 78 00.
- 1.2 DESCRIPTION .1 Demonstrate scheduled operation and maintenance of equipment and systems to Owner's personnel prior to date of final inspection.
- .2 CORCAN Representative will provide a list of Owner's personnel to receive instructions,
- .3 Cooperate with CORCAN Representative in coordinating time and attendance of Owner's personnel with manufacturer's training Representative(s).
- 1.3 QUALITY CONTROL .1 Ensure that only personnel from own forces, Subcontractors or Suppliers competent and fully knowledgeable in the particular material component, equipment or system installation are used to provide training and demonstrations.
- .2 When specified in individual Sections, obtain the manufacturers authorized Representative to demonstrate operation of equipment and systems, instruct Owner's personnel, and provide written report that demonstration and instructions have been completed.
- .3 Upon request, provide evidence to CORCAN Representative of individual Trainor's knowledge and qualifications.
- 1.4 SUBMITTALS .1 Submit schedule of time, date and complete list of equipment and systems for which demonstration and training sessions will be provided. Submit schedule a minimum of 2 weeks prior to designated dates, for CORCAN Representative's approval.
- .2 Submit report within 1 week after completion of demonstration, that demonstration and instructions have been satisfactorily completed. Provide time and date of when each demonstration was actually given, with list of persons present.
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2015-11-01

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- 1.5 CONDITIONS FOR DEMONSTRATIONS .1 Prior to carrying out demonstration and training, ensure that equipment has been inspected and tested, is fully operational, has been performance verified and TAB has been carried out.
- .2 Provide copies of completed operation and maintenance manuals for use in demonstrations and instructions.
- 1.6 PREPARATION .1 Verify that conditions for demonstration and instructions comply with requirements.
- .2 Verify that designated personnel are present.
- 1.7 DEMONSTRATION AND INSTRUCTIONS .1 Include the following items within the demonstration and training:
- .1 Demonstrate start-up, operation, control, adjustment, trouble-shooting, servicing, and maintenance of each of equipment.
- .2 Instruct personnel in all phases of operation and maintenance using operation and maintenance manuals as the basis of instruction.
- .3 Review contents of manual in detail to explain all aspects of operation and maintenance.
- .4 Prepare and insert additional data in operations and maintenance manuals when the need for additional data becomes apparent during instructions.
- .5 Provide other specific training and instructions as specified in trade sections.
- 1.8 TIME ALLOCATED FOR INSTRUCTIONS .1 Observe the allocated time period specified in trade sections. Provide additional time when required to ensure all personnel fully understand all aspects of the information and instructions being provided. Allow for questions by participants.