

## INVITATION TO TENDER

**RETURN BIDS TO:**

**Bid Receiving / Agriculture and Agri-Food Canada**

Agriculture and Agri-Food Canada  
 Eastern Service Centre  
 Tender Receiving Unit  
 2001 Robert-Bourassa Blvd., Suite 671-TEN  
 Montréal, Quebec  
 H3A 3N2

**TENDER TO:**

**Agriculture and Agri-Food 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 construction listed herein and on any attached sheets at the price(s) set out therefor.

Comments

Title				
Renovations Construction Services in Harrow				
Solicitation No.			Date	
01B46-15-0204			2015-12-08	
Client Reference No.				
201516-146				
File No.				
01B46-15-0204				
Solicitation Closes:				
Day of Week	Month	Day	Year	Time
Tuesday	December	29	2015	02:00
Time of Day			Time Zone	
<input type="radio"/> AM <input checked="" type="radio"/> PM			EST	
F.O.B.				
<input type="radio"/> Plant <input checked="" type="radio"/> Destination <input type="radio"/> Other				
Address Enquiries to:				
Carol Rahal				
Title:				
Contracting Agent				
Email:				
carol.rahal@agr.gc.ca				
Telephone Number		Ext.	Fax Number	
514 315-6143			514 283-1918	
Destination				
The Harrow Research and Development Centre 2585 County Road 20 Harrow, Ontario NOR 1G0.				

**Instructions: See Herein**

Delivery Required		Delivery Offered
March 31, 2016		
Vendor / Firm Name and Address		
Telephone Number		Fax Number

**ISSUING OFFICE**

Agriculture and Agri-Food Canada  
 Eastern Service Centre  
 Tender Receiving Unit  
 2001 Robert-Bourassa Blvd., Suite 671-TEN  
 Montréal, Quebec  
 H3A 3N2

Name and title of person authorized to sign on behalf of Vendor / Firm  
(type or print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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## Appendix "A"

### GENERAL INSTRUCTIONS TO BIDDERS

## GENERAL INSTRUCTIONS TO BIDDERS

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### **GI01 COMPLETION OF BID**

- 1) The bid shall be:
  - (a) submitted on the BID AND ACCEPTANCE FORM provided by AAFC with the bid package or on a clear and legible reproduced copy of such BID AND ACCEPTANCE FORM that must be identical in content and format to the BID AND ACCEPTANCE FORM provided by AAFC;
  - (b) based on the Bid Documents listed in the Special Instructions to Bidders;
  - (c) correctly completed in all respects;
  - (d) signed, with an original signature, by a duly authorized representative of the Bidder; and
  - (e) accompanied by
    - (i) bid security as specified in GI07; and
    - (ii) any other document or documents specified elsewhere in the solicitation where it is stipulated that said documents are to accompany the bid.
- 2) Subject to paragraph 6) of GI10, any alteration to the pre-printed or pre-typed sections of the Bid and Acceptance Form, or any condition or qualification placed upon the bid shall be cause for disqualification. Alterations, corrections, changes or erasures made to statements or figures entered on the Bid and Acceptance Form by the Bidder shall be initialed by the person or persons signing the bid. Alterations, corrections, changes or erasures that are not initialed shall be deemed void and without effect.
- 3) Unless otherwise noted elsewhere in the Bid Documents, facsimile copies of bids are not acceptable.

## **GENERAL INSTRUCTIONS TO BIDDERS (Continued)**

### **GI02 IDENTITY OR LEGAL CAPACITY OF THE BIDDER**

- 1) In order to confirm the authority of the person or persons signing the bid or to establish the legal capacity under which the Bidder proposes to enter into Contract, any Bidder who carries on business in other than its own personal name shall, if requested by Canada, provide satisfactory proof of
  - (a) such signing authority; and
  - (b) the legal capacity under which it carries on business;

prior to contract award. Proof of signing authority may be in the form of a certified copy of a resolution naming the signatory(ies) that is (are) authorized to sign this bid on behalf of the corporation or partnership. Proof of legal capacity may be in the form of a copy of the articles of incorporation or the registration of the business name of a sole proprietor or partnership.

### **GI03 APPLICABLE TAXES**

- 1) "Applicable Taxes" means the Goods and Services Tax (GST), the Harmonized Sales Tax (HST), and any provincial tax, by law, payable by Canada such as, the Quebec Sales Tax (QST) as of April 1, 2013.

### **GI04 CAPITAL DEVELOPMENT AND REDEVELOPMENT CHARGES**

- 1) For the purposes of GC1.8 LAWS, PERMITS AND TAXES in the General Conditions of the Contract, only fees or charges directly related to the processing and issuing of building permits shall be included. The Bidder shall not include any monies in the bid amount for special municipal development, redevelopment or other fees or charges which a municipal authority may seek as a prerequisite to the issuance of building permits.

### **GI05 REGISTRY AND PRE-QUALIFICATION OF FLOATING PLANT**

- 1) Dredges or other floating plant to be used in the performance of the Work must be of Canadian registry. For dredges or other floating plant that are not of Canadian make or manufacture, the Bidder must obtain a certificate of qualification from Industry Canada and this certificate must accompany the bid. Plant so qualified by Industry Canada may be accepted on this project.

### **GI06 LISTING OF SUBCONTRACTORS AND SUPPLIERS**

- 1) Notwithstanding any list of Subcontractors that the Bidder may be required to submit as part of the bid, the Bidder shall, within 48 hours of receipt of a notice to do so, submit all information requested in the said notice including the names of Subcontractors and Suppliers for the part or parts of the Work listed. Failure to do so shall result in the disqualification of its bid.

### **GI07 BID SECURITY REQUIREMENTS**

- 1) The Bidder shall submit bid security with the bid in the form of a bid bond or a security deposit in an amount that is equal to not less than 10 percent of the bid amount. Applicable Taxes shall not be included when calculating the amount of any bid security that may be required. The maximum amount of bid security required with any bid is \$2,000,000.00.

## GENERAL INSTRUCTIONS TO BIDDERS (Continued)

- 2) A bid bond shall be in an approved form <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14494&section=text#appS>, properly completed, with original signature(s) and issued by an approved company whose bonds are acceptable to Canada either at the time of solicitation closing or as identified in Treasury Board Appendix L: [Acceptable Bonding Companies](#).
- 3) A security deposit shall be an original, properly completed, signed where required and be either:
  - (a) a bill of exchange, bank draft or money order made payable to the Receiver General for Canada and certified by an approved financial institution or drawn by an approved financial institution on itself; or
  - (b) bonds of, or unconditionally guaranteed as to principal and interest by, the Government of Canada;
- 4) For the purposes of subparagraph 3) (a) of GI07
  - (a) a bill of exchange is an unconditional order in writing signed by the Bidder and addressed to an approved financial institution, requiring the said institution to pay, on demand, at a fixed or determinable future time a sum certain of money to, or to the order of, the Receiver General for Canada;
  - (b) if a bill of exchange, bank draft or money order is certified by or drawn on an institution or corporation other than a chartered bank, it must be accompanied by proof that the said institution or corporation meets at least one of the criteria described in subparagraph 4.c. of GI07, either by letter or by a stamped certification on the bill of exchange, bank draft or money; and
  - (c) An approved financial institution is:
    - (i) a corporation or institution that is a member of the Canadian Payments Association as defined in the [Canadian Payments Act](#);
    - (ii) a corporation that accepts deposits that are insured, to the maximum permitted by law, by the Canada Deposit Insurance Corporation or the "Autorité des marchés financiers";
    - (iii) a corporation that accepts deposits from the public if repayment of the deposit is guaranteed by Her Majesty the Queen in right of a province;
    - (iv) a corporation, association or federation incorporated or organized as a credit union or co-operative credit society that conforms to the requirements of a credit union which are more particularly described in paragraph 137(6) of the [Income Tax Act](#); or
    - (v) Canada Post Corporation.
- 5) Bonds referred to in subparagraph 3)(b) of GI07 shall be provided on the basis of their market value current at the date of solicitation closing, and shall be:
  - (a) payable to bearer;
  - (b) accompanied by a duly executed instrument of transfer of the bonds to the Receiver General for Canada in the form prescribed by the Domestic Bonds of Canada Regulations; or
  - (c) registered as to principal or as to principal and interest in the name of the Receiver General for Canada pursuant to the Domestic Bonds of Canada Regulations.

## GENERAL INSTRUCTIONS TO BIDDERS (Continued)

- 6) As an alternative to a security deposit an irrevocable standby letter of credit is acceptable to Canada and the amount shall be determined in the same manner as a security deposit referred to above.
- 7) An irrevocable standby letter of credit referred to in paragraph 6) of GI07 shall
  - (a) be an arrangement, however named or described, whereby a financial institution (the "Issuer") acting at the request and on the instructions of a customer (the "Applicant) or on its own behalf,
    - (i) is to make a payment to, or to the order of, the Receiver General for Canada as the beneficiary;
    - (ii) is to accept and pay bills of exchange drawn by the Receiver General for Canada;
    - (iii) authorizes another financial institution to effect such payment or accept and pay such bills of exchange; or
    - (iv) authorizes another financial institution to negotiate against written demand(s) for payment provided that the terms and conditions of the letter of credit are complied with;
  - (b) state the face amount which may be drawn against it;
  - (c) state its expiry date;
  - (d) provide for sight payment to the Receiver General for Canada by way of the financial institution's draft against presentation of a written demand for payment signed by the Departmental Representative identified in the letter of credit by his/her office;
  - (e) provide that more than one written demand for payment may be presented subject to the sum of those demands not exceeding the face value of the letter of credit;
  - (f) provide that it is subject to the International Chamber of Commerce (ICC) Uniform Customs and Practice (UCP) for Documentary Credits, 2007 Revision, ICC Publication No. 600; pursuant to the ICC UCP; a credit is irrevocable even if there is no indication to that effect; and
  - (g) be issued or confirmed, in either official language, by a financial institution which is a member of the Canadian Payments Association and is on the letterhead of the Issuer or Confirmer. The format is left to the discretion of the Issuer or Confirmer.
- 8) Bid security shall lapse or be returned as soon as practical following:
  - (a) the solicitation closing date, for those Bidders submitting non-compliant bids; and
  - (b) the administrative bid review, for those Bidders submitting compliant bids ranked fourth to last on the schedule of bids; and
  - (c) the award of contract, for those Bidders submitting the second and third ranked bids; and
  - (d) the receipt of contract security, for the successful Bidder; or
  - (e) the cancellation of the solicitation, for all Bidders.
- 9) Notwithstanding the provisions of paragraph 8) of GI07 and provided more than three compliant bids have been received, if one or more of the bids ranked third to first is withdrawn or rejected



## **GENERAL INSTRUCTIONS TO BIDDERS (Continued)**

for whatever reason then Canada reserves the right to hold the security of the next highest ranked compliant bid in order to retain the bid security of at least three valid and compliant bids.

### **GI08 SUBMISSION OF BID**

- 1) The Bid and Acceptance Form, duly completed, and the bid security shall be enclosed and sealed in an envelope provided by the Bidder, and shall be addressed and submitted to the office designated on the INVITATION TO TENDER Form for the receipt of bids. The bid must be received on or before the date and time set for solicitation closing.
- 2) Unless otherwise specified in the Special Instructions to Bidders
  - (a) the bid shall be in Canadian currency;
  - (b) exchange rate fluctuation protection is not offered; and
  - (c) any request for exchange rate fluctuation protection shall not be considered.
- 3) Prior to submitting the bid, the Bidder shall ensure that the following information is clearly printed or typed on the face of the bid envelope:
  - (a) Solicitation Number;
  - (b) Name of Bidder;
  - (c) Return address; and
  - (d) Closing Date and Time.
- 4) Timely and correct delivery of bids is the sole responsibility of the Bidder.

### **GI09 REVISION OF BID**

- 1) A bid submitted in accordance with these instructions may be revised by letter or facsimile provided the revision is received at the office designated for the receipt of bids, on or before the date and time set for the closing of the solicitation. The letter or facsimile shall be on the Bidder's letterhead or bear a signature that identifies the Bidder;
- 2) A revision to a bid that includes unit prices must clearly identify the changes(s) in the unit price(s) and the specific item(s) to which each change applies.
- 3) A letter or facsimile submitted to confirm an earlier revision shall be clearly identified as a confirmation.
- 4) Failure to comply with any of the above provisions shall result in the rejection of the non-compliant revision(s) only. The bid shall be evaluated based on the original bid submitted and all other compliant revision(s).

### **GI10 REJECTION OF BID**

- 1) Canada may accept any bid, whether it is the lowest or not, or may reject any or all bids.
- 2) Without limiting the generality of paragraph 1) of GI10, Canada may reject a bid if any of the following circumstances is present:

## GENERAL INSTRUCTIONS TO BIDDERS (Continued)

- (a) the Bidder, or any employee or subcontractor included as part of the bid, has been convicted under Section 121 ("Frauds on the government" & "Contractor subscribing to election fund"), 124 "Selling or purchasing office"), 380 ("Fraud committed against Her Majesty") or 418 ("Selling defective stores to Her Majesty") of the Criminal Code of Canada, or under paragraph 80(1)(d) ("False entry, certificate or return"), subsection 80(2) ("Fraud against Her Majesty") or Section 154.01 ("Fraud against Her Majesty") of the *Financial Administration Act*;
  - (b) the Bidder's bidding privileges are suspended or are in the process of being suspended;
  - (c) the bidding privileges of any employee or subcontractor included as part of the bid are suspended or are in the process of being suspended, which suspension or pending suspension would render that employee or subcontractor ineligible to bid on the Work, or the portion of the Work the employee or subcontractor is to perform;
  - (d) the Bidder is bankrupt, or where for whatever reason, its activities are rendered inoperable for an extended period;
  - (e) evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Bidder, any of its employees or any subcontractor included as part of its bid;
  - (f) evidence satisfactory to Canada that based on past conduct or behavior, the Bidder, a sub-contractor or a person who is to perform the Work is unsuitable or has conducted himself/herself improperly;
  - (g) with respect to current or prior transactions with Canada
    - (i) Canada has exercised, or intends to exercise, the contractual remedy of taking the work out of the contractor's hands with respect to a contract with the Bidder, any of its employees or any subcontractor included as part of its bid; or
    - (ii) Canada determines that the Bidder's performance on other contracts is sufficiently poor to jeopardize the successful completion of the requirement being bid on.
- 3) In assessing the Bidder's performance on other contracts pursuant to subparagraph 2)(g)(ii) of GI10, Canada may consider, but not be limited to, such matters as:
- (a) the quality of workmanship in performing the Work;
  - (b) the timeliness of completion of the Work;
  - (c) the overall management of the Work and its effect on the level of effort demanded of the department and its representative; and
  - (d) the completeness and effectiveness of the Contractor's safety program during the performance of the Work.
- 4) Without limiting the generality of paragraphs 1), 2) and 3) of GI10, Canada may reject any bid based on an unfavourable assessment of the:
- (a) adequacy of the bid price to permit the work to be carried out and, in the case of a bid

## **GENERAL INSTRUCTIONS TO BIDDERS (Continued)**

providing prices per unit or a combination of lump sum and prices per unit, whether each such price reasonably reflects the cost of performing the part of the work to which that price applies;

- (b) Bidder's ability to provide the necessary management structure, skilled personnel, experience and equipment to perform competently the work under the Contract; and
  - (c) Bidder's performance on other contracts.
- 5) Where Canada intends to reject a bid pursuant to a provision of paragraphs 1), 2), 3) or 4) of GI10, other than subparagraph 2)(g) of IT10, the contracting authority will inform the Bidder and provide the Bidder ten (10) days within which to make representations, before making a final decision on the bid rejection.
- 6) Canada may waive informalities and minor irregularities in bids received if Canada determines that the variation of the bid from the exact requirements set out in the Bid Documents can be corrected or waived without being prejudicial to other Bidders.

### **GI11 BID COSTS**

- 1) No payment will be made for costs incurred in the preparation and submission of a bid in response to the bid solicitation. Costs associated with preparing and submitting a bid, as well as any costs incurred by the Bidder associated with the evaluation of the bid, are the sole responsibility of the Bidder.

### **GI12 COMPLIANCE WITH APPLICABLE LAWS**

- 1) By submission of a bid, the Bidder certifies that the Bidder has the legal capacity to enter into a contract and is in possession of all valid licences, permits, registrations, certificates, declarations, filings, or other authorizations necessary to comply with all federal, provincial and municipal laws and regulations applicable to the submission of the bid and entry into any ensuing contract for the performance of the work.
- 2) For the purpose of validating the certification in paragraph 1) of GI12, a Bidder shall, if requested, provide a copy of every valid licence, permit, registration, certificate, declaration, filing or other authorization listed in the request, and shall provide such documentation within the time limit(s) set out in the said request.
- 3) Failure to comply with the requirements of paragraph 2) of GI12 shall result in disqualification of the bid.

### **GI13 APPROVAL OF ALTERNATIVE MATERIALS**

- 1) When materials are specified by trade names or trademarks, or by manufacturers' or suppliers' names, the bid shall be based on use of the named materials. During the solicitation period, alternative materials may be considered provided full technical data is received in writing by the Contracting Officer at least 10 calendar days prior to the solicitation closing date.

### **GI14 CONFLICT OF INTEREST - UNFAIR ADVANTAGE**

- 1) In order to protect the integrity of the procurement process, bidders are advised that Canada may reject a bid in the following circumstances:

## GENERAL INSTRUCTIONS TO BIDDERS (Continued)

- (a) if the Bidder, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the bid solicitation or in any situation of conflict of interest or appearance of conflict of interest;
  - (b) if the Bidder, any of its subcontractors, any of their respective employees or former employees had access to information related to the bid solicitation that was not available to other bidders and that would, in Canada's opinion, give or appear to give the Bidder an unfair advantage.
- 2) The experience acquired by a bidder who is providing or has provided the goods and services described in the bid solicitation (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This bidder remains however subject to the criteria established above.
- 3) Where Canada intends to reject a bid under this section, the Contracting Authority will inform the Bidder and provide the Bidder an opportunity to make representations before making a final decision. Bidders who are in doubt about a particular situation should contact the Contracting Authority before bid closing. By submitting a bid, the Bidder represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Bidder acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.



## Appendix "B"

### SPECIAL INSTRUCTIONS TO BIDDERS

## SPECIAL INSTRUCTIONS TO BIDDERS (SI)

- SI01 Bid Documents
- SI02 Enquiries during the Solicitation Period
- SI03 Non-Mandatory Site Visit
- S104 Revision of Bid
- S105 Bid Results
- SI06 Insufficient Funds
- SI07 Bid Validity Period
- SI08 Construction Documents
- SI09 Web Sites
- SI10 Personnel Security Requirements

### SI01 BID DOCUMENTS

- 1) The following are the bid documents:
  - (a) INVITATION TO TENDER - Page 1 form AAFC / AAC5323-E;
  - (b) SPECIAL INSTRUCTIONS TO BIDDERS form AAFC / AAC5301-E;
  - (c) GENERAL INSTRUCTIONS TO BIDDERS form AAFC / AAC5313-E;
  - (d) Clauses and Conditions identified in "CONTRACT DOCUMENTS";
  - (e) Drawings and Specifications;
  - (f) BID AND ACCEPTANCE form AAFC / AAC5320-E and any Appendices attached thereto; 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.

### SI02 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 G113 of the GENERAL INSTRUCTIONS TO BIDDERS, enquiries should be received no later than five (5) calendar days prior 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. Non-compliance with this requirement during the solicitation period can, for that reason alone, result in disqualification of a bid.

### SI03 NON-MANDATORY SITE VISIT

- 1) There will be a site visit on Thursday,      December,      17      , 2015 at  
10:00  AM  PM EST.

## **SPECIAL INSTRUCTIONS TO BIDDERS (Continued)**

Interested bidders are to meet at:

The Harrow Research and Development Centre, 2585 County Road 20 Harrow, Ontario NOR 1G0.

### **SI04 REVISION OF BID**

- 1) A bid may be revised by letter or facsimile in accordance with GI09 of the GENERAL INSTRUCTIONS TO BIDDERS. The facsimile number for receipt of revisions is 514 283-1918 .

### **SI05 BID RESULTS**

- 1) Following bid closing, bid results may be obtained from the bid receiving office by email at carol . rahal @agr . gc . ca .

### **SI06 INSUFFICIENT FUNDING**

- 1) 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).

### **SI07 BID VALIDITY PERIOD**

- 1) Canada reserves the right to seek an extension to the bid validity period prescribed in Clause 4 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 SI07 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.
- 3) If the extension referred to in paragraph 1) of SI07 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 bid.
- 4) The provisions expressed herein do not in any manner limit Canada's rights in law or under GI10 of the GENERAL INSTRUCTIONS TO BIDDERS.

## **SPECIAL INSTRUCTIONS TO BIDDERS (Continued)**

### **SI08 CONSTRUCTION DOCUMENTS**

- 1) The successful contractor will be provided with one paper copy of the sealed and signed plans, the specifications and the amendments upon acceptance of the offer. Additional copies, up to a maximum of two ( 2 ), will be provided free of charge upon request by the Contractor. Obtaining more copies shall be the responsibility of the Contractor including costs.

### **SI09 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:

Treasury Board Appendix L, Acceptable Bonding Companies

<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14494&section=text#appL>

Canadian economic sanctions

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

### **SI10 PERSONNEL SECURITY REQUIREMENTS**

- 1) The successful Bidder's personnel, as well as any subcontractor and its personnel, who are required to perform any part of the work pursuant to the subsequent contract, must meet the following contract security requirements:
  - Personnel who are required to perform any part of the work must EACH hold a valid personnel security screening at the level of RELIABILITY STATUS, granted or approved by Agriculture and Agri-Food Canada. Until the security screening of the personnel has been completed satisfactorily by Agriculture and Agri-Food Canada, the Contractor/Subcontractor personnel MAY NOT perform contract work. Each of the proposed staff must complete "Security Clearance Form" (TBS 330-23E) upon request from Canada.





## Appendix "C"

### BID AND ACCEPTANCE FORM



## BID AND ACCEPTANCE FORM

### CONSTRUCTION CONTRACT - MAJOR WORKS

<b>BA01 IDENTIFICATION</b>					
Description of the Work					
<p>To provide Construction Services to modernize existing meeting rooms. All work is described in the plans and specifications to include but not limited to demolition, electrical, mechanical, new wall construction, floor and wall finishes, suspended ceilings and installation of in floor raceways. Project is located at Agriculture and Agri-Food Canada, The Harrow Research and Development Centre, 2585 County Road 20 Harrow, Ontario NOR 1G0.</p>					
Solicitation Number			File / Project Number		
01B46-15-0204			201516-146		
<b>BA02 BUSINESS NAME AND ADDRESS OF BIDDER</b>					
Name					
Address					
Unit/Suite/Apt.	Street number	Number suffix	Street name	Street type	Street direction
PO Box or Route Number			Municipality (City, Town, etc.)	Province	Postal code
Phone number		Fax number		Email address	
<b>BA03 THE OFFER</b>					
<p>1) The Bidder offers to Canada as represented by the Minister of Agriculture and Agri-food Canada to perform and complete the Work for the above named project in accordance with the Bid Documents for the Total Bid Amount of:</p> <p style="margin-left: 40px;">\$ _____ excluding Applicable Taxes (GST/HST/QST).</p> <p style="margin-left: 40px;">(to be expressed in numbers only)</p>					
<b>BA04 BID VALIDITY PERIOD</b>					
<p>1) The bid shall not be withdrawn for a period of <u>60</u> days following the date of solicitation closing.</p>					
<b>BA05 APPENDICES</b>					
<p>1) The following appendices are included in this Bid and Acceptance Form:</p> <p style="margin-left: 20px;"><input checked="" type="checkbox"/> Appendix 2</p>					
<b>BA06 ACCEPTANCE AND CONTRACT</b>					
<p>1) Upon acceptance of the Bidder's offer by Canada, a binding Contract shall be formed between Canada and the resulting Contractor. The documents forming the Contract shall be the contract documents referred to in SC01 CONTRACT DOCUMENTS.</p>					
<b>BA07 CONSTRUCTION TIME</b>					
<p>1) The Contractor shall perform and complete the Work on or before <u>2016-03-31</u></p>					
<b>BA08 BID SECURITY</b>					
<p>1) The Bidder shall enclose bid security with its bid in accordance with GI07 BID SECURITY REQUIREMENTS.</p>					
<p>2) If a security deposit is furnished as bid security, it shall be forfeited in the event that the bid is accepted by Canada and the Contractor fails to provide Contract Security in accordance with GC9 CONTRACT SECURITY, provided that Canada may, if it is in the public interest, waive the right of Canada to forfeiture any or all of the security deposit.</p>					

**BA09 SIGNATURE**

Name and title of person authorized to sign on behalf of Bidder (type or print)	Name
	Title
	_____
	Signature _____ Date _____
	Name
	Title
	_____
	Signature _____ Date _____

**BID AND ACCEPTANCE FORM**  
CONSTRUCTION CONTRACT - MAJOR WORKS  
APPENDIX 2

**LIST OF SUBCONTRACTORS**

The Bidder will subcontract the parts of the work listed below to the subcontractor named for each part. The Bidder agrees not to make changes in the list of subcontractors without the written consent of the Departmental Representative. The Bidder understands that for each part of the work, if more than one subcontractor is named, or no subcontractor is named, or, the Bidder fails to state that the work will be done by its own forces where applicable, the bid will be subject to disqualification.

**LIST OF EQUIPMENT**

**LIST OF MATERIALS**



## Appendix "D"

### MAJOR WORKS - GENERAL CONDITIONS



**MAJOR WORKS – GENERAL CONDITIONS**

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**MAJOR WORKS GENERAL CONDITIONS FORM AAFC 5321:**

Revision Date

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GC4	PROTECTIVE MEASURES	Original
GC5	TERMS OF PAYMENT	Original
GC6	DELAYS AND CHANGES IN THE WORK	Original
GC7	DEFAULT, SUSPENSION OR TERMINATION OF CONTRACT	Original
GC8	DISPUTE RESOLUTION	Original
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**GC1 GENERAL PROVISIONS**

- GC1.1 INTERPRETATION
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- GC1.16 ASSIGNMENT
- GC1.17 NO BRIBE
- GC1.18 CERTIFICATION - CONTINGENCY FEES
- GC1.19 INTERNATIONAL SANCTIONS

**GC1.1 INTERPRETATION**

**GC1.1.1 Headings and References**

- 1) The headings in the contract documents, other than those in the drawings and specifications, form no part of the Contract but are inserted for convenience of reference only.
- 2) A reference made to a part of the Contract by means of numbers preceded by letters is a reference to the particular part of the Contract that is identified by that combination of letters and numbers and to any other part of the Contract referred to therein.
- 3) A reference to a paragraph or subparagraph followed by an identifying number, letter or combination thereof is, unless specifically stated otherwise, a reference to the paragraph or subparagraph that forms part of the clause within which the reference is made.

**GC1.1.2 Terminology**

- 1) In the Contract

"Applicable Taxes" means the Goods and Services Tax (GST), the Harmonized Sales Tax (HST), and any provincial tax, by law, payable by Canada such as, the Quebec Sales Tax (QST) as of April 1, 2013;

"Canada", "Crown", "Her Majesty" means Her Majesty the Queen in right of Canada;

"Contract" means the contract documents referred to as such therein and every other document specified or referred to in any of them as forming part of the Contract, all as amended by agreement of the parties;

"Contract Amount" means the amount set out in the Contract to be payable to the Contractor for the Work, subject to the terms and conditions of the Contract, exclusive of Applicable Taxes;

"Contract Security" means any security given by the Contractor to Canada in accordance with the Contract;

"Contractor" means the person contracting with Canada to provide or furnish all labour, Material and Plant for the execution of the Work under the Contract, and includes the Contractor's superintendent as designated in writing to Canada.

"Certificate of Completion" means a certificate issued by Canada when the Work reaches Completion;

"Certificate of Measurement" means a certificate issued by Canada certifying the correctness of the final quantities, prices per unit and values of labour, Plant and Material performed, used and supplied by the Contractor for the construction of the part of the Work to which a Unit Price Arrangement applies;

"Certificate of Substantial Performance" means a certificate issued by Canada when the Work reaches Substantial Performance;

"Departmental Representative" means the person designated in the Contract, or by written notice to the Contractor, to act as the Departmental Representative for the purposes of the Contract, and includes a person, designated and authorized in writing by the Departmental Representative to the Contractor;

"herein", "hereby", "hereof", "hereunder" and similar expressions refer to the Contract as a whole and not to any particular section or part thereof;

"Lump Sum Arrangement" means that part of the Contract that prescribes a lump sum as payment for performance of the Work to which it relates;

"Material" includes all commodities, articles, machinery, equipment, fixtures and things required to be furnished in accordance with the Contract for incorporation into the Work;

"person" also includes, unless there is an express stipulation in the Contract to the contrary, any partnership, proprietorship, firm, joint venture, consortium or corporation;

"Plant" includes all tools, implements, machinery, vehicles, structures, equipment, articles and things that are necessary for the performance of the Contract, other than Material and those tools customarily provided by a tradesperson in practicing a trade;

"Subcontractor" means a person having a direct contract with the Contractor, subject to GC3.6 SUBCONTRACTING, to perform a part or parts of the Work, or to supply Material customized for the Work;

"Superintendent" means the employee or representative of the Contractor designated by the Contractor to act pursuant to GC2.6 SUPERINTENDENT;

"Supplementary Conditions" means the part of the Contract that amends or supplements the General Conditions;



"Supplier" means a person having a direct contract with the Contractor to supply Plant or Material not customized for the Work;

"Total Estimated Cost", "Revised Estimated Cost", "Increase (Decrease)" on Page 1 of the Contract or Contract Amendment means an amount used for internal administrative purposes only that comprises the Contract Amount, or the revised Contract Amount, or the amount that would increase or decrease the Contract Amount and the Applicable Taxes as evaluated by the Contracting Authority, and does not constitute tax advice on the part of Canada;

"Unit Price Arrangement" means that part of the Contract that prescribes the product of a price per unit of measurement multiplied by a number of units of measurement for performance of the Work to which it relates;

"Unit Price Table" means the table of prices per unit set out in the Contract;

"Work" means, subject only to any express stipulation in the Contract to the contrary, everything that is necessary to be done, furnished or delivered by the Contractor to perform the Contract in accordance with the contract documents; and

"Working Day" means a day other than a Saturday, Sunday, or a statutory holiday that is observed by the construction industry in the area of the place of the Work.

#### **GC1.1.3 Application of Certain Provisions**

- 1) Any provisions of the Contract that are expressly stipulated to be applicable only to a Unit Price Arrangement are not applicable to any part of the Work to which a Lump Sum Arrangement applies.
- 2) Any provisions of the Contract that are expressly stipulated to be applicable only to a Lump Sum Arrangement are not applicable to any part of the Work to which a Unit Price Arrangement applies.

#### **GC1.1.4 Substantial Performance**

- 1) The Work shall be considered to have reached Substantial Performance when
  - (a) the Work or a substantial part thereof has passed inspection and testing and is, in the opinion of Canada, ready for use by Canada or is being used for the intended purposes; and
  - (b) the Work is, in the opinion of Canada, capable of completion or correction at a cost of not more than
    - (i) 3 percent of the first \$500,000;
    - (ii) 2 percent of the next \$500,000; and
    - (iii) 1 percent of the balanceof the Contract Amount at the time this cost is calculated.
- 2) Where the Work or a substantial part thereof is ready for use or is being used for the purposes intended and

- (a) the remainder of the Work or a part thereof cannot be completed by the time specified in the Contract, or as amended in accordance with GC6.5 DELAYS AND EXTENSION OF TIME, for reasons beyond the control of the Contractor; or
- (b) Canada and the Contractor agree not to complete a part of the Work within the specified time;

the cost of that part of the Work that was either beyond the control of the Contractor to complete or Canada and the Contractor have agreed not to complete by the time specified, shall be deducted from the value of the Contract referred to in subparagraph 1)(b) of GC1.1.4 and the said cost shall not form part of the cost of the Work remaining to be done in determining Substantial Performance.

**GC1.1.5 Completion**

- 1) The Work shall be deemed to have reached Completion when all labour, Plant and Material required have been performed, used or supplied, and the Contractor has complied with the Contract and all orders and directions made pursuant thereto, all to the satisfaction of Canada.

**GC1.2 CONTRACT DOCUMENTS****GC1.2.1 General**

- 1) The contract documents are complementary, and what is required by any one shall be as binding as if required by all.
- 2) References in the contract documents to the singular shall be considered to include the plural as the context requires.
- 3) Nothing contained in the contract documents shall create a contractual relationship between Canada and any Subcontractor or Supplier, their subcontractors or suppliers, or their agents or employees.

**GC1.2.2 Order of Precedence**

- 1) In the event of any discrepancy or conflict in the contents of the following documents, such documents shall take precedence and govern in the following order:
  - (a) any amendment or variation of the contract documents that is made in accordance with the General Conditions;
  - (b) any amendment issued prior to tender closing;
  - (c) Supplementary Conditions;
  - (d) General Conditions;
  - (e) the duly completed Bid and Acceptance Form when accepted;
  - (f) drawings and specifications.

later dates shall govern within each of the above categories of documents.

- 2) In the event of any discrepancy or conflict in the information contained in the drawings and specifications, the following rules shall apply:
  - (a) specifications shall govern over drawings;
  - (b) dimensions shown in figures on a drawings shall govern where they differ from dimensions scaled from the same drawings; and
  - (c) drawings of larger scale govern over those of smaller scale.

**GC1.2.3 Security and Protection of Documents and Work**

- 1) The Contractor shall guard and protect contract documents, drawings, information, models and copies thereof, whether supplied by Canada or the Contractor, against loss or damage from any cause.
- 2) The Contractor shall keep confidential all information provided to the Contractor by or on behalf of Canada in connection with the Work, and all information developed by the Contractor as part of the Work, and shall not disclose any such information to any person without the written permission of Canada, except that the Contractor may disclose to a subcontractor, authorized in accordance with the Contract, information necessary to the performance of a subcontract. This section does not apply to any information that
  - (a) is publicly available from a source other than the Contractor; or
  - (b) is or becomes known to the Contractor from a source other than Canada, except any source that is known to the Contractor to be under an obligation to Canada not to disclose the information.
- 3) When the Contract, the Work, or any information referred to in paragraph 2) is identified as top secret, secret, confidential, or protected by Canada, the Contractor shall, at all times, take all measures reasonably necessary for the safeguarding of the material so identified, including such measures as may be further specified elsewhere in the Contract or provided, in writing, from time to time by Canada.
- 4) Without limiting the generality of paragraphs 2) and 3) of GC1.2.3, when the Contract, the Work, or any information referred to in paragraph 2) is identified as top secret, secret, confidential or protected by Canada, Canada shall be entitled to inspect the Contractor's premises and the premises of its subcontractors or suppliers and any other person at any tier, for security purposes at any time during the term of the Contract, and the Contractor shall comply with, and ensure that any such subcontractors or suppliers comply with all written instructions issued by Canada dealing with the material so identified, including any requirement that employees of the Contractor and its subcontractors and suppliers and any other person at any tier execute and deliver declarations relating to reliability screenings, security clearances and other procedures.
- 5) The Contractor shall safeguard the Work and the Contract, the specifications, drawings and any other information provided by Canada to the Contractor, and shall be liable to Canada for any loss or damage from any causes.

**GC1.3 STATUS OF THE CONTRACTOR**

- 1) The Contractor is engaged under the Contract as an independent contractor.

- 2) The Contractor, its subcontractors and suppliers and any other person at any tier and their employees are not engaged by the Contract as employees, servants or agents of Canada.
- 3) For the purposes of the contract the Contractor shall be solely responsible for any and all payments and deductions required to be made by law including those required for Canada or Quebec Pension Plans, Employment Insurance, Worker's Compensation, provincial health or insurance plans, and Income Tax.

#### **GC1.4 RIGHTS AND REMEDIES**

- 1) Except as expressly provided in the Contract, the duties and obligations imposed by the Contract and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights, and remedies otherwise imposed or available by law.

#### **GC1.5 TIME OF THE ESSENCE**

- 1) Time is of the essence of the Contract.

#### **GC1.6 INDEMNIFICATION BY THE CONTRACTOR**

- 1) The Contractor shall pay all royalties and patent fees required for the performance of the Contract and, at the Contractor's expense, shall defend all claims, actions or proceedings against Canada charging or claiming that the Work or any part thereof provided or furnished by the Contractor to Canada infringes any patent, industrial design, copyright trademark, trade secret or other proprietary right enforceable in Canada.
- 2) The Contractor shall indemnify and save Canada harmless from and against all claims, demands, losses, costs, damages, actions, suits, or proceedings by any third party, brought or prosecuted and in any manner based upon, arising out of, related to, occasioned by, or attributable to the activities of the Contractor, its subcontractors and suppliers and any other person at any tier, in performing the Work.
- 3) For the purposes of paragraph 2) of GC1.6, "activities" means any act improperly carried out, any omission to carry out an act and any delay in carrying out an act.

#### **GC1.7 INDEMNIFICATION BY CANADA**

- 1) Subject to the [Crown Liability and Proceedings Act](#), the [Patent Act](#), and any other law that affects Canada's rights, powers, privileges or obligations, Canada shall indemnify and save the Contractor harmless from and against all claims, demands, losses, costs, damage, actions, suits or proceedings arising out of the Contractor's activities under the Contract that are directly attributable to
  - (a) a lack of or a defect in Canada's title to the Work site if owned by Canada, whether real or alleged; or
  - (b) an infringement or an alleged infringement by the Contractor of any patent of invention or any other kind of intellectual property occurring while the Contractor was performing any act for the purposes of the Contract employing a model, plan or design or any other thing related to the Work that was supplied by Canada to the Contractor.

**GC1.8 LAWS, PERMITS AND TAXES**

- 1) The Contractor shall comply with all federal, provincial and municipal laws and regulations applicable to the performance of the Work or any part thereof including, without limitation, all laws concerning health and labour conditions and the protection of the environment, and shall require compliance therewith by all of its subcontractors and suppliers at any tier as if the Work were being performed for an owner other than Canada. The Contractor shall furnish evidence of compliance with such laws and regulations to Canada at such times as Canada may reasonably request.
- 2) Unless stipulated otherwise in the Contract, the Contractor shall obtain and maintain all permits, certificates, licences, registrations and authorizations required for the lawful performance of the Work.
- 3) Prior to the commencement of the Work at the site, the Contractor shall tender to a municipal authority an amount equal to all fees and charges that would be lawfully payable to that municipal authority in respect of building permits as if the Work were being performed for an owner other than Canada.
- 4) Within 10 days of making a tender pursuant to paragraph 3) of GC1.8, the Contractor shall notify Canada of the amount properly tendered and whether or not the municipal authority has accepted that amount.
- 5) If the municipal authority has not accepted the amount tendered, the Contractor shall pay that amount to Canada within 6 days after the time stipulated in paragraph 4) of GC1.8.
- 6) For the purposes of this clause, "municipal authority" means any authority that would have jurisdiction respecting permission to perform the Work if the owner were not Canada.
- 7) Notwithstanding the residency of the Contractor, the Contractor shall pay any applicable tax arising from or related to the performance of the Work under the Contract.
- 8) In accordance with the Statutory Declaration referred to in paragraph 4) of GC5.5 SUBSTANTIAL PERFORMANCE OF THE WORK, a Contractor who has neither residence nor place of business in the province or territory in which work under the Contract is being performed shall provide Canada with proof of registration with the provincial sales tax authorities in the said province.
- 9) For the purpose of the payment of any Applicable Taxes or the furnishing of security for the payment of any Applicable Taxes arising from or related to the performance of the Work, and notwithstanding the provision that all Material, Plant and interest of the Contractor in all real property, licences, powers and privileges, become the property of Canada after the time of purchase in accordance with GC3.10 MATERIAL PLANT AND REAL PROPERTY BECOME PROPERTY OF CANADA, the Contractor shall be liable, as a user or consumer, for the payment or for the furnishing of security for the payment of any Applicable Taxes payable, at the time of the use or consumption of that Material, Plant or interest of the Contractor in accordance with the relevant legislation.
- 10) Federal government departments and agencies are required to pay Applicable Taxes.
- 11) Applicable Taxes will be paid by Canada as provided in the request for payment. It is the sole responsibility of the Contractor to charge Applicable Taxes at the correct rate in accordance with applicable legislation. The Contractor agrees to remit to appropriate tax authorities any amounts of Applicable Taxes paid or due.

- 12) The Contractor is not entitled to use Canada's exemptions from any tax, such as provincial sales taxes, unless otherwise specified by law. The Contractor must pay applicable provincial sales tax, ancillary taxes, and any commodity tax, on taxable goods or services used or consumed in the performance of the Contract (in accordance with applicable legislation), including for material incorporated into real property.
- 13) In those cases where Applicable Taxes, customs duties, and excise taxes are included in the Contract Amount, the Contract Amount will be adjusted to reflect any increase, or decrease, of Applicable Taxes, customs duties, and excise taxes that will have occurred between bid submission and contract award. However, there will be no adjustment for any change to increase the Contract Amount if public notice of the change was given before bid submission date in sufficient detail to have permitted the Contractor to calculate the effect of the change.
- 14) Tax Withholding of 15 Percent – Canada Revenue Agency  
  
Pursuant to the [Income Tax Act](#), 1985, c. 1 (5th Supp.) and the [Income Tax Regulations](#), Canada must withhold 15 percent of the amount to be paid to the Contractor in respect of services provided in Canada if the Contractor is not a resident of Canada, unless the Contractor obtains a valid waiver from the Canada Revenue Agency. The amount withheld will be held on account for the Contractor in respect to any tax liability which may be owed to Canada.

#### **GC1.9 WORKERS' COMPENSATION**

- 1) Prior to commencement of Work, at the time of Substantial Performance of the Work, and prior to issuance of the Certificate of Completion, the Contractor shall provide evidence of compliance with workers' compensation legislation applicable to the place of the Work, including payments due thereunder.
- 2) At any time during the term of the Contract, when requested by Canada, the Contractor shall provide such evidence of compliance by the Contractor, its subcontractors and any other person at any tier and any other person performing part of the Work who is required to comply with such legislation.

#### **GC1.10 NATIONAL SECURITY**

- 1) If Canada determines that the Work is of a class or kind that involves national security, Canada may order the Contractor to
  - (a) provide Canada with any information concerning persons employed or to be employed by the Contractor for purposes of the Contract; and
  - (b) remove any person from the site of the Work if, in the opinion of Canada, that person may be a risk to the national security;and the Contractor shall comply with the order.
- 2) In all contracts with persons who are to be employed in the performance of the Contract, the Contractor shall make provision for the performance of any obligation that may be imposed upon the Contractor under paragraph 1) of GC1.10.

**GC1.11 UNSUITABLE WORKERS**

- 1) Canada shall instruct the Contractor to remove from the site of the Work any person employed by the Contractor for purposes of the Contract who, in the opinion of Canada, is incompetent or is guilty of improper conduct, and the Contractor shall not permit a person who has been removed to return to the site of the Work.

**GC1.12 PUBLIC CEREMONIES AND SIGNS**

- 1) The Contractor shall not permit any public ceremony in connection with the Work without the prior consent of Canada.
- 2) The Contractor shall not erect nor permit the erection of any sign or advertising on the Work or its site without the prior consent of Canada.

**GC1.13 CONFLICT OF INTEREST**

- 1) It is a term of the Contract that no individual, for whom the post-employment provisions of the Conflict of Interest and Post-Employment Code for Public Office Holders or the Values and Ethics Code for the Public Service apply, shall derive a direct benefit from the Contract unless that individual is in compliance with the applicable post-employment provisions.

**GC1.14 AGREEMENTS AND AMENDMENTS**

- 1) The Contract constitutes the entire and sole agreement between the parties with respect to the subject matter of the Contract and supersedes all previous negotiations, communications and other agreements, whether written or oral, relating to it, unless they are incorporated by reference in the Contract. There are no terms, covenants, representations, statements or conditions binding on the parties other than those contained in the Contract.
- 2) The failure of either party at any time to require performance by the other party of any provision hereof shall not affect the right thereafter to enforce such provision. Nor shall the waiver by either party of any breach of any covenant, term or condition hereof be taken to be held to be a waiver of any further breach of the same covenant, term or condition.
- 3) The Contract may be amended only as provided for in the Contract.

**GC1.15 SUCCESSION**

- 1) The Contract shall inure to the benefit of and be binding upon the parties hereto and their lawful heirs, executors, administrators, successors and, subject to GC1.16 ASSIGNMENT, permitted assigns.

**GC1.16 ASSIGNMENT**

- 1) The Contractor shall not make any assignment of the Contract, either in whole or in part, without the written consent of Canada.

**GC1.17 NO BRIBE**

- 1) The Contractor represents and covenants that no bribe, gift, benefit, nor other inducement has been nor shall be paid, given, promised or offered directly or indirectly to any official or employee of Canada or to a member of the family of such a person, with a view to influencing the entry into the Contract or the administration of the Contract.

**GC1.18 CERTIFICATION - CONTINGENCY FEES**

- 1) In this clause
  - (a) "contingency fee" means any payment or other compensation that is contingent upon or is calculated upon the basis of a degree of success in soliciting or obtaining a Government contract or negotiating the whole or any part of its terms;
  - (b) "employee" means a person with whom the Contractor has an employer/employee relationship; and
  - (c) "person" includes an individual or a group of individuals, a corporation, a partnership, an organization and an association and, without restricting the generality of the foregoing, includes any individual who is required to file a return with the registrar pursuant to section 5 of the [Lobbying Act](#) R.S.C. 1985 c.44 (4th Supplement) as the same may be amended from time to time.
- 2) The Contractor certifies that it has not directly or indirectly paid nor agreed to pay and covenants that it shall not directly or indirectly pay nor agree to pay a contingency fee for the solicitation, negotiation or obtaining of the Contract to any person other than an employee acting in the normal course of the employee's duties.
- 3) All accounts and records pertaining to payments of fees or other compensation for the solicitation, obtaining or negotiation of the Contract shall be subject to the accounts and audit provisions of the Contract.
- 4) If the Contractor certifies falsely under this section or is in default of the obligations contained therein, Canada may either take the Work out of the Contractor's hands in accordance with the provisions of the Contract or recover from the Contractor by way of reduction to the Contract Amount or otherwise, the full amount of the contingency fee.

**GC1.19 INTERNATIONAL SANCTIONS**

- 1) Persons and companies in Canada, and Canadians outside of Canada are bound by economic sanctions imposed by Canada. As a result, the Government of Canada cannot accept delivery of goods or services that originate, either directly or indirectly, from the countries or persons subject to [economic sanctions](#)
- 2) It is a condition of the Contract that the Contractor not supply to the Government of Canada any goods or services which are subject to economic sanctions.
- 3) By law, the Contractor must comply with changes to the regulations imposed during the life of the Contract. During the performance of the Contract should the imposition of sanctions against a country or person or the addition of a good or service to the list of sanctioned goods or services cause an impossibility of performance for the Contractor, the Contractor may request that the Contract be terminated in accordance with GC7.3 TERMINATION OF CONTRACT.



**GC2 ADMINISTRATION OF THE CONTRACT**

- GC2.1 DEPARTMENTAL REPRESENTATIVE'S AUTHORITY
- GC2.2 INTERPRETATION OF CONTRACT
- GC2.3 NOTICES
- GC2.4 SITE MEETINGS
- GC2.5 REVIEW AND INSPECTION OF WORK
- GC2.6 SUPERINTENDENT
- GC2.7 NON-DISCRIMINATION IN HIRING AND EMPLOYMENT OF LABOUR
- GC2.8 ACCOUNTS AND AUDITS

**GC2.1 DEPARTMENTAL REPRESENTATIVE'S AUTHORITY**

- 1) Canada shall designate a Departmental Representative and shall notify the Contractor of the name, address and telephone number of the Departmental Representative.
- 2) The Departmental Representative shall perform Canada's duties and functions under the contract.
- 3) The Departmental Representative shall be authorized to issue notices, instructions and directions to the Contractor and to accept on behalf of Canada any notice, order or other communication from the contractor relating to the Work.
- 4) The Departmental Representative shall, within a reasonable time, review and respond to submissions made by the Contractor in accordance with the requirements of the Contract.

**GC2.2 INTERPRETATION OF CONTRACT**

- 1) If, at any time before Canada has issued a Certificate of Completion, any question arises between the parties about whether anything has been done as required by the Contract or about what the Contractor is required by the Contract to do, and in particular but without limiting the generality of the foregoing, about
  - (a) the meaning of anything in the drawings and specifications;
  - (b) the meaning to be given to the drawings and specifications in case of any error therein, omission therefrom, or obscurity or discrepancy in their wording or intention;
  - (c) whether or not the quality or quantity of any Material or workmanship supplied or proposed to be supplied by the Contractor meets the requirements of the Contract;
  - (d) whether or not the labour, Plant or Material performed, used and supplied by the Contractor for performing the Work and carrying out the Contract are adequate to ensure that the Work shall be performed in accordance with the Contract and that the Contract shall be carried out in accordance with its terms;
  - (e) what quantity of any of the Work has been completed by the Contractor; or
  - (f) the timing and scheduling of the various phases of the performance of the Work as specified in the Contract;

the question shall be decided, subject to the provisions of GC8 DISPUTE RESOLUTION, by Canada.

- 2) The Contractor shall perform the Work in accordance with any decisions of Canada that are made under paragraph 1) of GC2.2 and in accordance with any consequential directions given by Canada.
- 3) If the Contractor fails to comply with any instruction or direction issued by Canada pursuant to the Contract, Canada may employ such methods as Canada deems advisable to do what the Contractor failed to do, and the Contractor shall, on demand, pay Canada an amount that is equal to the aggregate of all costs, expenses and damages incurred or sustained by Canada by reason of the Contractor's failure to comply with such instruction or direction, including the cost of any methods employed by Canada in doing what the Contractor failed to do.

**GC2.3 NOTICES**

- 1) Subject to paragraph 3) of GC2.3, any notice, order or other communication may be given in any manner, and if required to be in writing, shall be addressed to the party to whom it is intended at the address in the Contract or at the last address of which the sender has received written notice in accordance with this section.
- 2) Any notice, order or other communication given in writing in accordance with paragraph 1) of GC2.3 shall be deemed to have been received by either party
  - (a) if delivered personally, on the day that it was delivered;
  - (b) if forwarded by mail, on the earlier of the day it was received or the sixth day after it was mailed; and
  - (c) if forwarded by facsimile or electronic mail, 24 hours after it was transmitted.
- 3) A notice given under GC7.1 TAKING THE WORK OUT OF THE CONTRACTOR'S HANDS, GC7.2 SUSPENSION OF WORK, and GC7.3 TERMINATION OF CONTRACT shall be given in writing and, if delivered personally, shall be delivered, if the Contractor is a sole proprietor, to the Contractor or, if the Contractor is a partnership or corporation, to an officer thereof.

**GC2.4 SITE MEETINGS**

- 1) In consultation with Canada, the Contractor shall arrange site meetings at regular intervals, with all involved parties who are to attend, in order to ensure, among other things, the proper co-ordination of the Work.

**GC2.5 REVIEW AND INSPECTION OF WORK**

- 1) Canada shall review the Work to determine if it is proceeding in conformity with the Contract and to record the necessary data to make an assessment of the value of Work completed. Canada shall measure and record the quantities of labour, Plant and Material performed, used or supplied by the Contractor in performing the Work or any part thereof that is subject to a Unit Price Arrangement and, on request, shall inform the Contractor of those measurements, and permit the Contractor to inspect any records pertaining thereto.
- 2) Canada shall reject Work or Material which in Canada's opinion does not conform to the requirements of the Contract, and shall require inspection or testing of Work, whether or not such Work is fabricated, installed, or completed. If such Work is not in accordance with the

requirements of the Contract, the Contractor shall correct the Work and shall pay Canada, on demand, all reasonable costs and expenses that were incurred by Canada in having the examination performed.

- 3) The Contractor shall provide Canada with access to the Work and its site at all times, and at all times shall provide sufficient, safe, and proper facilities for the review and inspection of the Work by persons authorized by Canada and any representatives of those authorities having jurisdiction. If parts of the Work are in preparation at locations other than the site of the Work, Canada shall be given access to such Work whenever it is in progress.
- 4) The Contractor shall furnish Canada with such information respecting the performance of the Contract as Canada may require, and render every possible assistance to enable Canada to verify that the Work is performed in accordance with the Contract, carry out any other duties and exercise any powers in accordance with the Contract.
- 5) If Work is designated for tests, inspections, or approvals in the Contract or by Canada's instructions, or by laws or ordinances of the place of the Work, the Contractor shall give Canada reasonable notice of when such Work shall be ready for review and inspection. The Contractor shall arrange for and shall give Canada reasonable notice of the date and time of inspections, tests or approvals.
- 6) If the Contractor covers, or permits to be covered, Work that has been designated for tests, inspections or approvals before such tests, inspections or approvals are made, completed or given, the Contractor shall, if so directed by Canada, uncover such Work, have the inspections, tests or approvals satisfactorily made, completed or given and make good the covering of the Work at the Contractor's expense.

**GC2.6 SUPERINTENDENT**

- 1) Prior to commencing the Work, the Contractor shall designate a Superintendent and shall notify Canada of the name, address and telephone number of the Superintendent. The Contractor shall keep the Superintendent at the Work site during working hours until the Work has reached completion.
- 2) The Superintendent shall be in full charge of the operations of the Contractor during the performance of the Work and shall be authorized to accept on behalf of the Contractor any notice, order or other communication given to the Superintendent or the Contractor relating to the Work.
- 3) Upon request of Canada, the Contractor shall remove any Superintendent who, in the opinion of Canada, is incompetent or has been guilty of improper conduct, and shall forthwith designate another Superintendent who is acceptable to Canada.
- 4) The Contractor shall not substitute a Superintendent without the written consent of Canada. If a Superintendent is substituted without such consent, Canada shall be entitled to refuse to issue any documentation or certification relating to progress payments, Substantial Performance or Completion of the Work until the Superintendent has returned to the Work site or another Superintendent who is acceptable to Canada has been substituted.

**GC2.7 NON-DISCRIMINATION IN HIRING AND EMPLOYMENT OF LABOUR**

- 1) For the purposes of this clause, "persons" include the Contractor, its subcontractors and suppliers at any tier and their respective employees, agents, licensees or invitees and any other individual involved in the performance of the Work or granted access to the Work site.

A “person” includes any partnership, proprietorship, firm, joint venture, consortium and corporation.

- 2) Without restricting the provisions of paragraph 3) of GC2.6, SUPERINTENDENT, the Contractor shall not refuse to employ and shall not discriminate in any manner against any person because
  - (a) of that person's race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, disability, conviction for which a pardon has been granted, or family status;
  - (b) of the race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, disability, conviction for which a pardon has been granted, or family status of any person having a relationship or association with that person, or
  - (c) a complaint has been made or information has been given in respect of that person relating to an alleged failure by the Contractor to comply with subparagraph (a) or (b).
- 3) Within two working days immediately following receipt of a written complaint pursuant to paragraph 2) of GC2.7, the Contractor shall
  - (a) cause to have issued a written direction to the person or persons named by the complainant to cease all actions that form the basis of the complaint;
  - (b) forward a copy of the complaint to Canada by registered mail or courier service; and
  - (c) when the Labour Conditions are applicable under the circumstances of the complaint, forward a copy of the complaint to HRSDC - Labour to the attention of the appropriate Director as described in the Labour Conditions (“HRSDC - Labour” means the labour component of the federal Department of Human Resources and Social Development).
- 4) Within twenty four (24) hours immediately following receipt of a direction from Canada to do so, the Contractor shall cause to have removed from the site of the Work and from the performance of Work under the Contract, any person or persons whom Canada believes to be in breach of the provisions of paragraph 2) of GC2.7.
- 5) No later than thirty (30) days after receipt of the direction referred to in paragraph 4) of GC2.7, the Contractor shall cause the necessary action to be commenced to remedy the breach described in the direction.
- 6) If a direction is issued pursuant to paragraph 4) of GC2.7, Canada may withhold from monies that are due and payable to the Contractor or setoff pursuant to GC5.9 RIGHT OF SETOFF, whichever is applicable, an amount representing the sum of the costs and payment referred to in paragraph 8) of GC2.7.
- 7) If the Contractor fails to proceed in accordance with paragraph 5) of GC2.7, Canada shall take the necessary action to have the breach remedied, and shall determine all supplementary costs incurred by Canada as a result.
- 8) Canada may make a payment directly to the complainant from monies that are due and payable to the Contractor upon receipt from the complainant of
  - (a) a written award issued pursuant to the federal [Commercial Arbitration Act](#), R.S.C. 1985, c. 17 (2nd Supp.);

- (b) a written award issued pursuant to the Canadian Human Rights Act, R.S.C. 1985, c. H-6;
  - (c) a written award issued pursuant to provincial or territorial human rights legislation; or
  - (d) a judgement issued by a court of competent jurisdiction.
- 9) If Canada is of the opinion that the Contractor has breached any of the provisions of this clause, Canada may take the Work out of the Contractor's hands pursuant to GC7.1 TAKING THE WORK OUT OF THE CONTRACTOR'S HANDS.
- 10) Subject to paragraph 7) of GC3.6 SUBCONTRACTING, the Contractor shall ensure that the provisions of this clause are included in all agreements and contracts entered into as a consequence of the Work.

### GC2.8 ACCOUNTS AND AUDITS

- 1) The Contractor shall, in addition to the requirements expressed in paragraph 6) of GC3.4 EXECUTION OF THE WORK, maintain full records of the Contractor's estimated and actual cost of the Work together with all tender calls, quotations, contracts, correspondence, invoices, receipts and vouchers relating thereto, and shall make them available on request to audit and inspection by Canada and the Deputy Receiver General for Canada or by persons designated to act on behalf of either or both of them.
- 2) The Contractor shall allow any of the persons referred to in paragraph 1) of GC2.8 to make copies of and take extracts from any of the records and material, and shall furnish such persons or entities with any information those persons or entities may require from time to time in connection with such records and material.
- 3) The Contractor shall maintain and keep the records intact until the expiration of two years after the date that a Certificate of Completion has been issued or until the expiration of such other period of time as Canada may direct.
- 4) The Contractor shall cause all subcontractors at any tier and all other persons directly or indirectly controlled by or affiliated with the Contractor and all persons directly or indirectly having control of the Contractor to comply with the requirements of this clause as if they were the Contractor.

**GC3 EXECUTION AND CONTROL OF THE WORK**

- GC3.1 PROGRESS SCHEDULE
- GC3.2 ERRORS AND OMISSIONS
- GC3.3 CONSTRUCTION SAFETY
- GC3.4 EXECUTION OF THE WORK
- GC3.5 MATERIAL
- GC3.6 SUBCONTRACTING
- GC3.7 CONSTRUCTION BY OTHER CONTRACTORS OR WORKERS
- GC3.8 LABOUR
- GC3.9 TRUCK HAULAGE RATES (CANCELLED)
- GC3.10 MATERIAL, PLANT AND REAL PROPERTY BECOME PROPERTY OF CANADA
- GC3.11 DEFECTIVE WORK
- GC3.12 CLEANUP OF SITE
- GC3.13 WARRANTY AND RECTIFICATION OF DEFECTS IN WORK

**GC3.1 PROGRESS SCHEDULE**

- 1) The Contractor shall
  - (a) prepare and submit to Canada, prior to the submission of the Contractor's first progress claim, a progress schedule in accordance with the requirements set out in the Contract;
  - (b) monitor the progress of the Work relative to the schedule and update the schedule as stipulated by the contract documents;
  - (c) advise Canada of any revisions to the schedule required as the result of any extension of time for completion of the Contract that was approved by Canada; and
  - (d) prepare and submit to Canada, at the time of issuance of a Certificate of Substantial Performance, an update of any schedule clearly showing a detailed timetable that is acceptable to Canada for the completion of any unfinished Work and the correction of all listed defects.

**GC3.2 ERRORS AND OMISSIONS**

- 1) The Contractor shall report promptly to Canada any errors, discrepancies, or omissions the Contractor may discover when reviewing the contract documents. In making a review, the Contractor does not assume any responsibility to Canada for the accuracy of the review. The Contractor shall not be liable for damage or costs resulting from such errors, discrepancies, or omissions in the contract documents prepared by or on behalf of Canada that the Contractor did not discover.

**GC3.3 CONSTRUCTION SAFETY**

- 1) Subject to GC3.7 CONSTRUCTION BY OTHER CONTRACTORS OR WORKERS, the Contractor shall be solely responsible for construction safety at the place of the Work and for initiating, maintaining and supervising all safety precautions and programs in connection with the performance of the Work. In any emergency, the Contractor shall either stop the Work, make changes or order extra work to ensure the safety of life and the protection of the Work and neighbouring property.

- 2) Prior to commencing the Work, the Contractor shall notify the authorities having jurisdiction for construction safety at the site of the Work with respect to the intended commencement of the Work, and shall provide such authority with whatever additional information may be required by that authority.

**GC3.4 EXECUTION OF THE WORK**

- 1) The Contractor shall perform, use or supply and pay for, all labour, Plant, Material, tools, construction machinery and equipment, water, heat, light, power, transportation and other facilities and services necessary for the performance of the Work in accordance with the Contract.
- 2) The Contractor shall, at all times, perform the Work in a proper, diligent and expeditious manner as is consistent with construction industry standards and in accordance with the progress schedule prepared pursuant to GC3.1 PROGRESS SCHEDULE and shall provide sufficient personnel to fulfil the Contractor's obligations in accordance with that schedule.
- 3) Subject to paragraph 4) of GC3.4, the Contractor shall have complete care, custody and control of the Work and shall direct and supervise the Work so as to ensure compliance with the Contract. The Contractor shall be responsible for construction means, methods, techniques, sequences and procedures and for co-ordinating the various parts of the Work.
- 4) When requested in writing by Canada, the Contractor shall make appropriate alterations in the method, Plant or workforce at any time Canada considers the Contractor's actions to be unsafe or damaging to either the Work, existing facilities, persons at the site of the Work or the environment.
- 5) The Contractor shall have sole responsibility for the design, erection, operation, maintenance and removal of temporary structures and other temporary facilities and for the construction methods used in their erection, operation, maintenance and removal. The Contractor shall engage and pay for registered professional engineering personnel, skilled in the appropriate discipline to perform these functions if required by law or by the Contract, and in all cases when such temporary facilities and their methods of construction are of such a nature that professional engineering skill is required to produce safe and satisfactory results.
- 6) The Contractor shall keep at least one copy of current contract documents, submittals, reports, and records of meetings at the site of the Work, in good order and available to Canada.
- 7) Except for any part of the Work that is necessarily performed away from or off the site of the Work, the Contractor shall confine Plant, storage of Material, and operations of employees to limits indicated by laws, ordinances, permits or the contract documents.

**GC3.5 MATERIAL**

- 1) Unless otherwise specified in the Contract, all Material incorporated in the Work shall be new.
- 2) Subject to paragraph 3) of GC3.5, if a specified reused, refurbished, or recycled item of Material is not available, the Contractor shall apply to Canada to substitute a similar item for the one specified.
- 3) If Canada agrees that the Contractor's application for substitution of a reused, refurbished or recycled item is warranted, and that the substitute item is of acceptable quality and value to

that specified and is suitable for the intended purpose, Canada may approve the substitution, subject to the following:

- (a) the request for substitution shall be made in writing to Canada and shall be substantiated by information in the form of the manufacturer's literature, samples and other data that may be required by Canada;
- (b) the Contractor shall make the request for substitution in a manner that shall not negatively affect the progress schedule of the Contract and well in advance of the time the item of Material must be ordered;
- (c) substitution of Material shall be permitted only with the prior written approval of Canada, and any substituted items that are supplied or installed without such approval shall be removed from the site of the Work at the expense of the Contractor, and specified items installed at no additional cost to Canada; and
- (d) the Contractor shall be responsible for all additional expenses incurred by Canada, the Contractor, its subcontractors and suppliers at any tier due to the Contractor's use of the substitute.

### **GC3.6 SUBCONTRACTING**

- 1) Subject to the provisions of this clause, the Contractor may subcontract any part of the Work but not the whole of the Work.
- 2) The Contractor shall notify Canada in writing of the Contractor's intention to subcontract.
- 3) A notification referred to in paragraph 2) of GC3.6 shall identify the part of the Work and the Subcontractor with whom the Contractor intends to subcontract.
- 4) Canada may for reasonable cause, object to the intended subcontracting by notifying the Contractor in writing within six (6) days of receipt by Canada of a notification referred to in paragraph 2) of GC3.6.
- 5) If Canada objects to a subcontracting, the Contractor shall not enter into the intended subcontract.
- 6) The Contractor shall not change, nor permit to be changed, a Subcontractor engaged by the Contractor, in accordance with this clause, without the written consent of Canada.
- 7) The Contractor shall ensure that all the terms and conditions of the Contract that are of general application shall be incorporated in every other contract issued as a consequence of the Contract, at whatever tier, except those contracts issued solely to suppliers at any tier for the supply of Plant or Material.
- 8) Neither a subcontracting nor Canada's consent to a subcontracting shall be construed to relieve the Contractor from any obligation under the Contract or to impose any liability upon Canada.

### **GC3.7 CONSTRUCTION BY OTHER CONTRACTORS OR WORKERS**

- 1) Canada reserves the right to send other contractors or workers, with or without Plant and Material, onto the site of the Work.



- 2) When other contractors or workers are sent on to the site of the Work, Canada shall
  - (a) enter into separate contracts, to the extent it is possible, with the other contractors under conditions of contract that are compatible with the conditions of the Contract;
  - (b) ensure that the insurance coverage provided by the other contractors is co-ordinated with the insurance coverage of the Contractor as it affects the Work; and
  - (c) take all reasonable precautions to avoid labour disputes or other disputes arising from the work of the other contractors or workers.
- 3) When other contractors or workers are sent on to the site of the Work, the Contractor shall
  - (a) co-operate with them in the carrying out of their duties and obligations;
  - (b) co-ordinate and schedule the Work with the work of the other contractors and workers;
  - (c) participate with other contractors and workers in reviewing their construction schedules when directed to do so;
  - (d) where part of the Work is affected by or depends upon the work of other contractors or workers for its proper execution, promptly report to Canada in writing and prior to proceeding with that part of the Work, any apparent deficiencies in such work. Failure by the Contractor to so report shall invalidate any claims against Canada by reason of the deficiencies in the work of other contractors or workers except those deficiencies that are not then reasonably discoverable; and
  - (e) when designated as being responsible for construction safety at the place of work in accordance with the applicable provincial or territorial laws, carry out its duties in that role and in accordance with those laws.
- 4) If, when entering into the Contract, the Contractor could not have reasonably foreseen nor anticipated the sending of other contractors or workers on to the site of the Work and provided the Contractor
  - (a) incurs extra expense in complying with the requirements of paragraph 3) of GC3.7; and
  - (b) gives Canada written notice of a claim for that extra expense within thirty (30) days of the date that the other contractors or workers were sent onto the Work or its site;

Canada shall pay the Contractor the cost of the extra labour, Plant and Material that was necessarily incurred, calculated in accordance with GC6.4 DETERMINATION OF PRICE.

### **GC3.8 LABOUR**

- 1) To the extent to which they are available, consistent with proper economy and the expeditious carrying out of the Work, the Contractor shall, in the performance of the Work, employ a reasonable number of persons who have been on active service with the Armed Forces of Canada and have been honourably discharged therefrom.

- 2) The Contractor shall maintain good order and discipline among the Contractor's employees and workers engaged in the Work and shall not employ on the site of the Work anyone not skilled in the tasks assigned.

**GC3.9 TRUCK HAULAGE RATES**

CANCELLED

**GC3.10 MATERIAL, PLANT AND REAL PROPERTY BECOME PROPERTY OF CANADA**

- 1) Subject to paragraph 9) of GC1.8 LAWS PERMITS AND TAXES, all Material and Plant and the interest of the Contractor in all real property, licences, powers and privileges purchased, used or consumed by the Contractor for the Work shall, immediately after the time of their purchase, use or consumption be the property of Canada for the purposes of the Work and they shall continue to be the property of Canada
  - (a) in the case of Material, until Canada indicates that the Materials shall not be required for the Work; and
  - (b) in the case of Plant, real property, licences, powers and privileges, until Canada indicates that the interest vested in Canada therein is no longer required for the purposes of the Work.
- 2) Material or Plant, that is the property of Canada by virtue of paragraph 1) of GC3.10, shall not be taken away from the site of the Work nor used nor disposed of except for the purposes of the Work without the written consent of Canada.
- 3) Canada is not liable for loss of nor damage from any cause to the Material or Plant referred to in paragraph 1) of GC3.10, and the Contractor is liable for such loss or damage notwithstanding that the Material or Plant is the property of Canada.

**GC3.11 DEFECTIVE WORK**

- 1) The Contractor shall promptly remove from the site of the Work and replace or re-execute defective Work whether or not the defective Work has been incorporated in the Work and whether or not the defect is the result of poor workmanship, use of defective Material, or damage through carelessness or other act or omission of the Contractor.
- 2) The Contractor, at the Contractor's expense, shall promptly make good other work destroyed or damaged by such removals or replacements.
- 3) If, in the opinion of Canada, it is not expedient to correct defective Work or Work not performed as provided for in the Contract documents, Canada may deduct from the amount otherwise due to the Contractor the difference in value between the Work as performed and that called for by the contract documents.
- 4) The failure of Canada to reject any defective Work or Material shall not constitute acceptance of the defective Work or Material.

**GC3.12 CLEANUP OF SITE**

- 1) The Contractor shall maintain the Work and its site in a tidy condition and free from an accumulation of waste material and debris.
- 2) Before the issue of a Certificate of Substantial Performance, the Contractor shall remove waste material and debris, and all Plant and Material not required for the performance of the remaining Work and, unless otherwise stipulated in the Contract Documents, shall cause the Work and its site to be clean and suitable for occupancy by Canada.
- 3) Before the issue of a Certificate of Completion, the Contractor shall remove all surplus Plant and Materials and any waste products and debris from the site of the Work.
- 4) The Contractor's obligations described in paragraphs 1) to 3) of GC3.12 do not extend to waste products and other debris caused by Canada's servants, or by other contractors and workers referred to in GC3.7 CONSTRUCTION BY OTHER CONTRACTORS OR WORKERS.

**GC3.13 WARRANTY AND RECTIFICATION OF DEFECTS IN WORK**

- 1) Without restricting any warranty or guarantee implied or imposed by law or contained in the Contract, the Contractor shall, at the Contractor's expense
  - (a) rectify and make good any defect or fault that appears in the Work or comes to the attention of Canada with respect to those parts of the Work accepted in connection with the Certificate of Substantial Performance within 12 months from the date of Substantial Performance; and
  - (b) rectify and make good any defect or fault that appears in or comes to the attention of Canada in connection with those parts of the Work described in the Certificate of Substantial Performance within 12 months from the date of the Certificate of Completion.
  - (c) transfer and assign, to Canada, any subcontractor, manufacturer or supplier extended warranties or guarantees implied or imposed by law or contained in the Contract covering periods beyond the 12 months stipulated above. Extended warranties or guarantees referred to herein shall not extend the 12-month period whereby the Contractor, except as may be provided elsewhere in the Contract, must rectify and make good any defect or fault that appears in the Work or comes to the attention of Canada.
  - (d) provide, to Canada prior to the issuance of the Certificate of Completion, a list of all extended warranties and guarantees referred to in paragraph (c) above.
- 2) Canada may direct the Contractor to rectify and make good any defect or fault referred to in paragraph 1) of GC3.13 or covered by any other expressed or implied warranty or guarantee and the Contractor shall rectify and make good such defect within the time stipulated in the direction.
- 3) A direction referred to in paragraph 2) GC3.13 shall be in writing and shall be given to the Contractor in accordance with GC2.3 NOTICES.

**GC4 PROTECTIVE MEASURES**

GC4.1 PROTECTION OF WORK AND PROPERTY

GC4.2 PRECAUTIONS AGAINST DAMAGE, INFRINGEMENT OF RIGHTS, FIRE AND OTHER HAZARDS

GC4.3 MATERIAL, PLANT AND REAL PROPERTY SUPPLIED BY CANADA

GC4.4 CONTAMINATED SITE CONDITIONS

**GC4.1 PROTECTION OF WORK AND PROPERTY**

- 1) The Contractor shall protect the Work and its site against loss or damage from any cause and shall similarly protect all Material, Plant and real property under the Contractor's care, custody and control whether or not such Material, Plant and real property are supplied by Canada to the Contractor.
- 2) The Contractor shall provide all facilities necessary for the purpose of maintaining security, and shall assist any person authorized by Canada to inspect or to take security measures in respect of the Work and its site.
- 3) Canada may direct the Contractor to do such things and to perform such work as Canada considers reasonable and necessary to ensure compliance with or to remedy a breach of paragraphs 1) or 2) of GC4.1, and the Contractor, shall comply with such direction.

**GC4.2 PRECAUTIONS AGAINST DAMAGE, INFRINGEMENT OF RIGHTS, FIRE AND OTHER HAZARDS**

- 1) The Contractor shall do whatever is necessary to ensure that
  - (a) no person, property, right, easement nor privilege is injured, damaged or infringed upon by reasons of the Contractor's activities in performing the Work;
  - (b) pedestrian and other traffic on any public or private road or waterway is not unduly impeded, interrupted nor endangered by the performance or existence of the Work, Material or Plant;
  - (c) fire hazards in or about the site of the Work are eliminated and any fire is promptly extinguished;
  - (d) the health and safety of all persons employed in the performance of the Work is not endangered by the methods nor means of their performance;
  - (e) adequate medical services are available to all persons employed on the Work or its site at all times during the performance of the Work;
  - (f) adequate sanitation measures are taken in respect of the Work and its site; and
  - (g) all stakes, buoys and marks placed on the Work or its site by Canada are protected and are not removed, defaced, altered nor destroyed.
- 2) Canada may direct the Contractor to do such things and to perform such work as Canada considers reasonable and necessary to ensure compliance with or to remedy a breach of paragraph 1) of GC4.2, and the Contractor shall comply with the direction of Canada.

**GC4.3 MATERIAL, PLANT AND REAL PROPERTY SUPPLIED BY CANADA**

- 1) Subject to paragraph 2) of GC4.3, the Contractor is liable to Canada for any loss of or damage to Material, Plant or real property that is supplied or placed in the care, custody and control of the Contractor by Canada for use in connection with the Contract, whether or not that loss or damage is attributable to causes beyond the Contractor's control.
- 2) The Contractor is not liable to Canada for any loss or damage to Material, Plant or real property referred to in paragraph 1) of GC4.3 if that loss or damage results from and is directly attributable to reasonable wear and tear.
- 3) The Contractor shall not use any Material, Plant or real property supplied by Canada except for the purpose of performing the Contract.
- 4) When the Contractor fails to make good any loss or damage for which the Contractor is liable under paragraph 1) within a reasonable time, Canada may cause the loss or damage to be made good at the Contractor's expense, and the Contractor shall thereupon be liable to Canada for the cost thereof and shall, on demand, pay to Canada an amount equal to that cost.
- 5) The Contractor shall keep records of all Material, Plant and real property supplied by Canada as Canada requires and shall satisfy Canada, when requested, that such Material, Plant and real property are at the place and in the condition in which they ought to be.

**GC4.4 CONTAMINATED SITE CONDITIONS**

- 1) For the purposes of GC4.4, a contaminated site condition exists when a solid, liquid, gaseous, thermal or radioactive irritant or contaminant, or other hazardous or toxic substance or material, including moulds and other forms of fungi, is present at the site of the Work to an extent that constitutes a hazard, or potential hazard, to the environment, property, or the health or safety of any person.
- 2) If the Contractor encounters a contaminated site condition of which the Contractor is not aware or about which the Contractor has not been advised, or if the Contractor has reasonable grounds to believe that such a site condition exists at the site of the Work, the Contractor shall
  - (a) take all reasonable steps, including stopping the Work, to ensure that no person suffers injury, sickness or death, and that neither property nor the environment is injured or destroyed as a result of the contaminated site condition;
  - (b) immediately notify Canada of the circumstances in writing; and
  - (c) take all reasonable steps to minimize additional costs that may accrue as a result of any work stoppage.
- 3) Upon receipt of a notification from the Contractor, Canada shall promptly determine whether a contaminated site condition exists, and shall notify the Contractor in writing of any action to be taken, or work to be performed, by the Contractor as a result of Canada's determination.
- 4) If the Contractor's services are required by Canada, the Contractor shall follow the direction of Canada with regard to any excavation, treatment, removal and disposal of any polluting substance or material.

- 5) Canada, at Canada's sole discretion, may enlist the services of experts and specialty contractors to assist in determining the existence of, and the extent and treatment of contaminated site conditions, and the Contractor shall allow them access and co-operate with them in the carrying out of their duties and obligations.
- 6) Except as may be otherwise provided for in the Contract, the provisions of GC6.4 DETERMINATION OF PRICE shall apply to any additional work made necessary because of a contaminated site condition.

**GC5 TERMS OF PAYMENT**

- GC5.1 INTERPRETATION
- GC5.2 AMOUNT PAYABLE
- GC5.3 INCREASED OR DECREASED COSTS
- GC5.4 PROGRESS PAYMENT
- GC5.5 SUBSTANTIAL PERFORMANCE OF THE WORK
- GC5.6 FINAL COMPLETION
- GC5.7 PAYMENT NOT BINDING ON CANADA
- GC5.8 CLAIMS AND OBLIGATIONS
- GC5.9 RIGHT OF SETOFF
- GC5.10 ASSESSMENTS AND DAMAGES FOR LATE COMPLETION
- GC5.11 DELAY IN MAKING PAYMENT
- GC5.12 INTEREST ON SETTLED CLAIMS
- GC5.13 RETURN OF SECURITY DEPOSIT

**GC5.1 INTERPRETATION**

In these Terms of Payment

- 1) The "payment period" means a period of 30 consecutive days or such other longer period as may be agreed between the Contractor and Canada.
- 2) An amount is "due and payable" when it is due and payable by Canada to the Contractor according to GC5.4 PROGRESS PAYMENT, GC5.5 SUBSTANTIAL PERFORMANCE OF THE WORK or GC5.6 FINAL COMPLETION.
- 3) An amount is "overdue" when it remains unpaid on the first day following the day upon which it is due and payable.
- 4) The "date of payment" means the date of the negotiable instrument of an amount due and payable by the Receiver General for Canada.
- 5) The "Bank Rate" means the rate of interest established by the Bank of Canada as the minimum rate at which it makes short term advances to members of the Canadian Payments Association.
- 6) The "Average Bank Rate" means the simple arithmetic mean of the Bank Rate in effect at 4:00 p.m. Eastern Time each day during the calendar month which immediately precedes the calendar month in which payment is made.

**GC5.2 AMOUNT PAYABLE**

- 1) Subject to any other provisions of the Contract, Canada shall pay the Contractor, at the times and in the manner hereinafter set out, the amount by which the amounts payable by Canada to the Contractor in accordance with the Contract exceed the amounts payable by the Contractor to Canada, and the Contractor shall accept that amount as payment in full satisfaction for everything furnished and done by the Contractor in respect of the Work to which the payment relates.
- 2) When making any payment to the Contractor, the failure of Canada to deduct an amount payable to Canada by the Contractor shall not constitute a waiver of the right to do so, or an admission of lack of entitlement to do so in any subsequent payment to the Contractor.

- 3) Should any payment be made by Canada in excess of what is owed to the Contractor for the actual work performed, the Contractor will reimburse Canada the excess immediately, with or without demand, and any amounts outstanding shall bear simple interest at the Average Bank rate plus 3 percent per annum from the date of overpayment until the day prior to the date of repayment by the Contractor.
- 4) No payment other than a payment that is expressly stipulated in the Contract shall be made by Canada to the Contractor for any extra expense or any loss or damage incurred or sustained by the Contractor.

### **GC5.3 INCREASED OR DECREASED COSTS**

- 1) The Contract Amount shall not be increased nor decreased by reason of any increase or decrease in the cost of the Work that is brought about by an increase or decrease in the cost of labour, Plant, Material or any wage adjustment arising pursuant to the Labour Conditions.
- 2) Notwithstanding paragraph 1) of GC5.3, if any change, including a new imposition or repeal, of any tax, customs or other duty, charge, or any similar imposition that is imposed under sales, customs or excise tax legislation of the Government of Canada or any Provincial or Territorial legislation, affects the cost of the Work to the Contractor, and occurs
  - (a) after the date of submission by the Contractor of its bid; or
  - (b) after the date of submission of the last revision, if the Contractor's bid was revised;the Contract Amount shall be adjusted in the manner provided in paragraph 3) of GC5.3.
- 3) If a change referred to in paragraph 2) of GC5.3 occurs, the Contract Amount shall be increased or decreased by an amount established by an examination by Canada of the relevant records of the Contractor referred to in GC2.8 ACCOUNTS AND AUDITS to be the increase or decrease in the cost incurred by the Contractor that is directly attributable to that change.
- 4) For the purpose of paragraph 2) of GC5.3, if a tax is changed after the solicitation closing, but public notice of the change has been given by the Minister of Finance or the corresponding Provincial or Territorial authority before that closing, the change shall be deemed to have occurred before the solicitation closing.
- 5) Notwithstanding paragraphs 2) to 4) of GC5.3, no adjustment to the Contract Amount in respect of the Work or a part thereof shall be made for a change in any imposition referred to in this section that occurs after the date required by the Contract for completion of the Work or that part of the Work.

### **GC5.4 PROGRESS PAYMENT**

- 1) On the expiration of a payment period, the Contractor shall deliver to Canada
  - (a) a written progress claim in a form acceptable to Canada that fully describes any part of the Work that has been completed, and any Material that was delivered to the Work site but not incorporated into the Work, during that payment period, and
  - (b) a completed and signed statutory declaration containing a declaration that, up to the date of the progress claim, the Contractor has complied with all lawful obligations with



respect to the Labour Conditions and that, in respect of the Work, all lawful obligations of the Contractor to its Subcontractors and Suppliers, referred to collectively in the declaration as “subcontractors and suppliers”, have been fully discharged.

- 2) Within 10 days of receipt of a progress claim and statutory declaration from the Contractor, Canada shall inspect, or cause to have inspected, the part of the Work and the Material described in the progress claim, and shall issue a progress report to the Contractor, that indicates the value of the part of the Work and the Material described in the progress claim that, in the opinion of Canada
  - (a) is in accordance with the Contract; and
  - (b) was not included in any other progress report relating to the Contract.
- 3) Subject to GC5.2 AMOUNT PAYABLE, and paragraph 5) of GC5.4, Canada shall pay the Contractor an amount that is equal to
  - (a) 95 percent of the value that is indicated in Canada's progress report if a labour and material payment bond has been furnished by the Contractor; or
  - (b) 90 percent of the value that is indicated in Canada's progress report if a labour and material payment bond has not been furnished by the Contractor.
- 4) Canada shall pay the amount referred to in paragraph 3) of GC5.4 not later than
  - (a) 30 days after receipt by Canada of both a progress claim and a statutory declaration referred to in paragraph 1) of GC5.4; or
  - (b) 15 days after receipt by Canada of the Contractor's progress schedule or updated progress schedule, in accordance with GC3.1 PROGRESS SCHEDULE,whichever is later.
- 5) In the case of the Contractor's first progress claim, it is a condition precedent to Canada's obligation under paragraph 3) of GC5.4 that the Contractor has provided all necessary documentation required by the Contract for the first progress claim.

#### **GC5.5 SUBSTANTIAL PERFORMANCE OF THE WORK**

- 1) If, at any time before the issuance of a Certificate of Completion, Canada determines that the Work has reached Substantial Performance as described in subparagraph 1) (b) of GC1.1.4 SUBSTANTIAL PERFORMANCE, Canada shall issue a Certificate of Substantial Performance to the Contractor. The Certificate of Substantial Performance shall state or describe
  - (a) the date of Substantial Performance;
  - (b) the parts of the Work not completed to the satisfaction of Canada; and
  - (c) all things that must be done by the Contractor before a Certificate of Completion is issued and before the 12-month warranty period referred to in GC3.13 WARRANTY AND RECTIFICATION OF DEFECTS IN WORK commences for the said parts and all the said things.

- 2) The issuance of a Certificate of Substantial Performance does not relieve the Contractor from the Contractor's obligations under GC3.11 DEFECTIVE WORK.
- 3) Subject to GC5.2 AMOUNT PAYABLE and paragraph 4) of GC5.5, Canada shall pay the Contractor the amount referred to in paragraph 1) of GC5.2 AMOUNT PAYABLE, less the aggregate of
  - (a) the sum of all payments that were made pursuant to GC5.4 PROGRESS PAYMENT;
  - (b) an amount that is equal to Canada's estimate of the cost to Canada of rectifying defects described in the Certificate of Substantial Performance; and
  - (c) an amount that is equal to Canada's estimate of the cost to Canada of completing the parts of the Work described in the Certificate of Substantial Performance other than defects listed therein.
- 4) Canada shall pay the amount referred to in paragraph 3) of GC5.5 not later than
  - (a) 30 days after the date of issue of a Certificate of Substantial Performance, or
  - (b) 15 days after the Contractor has delivered to Canada
    - (i) a statutory declaration containing a declaration by the Contractor that up to the date of the Certificate of Substantial Performance, the Contractor has complied with all lawful obligations with respect to the Labour Conditions, discharged all its lawful obligations to its Subcontractors and Suppliers in respect of the work under the Contract, and discharged its lawful obligations referred to in GC1.8 LAWS, PERMITS AND TAXES;
    - (ii) evidence of compliance with workers' compensation legislation in accordance with GC1.9 WORKERS' COMPENSATION; and
    - (iii) an update of the progress schedule in accordance with the requirements of GC3.1 PROGRESS SCHEDULE;

whichever is later.

#### **GC5.6 FINAL COMPLETION**

- 1) When Canada is of the opinion that the Contractor has complied with the Contract and all orders and directions made pursuant thereto, and that the Work has been completed as described in GC1.1.5 COMPLETION, Canada shall issue a Certificate of Completion to the Contractor and, if the Work or a portion of the Work is subject to a Unit Price Arrangement, Canada shall issue a Certificate of Measurement that shall, subject to GC8, be binding upon and conclusive between Canada and the Contractor as to the quantities referred to therein.
- 2) Subject to GC5.2 AMOUNT PAYABLE and paragraph 3) of GC5.6, Canada shall pay the Contractor the amount referred to in GC5.2 AMOUNT PAYABLE, less the aggregate of the sum of all payments that were made pursuant to GC5.4 PROGRESS PAYMENT and GC5.5 SUBSTANTIAL PERFORMANCE OF WORK.
- 3) Canada shall pay the amount referred to in paragraph 2) of GC5.6 not later than
  - (a) 60 days after the date of issue of a Certificate of Completion; or

- (b) 15 days after the Contractor has delivered to Canada
  - (i) a statutory declaration which contains a declaration by the Contractor that all of the Contractor's lawful obligations and any lawful claims against the Contractor that arose out of the performance of the Contract have been discharged and satisfied; and
  - (ii) evidence of compliance with workers' compensation legislation in accordance with GC1.9 WORKERS' COMPENSATION;

whichever is later.

#### **GC5.7 PAYMENT NOT BINDING ON CANADA**

- 1) Neither acceptance of a progress claim or progress report, nor any payment made by Canada under the Contract, nor partial or entire use or occupancy of the Work by Canada shall constitute an acceptance by Canada of any portion of the Work or Material that is not in accordance with the requirements of the Contract.

#### **GC5.8 CLAIMS AND OBLIGATIONS**

- 1) The Contractor shall discharge all the Contractor's lawful obligations and shall satisfy all lawful claims against the Contractor arising out of the performance of the Work at least as often as the Contract requires Canada to pay the Contractor.
- 2) Whenever requested to do so by Canada, the Contractor shall make a statutory declaration declaring to the existence and condition of any obligations and claims against the Contractor arising out of the performance of the Work.
- 3) In order to discharge lawful obligations of and satisfy lawful claims against the Contractor or its Subcontractors arising out of the performance of the Contract, Canada may pay an amount that is due and payable to the Contractor directly to the claimant. Such payment is, to the extent of the payment, a discharge of Canada's liability to the Contractor under the Contract and may be deducted from any amount payable to the Contractor under the Contract.
- 4) For the purposes of paragraph 3) of GC5.8, and subject to paragraph 6) of GC5.8, a claim or obligation shall be considered lawful when it is so determined by
  - (a) a court of legal jurisdiction;
  - (b) an arbitrator duly appointed to arbitrate the claim; or
  - (c) the written consent of the Contractor authorizing payment of the claim or obligation.
- 5) If a claim or obligation would have been subject to the provisions of Provincial or Territorial lien legislation or, in the Province of Quebec, the law relating to legal hypothecs had the Contractor been performing the Work for an entity other than Canada
  - (a) such amount as may be paid by Canada pursuant to paragraphs 3) and 4) of GC5.8 shall not exceed the amount that the Contractor would have been obliged to pay had the provisions of such legislation or law been applicable to the Work;

- (b) a claimant need not comply with the provisions of such legislation, setting out the steps by way of notice, registration or otherwise as might have been necessary to preserve or perfect any claim for lien or privilege which the claimant might have had; and
  - (c) for the purposes of determining the entitlement of a claimant, the notice required by paragraph 8) of GC5.8 shall be deemed to replace the registration or provision of notice after the performance of work as required by any applicable legislation and no claim shall be deemed to have expired, become void or unenforceable by reason of the claimant not commencing any action within the time prescribed by such legislation.
- 6) The Contractor shall, at the request of any claimant, submit to binding arbitration those questions that need to be answered to establish the entitlement of the claimant to payment. The arbitration shall have as parties to it any Subcontractor or Supplier to whom the claimant supplied Material, performed work or rented equipment should such Subcontractor or Supplier wish to be adjoined, and Canada shall not be a party to such arbitration. Subject to any agreement between the Contractor and the claimant, the arbitration shall be conducted in accordance with the governing Provincial or Territorial legislation applicable to the site of the Work.
- 7) Paragraph 3) of GC5.8 shall apply only to claims and obligations
- (a) the notification of which has set forth the amount claimed to be owing and the person who by contract is primarily liable and has been received by Canada in writing before final payment is made to the Contractor pursuant to GC5.6 FINAL COMPLETION, and within 120 days of the date on which the claimant
    - (i) should have been paid in full under the claimant's contract with the Contractor, its Subcontractor or Supplier if the claim is for money that was lawfully required to be held back from the claimant; or
    - (ii) performed the last of the services, work or labour, or furnished the last of the Material pursuant to the claimant's contract with the Contractor or its Subcontractor or Supplier where the claim is for money not lawfully required to be held back from the claimant; and
  - (b) the proceedings to determine the right to payment of which, pursuant to paragraph 5) of GC5.8, shall have commenced within one year from the date that the notification required by subparagraph 7)(a) of GC5.8 was received by Canada.
- 8) Upon receipt of a notice of claim, Canada may withhold, from any amount that is due and payable to the Contractor pursuant to the Contract, the full amount of the claim or any portion thereof.
- 9) Canada shall notify the Contractor in writing in a timely manner of receipt of any claim and of the intention of Canada to withhold funds. At any time thereafter and until payment is made to the claimant, the Contractor may be entitled to post, with Canada, security in a form acceptable to Canada in an amount equal to the value of the claim, and upon receipt of such security Canada shall release to the Contractor any funds that would be otherwise payable to the Contractor, that were withheld pursuant to the provisions of this clause in respect of the claim of any claimant for whom the security stands.

**GC5.9 RIGHT OF SETOFF**

- 1) Without limiting any right of setoff or deduction given or implied by law or elsewhere in the Contract, Canada may set off any amount payable to Canada by the Contractor under the

Contract, or under any current contract, against any amount payable to the Contractor under the Contract.

- 2) For the purposes of paragraph 1) of GC5.9, "current contract" means a contract between Canada and the Contractor
  - (a) under which the Contractor has an undischarged obligation to perform or supply work, labour or material; or
  - (b) in respect of which Canada has, since the date of the Contract, exercised any right to take the work that is the subject of that contract out of the Contractor's hands.

#### **GC5.10 ASSESSMENTS AND DAMAGES FOR LATE COMPLETION**

- 1) For the purposes of this clause
  - (a) the Work shall be deemed to be completed on the date of the Certificate of Completion; and
  - (b) the "period of delay" means the number of days commencing on the day fixed for completion of the Work and ending on the day immediately preceding the day on which the Work is completed but does not include any day within a period of extension granted pursuant to GC6.5 DELAYS AND EXTENSION OF TIME and any other day on which, in the opinion of Canada, completion of the Work was delayed for reasons beyond the control of the Contractor.
- 2) If the Contractor does not complete the Work by the day fixed for its completion but completes it thereafter, the Contractor shall pay Canada an amount equal to the aggregate of
  - (a) all salaries, wages and travelling expenses incurred by Canada in respect of persons overseeing the performance of the Work during the period of delay;
  - (b) the cost incurred by Canada as a result of the inability to use the completed Work for the period of delay; and
  - (c) all other expenses and damages incurred or sustained by Canada during the period of delay as a result of the Work not being completed by the day fixed for its completion.
- 3) Canada may waive the right of Canada to the whole or any part of the amount payable by the Contractor pursuant to paragraph 2) of GC5.10 if, in the opinion of Canada, it is in the public interest to do so.

#### **GC5.11 DELAY IN MAKING PAYMENT**

- 1) Notwithstanding GC1.5 TIME OF THE ESSENCE, any delay by Canada in making any payment when it is due pursuant to GC5 TERMS OF PAYMENT, shall not be a breach of the Contract by Canada.
- 2) Subject to paragraph 3) of GC5.11, Canada shall pay to the Contractor simple interest at the Average Bank Rate plus 3 percent per annum on any amount that is overdue pursuant to paragraph 3) of GC5.1 INTERPRETATION, and the interest shall apply from and include the day such amount became overdue until the day prior to the date of payment.

- 3) Interest shall be paid without demand by the Contractor except that
  - (a) in respect of amounts that are less than 15 days overdue, no interest shall be paid in respect of payment made within such 15 days unless the Contractor so demands after such amounts have become due and payable; and
  - (b) interest shall not be payable or paid on overdue advance payments, if any.

**GC5.12 INTEREST ON SETTLED CLAIMS**

- 1) For the purposes of this clause, a claim means a disputed amount subject to negotiation between Canada and the Contractor under the Contract.
- 2) A claim is deemed to have been settled when an agreement in writing is signed by Canada and the Contractor setting out the amount of the claim to be paid by Canada and the items of work for which the said amount is to be paid.
- 3) A settled claim is deemed to be outstanding from the day immediately following the date the said claim would have been due and payable under the Contract had it not been disputed.
- 4) Canada shall pay to the Contractor simple interest on the amount of a settled claim at the Average Bank Rate plus 3 percent per annum from the date the settled claim was deemed to be outstanding until the day prior to the date of payment.

**GC5.13 RETURN OF SECURITY DEPOSIT**

- 1) After a Certificate of Substantial Performance has been issued, and if the Contractor is not in breach of nor in default under the Contract, Canada shall return to the Contractor all or any part of a Security Deposit that, in the opinion of Canada, is not required for the purposes of the Contract.
- 2) After a Certificate of Completion has been issued, Canada shall return to the Contractor the remainder of any security deposit unless the Contract stipulates otherwise.
- 3) If the security deposit was paid into the Consolidated Revenue Fund of Canada, Canada shall pay interest thereon to the Contractor at a rate established pursuant to section 21(2) of the [\*Financial Administration Act \(FAA\)\*](#).

**GC6 DELAYS AND CHANGES IN THE WORK**

- GC6.1 CHANGES IN THE WORK
- GC6.2 CHANGES IN SUBSURFACE CONDITIONS
- GC6.3 HUMAN REMAINS, ARCHAEOLOGICAL REMAINS AND ITEMS OF HISTORICAL OR SCIENTIFIC INTEREST
- GC6.4 DETERMINATION OF PRICE
  - GC6.4.1 Price Determination Prior to Undertaking Changes
  - GC6.4.2 Price Determination Following Completion of Changes
  - GC6.4.3 Price Determination - Variations in Tendered Quantities
- GC6.5 DELAYS AND EXTENSION OF TIME

**GC6.1 CHANGES IN THE WORK**

- 1) At any time before issuance of a Certificate of Completion, Canada may issue orders for additions, deletions or other changes to the Work, or changes in the location or position of the whole or any part of the Work, if the addition, deletion, change or other revision is deemed by Canada to be consistent with the general intent of the Contract.
- 2) An order referred to in paragraph 1) of GC6.1 shall be in writing and given to the Contractor in accordance with GC2.3 NOTICES.
- 3) Upon receipt of an order, the Contractor shall promptly perform the work in accordance with the order as if the order had appeared in and been part of the original Contract.
- 4) If anything done or omitted by the Contractor pursuant to an order increases or decreases the cost of the Work to the Contractor, payment for the work shall be made in accordance with GC6.4 DETERMINATION OF PRICE.

**GC6.2 CHANGES IN SUBSURFACE CONDITIONS**

- 1) If, during the performance of the Work, the Contractor encounters subsurface conditions that are substantially different from the subsurface conditions described in the tender documents supplied to the Contractor, or a reasonable assumption of fact based thereon, the Contractor shall give notice to Canada immediately upon becoming aware of the situation.
- 2) If the Contractor is of the opinion that the Contractor may incur or sustain any extra expense or any loss or damage that is directly attributable to the changed subsurface conditions, the Contractor shall within 10 days of the date the changed subsurface conditions were encountered, give Canada written notice of intention to claim for that extra expense, loss or damage.
- 3) If the Contractor has given a notice referred to in paragraph 2) of GC6.2, the Contractor shall give Canada a written claim for extra expense, loss or damage no later than 30 days after the date that a Certificate of Substantial Performance is issued.
- 4) A written claim referred to in paragraph 3) of GC6.2 shall contain a sufficient description of the facts and circumstances of the occurrence that is the subject of the claim to enable Canada to determine whether or not the claim is justified, and the Contractor shall supply such further and other information for that purpose as Canada requires.
- 5) If Canada determines that a claim referred to in paragraph 3) of GC6.2 is justified, Canada shall make an extra payment to the Contractor in an amount that is calculated in accordance with GC6.4 DETERMINATION OF PRICE.

- 6) If, in the opinion of Canada, the Contractor effects a saving of expenditure that is directly attributable to a substantial difference between the information relating to subsurface conditions at the site of the Work that is contained in the tender documents, or a reasonable assumption of fact based thereon, and the actual subsurface conditions encountered by the Contractor, the Contract Amount shall be reduced by the amount of the saving of expenditure determined in accordance with GC6.4 DETERMINATION OF PRICE.
- 7) If the Contractor fails to give a notice referred to in paragraph 2) of GC6.2 and a claim referred to in paragraph 3) of GC6.2 within the times stipulated, an extra payment shall not be made to the Contractor in respect of the occurrence.
- 8) Canada does not warrant the content expressed in any subsurface report available for the perusal of the Contractor that does not form part of the tender and contract documents.

### **GC6.3 HUMAN REMAINS, ARCHAEOLOGICAL REMAINS AND ITEMS OF HISTORICAL OR SCIENTIFIC INTEREST**

- 1) For the purposes of this clause
  - (a) "human remains" means the whole or any part of a deceased human being, irrespective of the time of death;
  - (b) "archaeological remains" are items, artefacts or things made, modified or used by human beings in antiquity and may include, but not be limited to, stone, wood or iron structures or monuments, dump deposits, bone artefacts, weapons, tools, coins, and pottery; and
  - (c) "items of historical or scientific interest" are naturally occurring or manufactured objects or things of any age that are not archaeological remains but may be of interest to society because of their historical or scientific significance, value, rarity, natural beauty, or other quality.
- 2) If, during the course of the Work, the Contractor encounters any object, item or thing which is described in paragraph 1) of GC6.3 or which resembles any object, item or thing described in paragraph 1) of GC6.3, the Contractor shall
  - (a) take all reasonable steps, including stopping work in the affected area, to protect and preserve the object, item or thing;
  - (b) immediately notify Canada of the circumstances in writing; and
  - (c) take all reasonable steps to minimize additional costs that may accrue as a result of any work stoppage.
- 3) Upon receipt of a notification in accordance with subparagraph 2)(b) of GC6.3, Canada shall promptly determine whether the object, item or thing is one described in, or contemplated by paragraph 1) of GC6.3, and shall notify the Contractor in writing of any action to be performed, or work to be carried out, by the Contractor as a result of Canada's determination.
- 4) Canada may, at any time, enlist the services of experts to assist in the investigation, examination, taking of measurements or other such recordings, placing of permanent protection around or removing of the object, item or thing encountered by the Contractor, and the Contractor shall, to the satisfaction of Canada, allow them access and co-operate with them in the carrying out of their duties and obligations.



- 5) Human remains, archaeological remains and items of historical or scientific interest encountered at the site of the Work shall be deemed to be the property of Canada.
- 6) Except as may be otherwise provided for in the Contract, the provisions of GC6.4 DETERMINATION OF PRICE and GC6.5 DELAYS AND EXTENSION OF TIME shall apply.

## **GC6.4 DETERMINATION OF PRICE**

### **GC6.4.1 Price Determination Prior to Undertaking Changes**

- 1) If a Lump Sum Arrangement applies to the Contract or a part thereof, the price of any change shall be the aggregate estimated cost of labour, Plant and Material that is required for the change as agreed upon in writing by the Contractor and Canada plus a negotiated allowance for supervision, co-ordination, administration, overhead, margin and the risk of undertaking the work within the stipulated amount.
- 2) If a Unit Price Arrangement applies to the Contract or a part thereof, the Contractor and Canada may, by agreement in writing, add items, units of measurement, estimated quantities and prices per unit to the Unit Price Table.
- 3) A price per unit referred to in paragraph 2) of GC6.4.1 shall be determined on the basis of the aggregate estimated cost of labour, Plant and Material that is required for the additional item as agreed upon by the Contractor and Canada, plus a negotiated allowance.
- 4) To facilitate approval of the price of the change or the additional price per unit as applicable, the Contractor shall submit a cost estimate breakdown identifying, as a minimum, the estimated cost of labour, Plant, Material, each subcontract amount, and the amount of the negotiated allowance.
- 5) If no agreement is reached as contemplated in paragraph 1) of GC6.4.1, the price shall be determined in accordance with GC6.4.2.
- 6) If no agreement is reached, as contemplated in paragraphs 2) and 3) of GC6.4.1, Canada shall determine the class and the unit of measurement of the item of labour, Plant or Material and the price per unit shall be determined in accordance with GC6.4.2.

### **GC6.4.2 Price Determination Following Completion of Changes**

- 1) If it is not possible to predetermine, or if there is failure to agree upon the price of a change in the Work, the price of the change shall be equal to the aggregate of
  - (a) all reasonable and proper amounts actually expended or legally payable by the Contractor in respect of the labour, Plant and Material that fall within one of the classes of expenditure described in paragraph 2) of GC6.4.2, that are directly attributable to the performance of the Contract;
  - (b) an allowance for profit and all other expenditures or costs, including overhead, general administration costs, financing and interest charges, in an amount that is equal to 10 percent of the sum of the expenses referred to in subparagraph 1)(a) of GC6.4.2; and
  - (c) interest on the amounts determined under subparagraphs 1)(a) and 1)(b) of GC6.4.2 calculated in accordance with GC5.12 INTEREST ON SETTLED CLAIMS;

- 2) The cost of labour, Plant and Material referred to in subparagraph 1)(a) of GC6.4.2 shall be limited to the following categories of expenditure:
- (a) payments to Subcontractors and Suppliers;
  - (b) wages, salaries, bonuses and, if applicable, travel and lodging expenses of employees of the Contractor located at the site of the Work and that portion of wages, salaries, bonuses and, if applicable, travel and lodging expenses of personnel of the Contractor generally employed at the head office or at a general office of the Contractor provided they are actually and properly engaged on the Work under the Contract;
  - (c) assessments payable under any statutory authority relating to workers' compensation, employment insurance, pension plan or holidays with pay, provincial health or insurance plans, environmental reviews, and Applicable Taxes collection costs;
  - (d) rent that is paid for Plant, or an amount equivalent to the said rent if the Plant is owned by the Contractor, that is necessary for and used in the performance of the Work, if the rent or the equivalent amount is reasonable and use of that Plant has been approved by Canada;
  - (e) payments for maintaining and operating Plant necessary for and used in the performance of the Work, and payments for effecting repairs thereto that, in the opinion of Canada, are necessary for the proper performance of the Contract, other than payments for any repairs to the Plant arising out of defects existing before its allocation to the Work;
  - (f) payments for Material that is necessary for and incorporated in the Work, or that is necessary for and consumed in the performance of the Contract;
  - (g) payments for preparation, delivery, handling, erection, installation, inspection, protection and removal of the Plant and Material necessary for and used in the performance of the Contract; and
  - (h) any other payments made by the Contractor with the approval Canada that are necessary for the performance of the Contract in accordance with the Contract Documents.

#### **GC6.4.3 Price Determination - Variations in Tendeded Quantities**

- 1) Except as provided in paragraphs 2), 3), 4) and 5) of GC6.4.3, if it appears that the final quantity of labour, Plant and Material under a price per unit item shall exceed or be less than the estimated tendered quantity, the Contractor shall perform the Work or supply the Plant and Material required to complete the item and payment shall be made for the actual Work performed or Plant and Material supplied at the price per unit set out in the Contract.
- 2) If the final quantity of the price per unit item exceeds the estimated tendered quantity by more than 15 percent, either party to the Contract may make a written request to the other party to negotiate an amended price per unit for that portion of the item which exceeds 115 percent of the estimated tendered quantity, and to facilitate approval of any amended price per unit, the Contractor shall, on request, provide Canada with
- (a) detailed records of the actual cost to the Contractor of performing or supplying the tendered quantity for the price per unit item up to the time the negotiation was requested; and

- (b) the estimated unit cost of labour, Plant and Material required for the portion of the item that is in excess of 115 percent of the tendered quantity.
- 3) If agreement is not reached as contemplated in paragraph 2) of GC6.4.3, the price per unit shall be determined in accordance with GC6.4.2.
  - 4) If it appears that the final quantity of labour, Plant and Material under a price per unit item shall be less than 85 percent of the estimated tendered quantity, either party to the Contract may make a written request to the other party to negotiate a change to the price per unit for the item if
    - (a) there is a demonstrable difference between the unit cost to the Contractor of performing or supplying the estimated tendered quantity and the unit cost to the Contractor for performing or supplying the final quantity; and
    - (b) the difference in unit cost is due solely to the decrease in quantity and not to any other cause.
  - 5) For the purposes of the negotiation referred to in paragraph 4) of GC6.4.3
    - (a) the onus of establishing, justifying and quantifying a proposed change lies with the party making the request for negotiation; and
    - (b) in no event shall the total price for an item that has been amended as a result of a reduction in quantity pursuant to paragraph 4) of GC6.4.3 exceed the amount that would have been payable to the Contractor had 85 percent of the tendered quantity actually been performed or supplied.

#### **GC6.5 DELAYS AND EXTENSION OF TIME**

- 1) Upon application of the Contractor made before the date first fixed for completion of the Work or before any other date previously fixed under this clause, Canada may extend the time for completion of the Work by fixing a new date if Canada determines that causes beyond the control of the Contractor have delayed its completion.
- 2) The Contractor's application shall be accompanied by the written consent of the bonding company whose bond forms part of the Contract Security.
- 3) Subject to paragraph 4) of GC6.5, no payment, other than a payment that is expressly stipulated in the Contract, shall be made by Canada to the Contractor for any extra expense, loss or damage incurred or sustained by the Contractor due to delay, whether or not the delay is caused by circumstances beyond the control of the Contractor.
- 4) If the Contractor incurs or sustains any extra expense or any loss or damage that is directly attributable to any neglect or delay that occurs after the date of the Contract on the part of Canada in providing any information or in doing any act that the Contract either expressly requires Canada to do or that would ordinarily be done by an owner in accordance with the practice of the trade, the Contractor shall give Canada written notice of intention to claim for that extra expense or loss or damage within ten working days of the date the neglect or delay first occurred.
- 5) When the Contractor has given a notice referred to in paragraph 4) of GC6.5, the Contractor shall give Canada a written claim for the extra expense, loss or damage no later than 30 days after the date that a Certificate of Completion is issued and not afterwards.

- 6) A written claim referred to in paragraph 5) of GC6.5 shall contain a sufficient description of the facts and circumstances of the occurrence that is the subject of the claim to enable Canada to determine whether or not the claim is justified and the Contractor shall supply such further and other information for that purpose as Canada may require.
- 7) If Canada determines that a claim referred to in paragraph 5) of GC6.5 is justified, Canada shall make an extra payment to the Contractor in an amount that is calculated in accordance with GC6.4 DETERMINATION OF PRICE.
- 8) If the Contractor fails to give a notice referred to in paragraph 4) and a claim referred to in paragraph 5) of GC6.5 within the times stipulated, an extra payment shall not be made to the Contractor in respect of the occurrence.

**GC7 DEFAULT, SUSPENSION OR TERMINATION OF CONTRACT**

GC7.1 TAKING THE WORK OUT OF THE CONTRACTOR'S HANDS

GC7.2 SUSPENSION OF WORK

GC7.3 TERMINATION OF CONTRACT

GC7.4 SECURITY DEPOSIT - FORFEITURE OR RETURN

**GC7.1 TAKING THE WORK OUT OF THE CONTRACTOR'S HANDS**

- 1) By giving notice in writing to the Contractor in accordance with GC2.3 NOTICES, Canada, without any other authorization, may take all or any part of the Work out of the Contractor's hands, and may employ such means as Canada sees fit to have the Work completed if the Contractor:
  - (a) fails to remedy any delay in the commencement or default in the diligent performance of the Work to the satisfaction of Canada within six days of Canada giving notice to the Contractor in writing in accordance with GC2.3 NOTICES;
  - (b) defaults in the completion of any part of the Work within the time fixed for its completion by the Contract;
  - (c) becomes insolvent, or has committed an act of bankruptcy, and has neither made a proposal to its creditors nor filed a notice of intention to make such a proposal, pursuant to the [\*Bankruptcy and Insolvency Act\*](#);
  - (d) abandons the work;
  - (e) makes an assignment of the Contract without the consent required by GC1.16 ASSIGNMENT; or
  - (f) otherwise fails to observe or perform any of the provisions of the Contract.
- 2) If the whole or any part of the Work is taken out of the Contractor's hands, the Contractor's right to any further payment that is due or accruing due under the Contract is, subject only to paragraph 3) of GC7.1, extinguished, and the Contractor is liable to pay Canada, upon demand, an amount that is equal to the amount of all loss and damage incurred or sustained by Canada in respect of the Contractor's failure to complete the Work.
- 3) If the whole or any part of the Work that is taken out of the Contractor's hands is completed by Canada, Canada may pay the Contractor the amount, if any, of the holdback or a progress claim as determined by Canada that had accrued and was due prior to the date on which the Work was taken out of the Contractor's hands and that is not required for the purposes of having the Work performed or of compensating Canada for any other loss or damage incurred or sustained by reason of the Contractor's default.
- 4) The taking of the Work or any part thereof out of the Contractor's hands does not relieve the Contractor from any obligation under the Contract or imposed by law except the obligation to complete the performance of that part of the Work that was taken out of the Contractor's hands.
- 5) If the Work or any part thereof is taken out of the Contractor's hands, all Plant and Material and the interest of the Contractor, or its suppliers or subcontractors at any tier, in all real property, licences, powers and privileges acquired, used or provided by the Contractor, or its suppliers or subcontractors at any tier, under the Contract shall continue to be the property of Canada without compensation.

- 6) When Canada certifies that any Plant, Material, or any interest of the Contractor is no longer required for the purposes of the Work, or that it is not in the interests of Canada to retain that Plant, Material, or interest, it shall revert to the Contractor.
- 7) If the Contractor has become insolvent or has committed an act of bankruptcy, and has either made a proposal to its creditors or filed a notice of intention to make such a proposal, pursuant to the Bankruptcy and Insolvency Act, the Contractor shall immediately forward a copy of the proposal or the notice of intention to Canada.

#### **GC7.2 SUSPENSION OF WORK**

- 1) When, in Canada's opinion, it is in the public interest to do so, Canada may require the Contractor to suspend performance of the Work either for a specified or an unspecified period, by giving a notice of suspension in writing to the Contractor in accordance with GC2.3 NOTICES.
- 2) When a notice of suspension is received by the Contractor, the Contractor shall suspend all operations in respect of the Work except those that Canada determines are necessary for the care and preservation of the Work, Plant and Material.
- 3) During a period of suspension, the Contractor shall not remove any part of the Work, Plant or Material from its site without the consent of Canada.
- 4) If a period of suspension is 60 days or less, the Contractor shall resume the performance of the Work on the expiration of that period, and the Contractor is entitled to be paid the extra costs necessarily incurred by the Contractor as a result of the suspension, determined in accordance with GC6.4 DETERMINATION OF PRICE.
- 5) If a period of suspension is more than 60 days, Canada and the Contractor may agree that the performance of the Work shall be continued by the Contractor, and the Contractor shall resume performance of the Work subject to any terms and conditions agreed upon by Canada and the Contractor. If Canada and the Contractor do not agree that performance of the Work shall be continued by the Contractor, or upon the terms and conditions under which the Contractor shall continue the Work, the notice of suspension shall be deemed to be a notice of termination pursuant to GC7.3 TERMINATION OF CONTRACT.

#### **GC7.3 TERMINATION OF CONTRACT**

- 1) Canada may terminate the Contract at any time by giving a notice of termination in writing to the Contractor in accordance with GC2.3 NOTICES.
- 2) If the Contractor receives a notice of termination, the Contractor shall forthwith cease all operations in performance of the Contract, subject to any conditions stipulated in the notice.
- 3) Subject to paragraph 4) of GC7.3, if the Contract is terminated, Canada shall pay the Contractor an amount determined to be due to the Contractor pursuant to GC6.4 DETERMINATION OF PRICE less the aggregate of all amounts that were paid to the Contractor by Canada and all amounts that are due to Canada from the Contractor pursuant to the Contract.
- 4) In no event shall the total amount payable by Canada to the Contractor exceed the amount, calculated in accordance with GC5 TERMS OF PAYMENT, that would have been payable to the Contractor had the Contractor completed the Work.

- 5) Payment to the Contractor, if any, shall be made as soon as practicable under the circumstances.

**GC7.4 SECURITY DEPOSIT - FORFEITURE OR RETURN**

- 1) If the Work is taken out of the Contractor's hands, or the Contractor is in breach of, or in default under, the Contract, Canada may convert a security deposit to Canada's own use.
- 2) If Canada converts a security deposit, the amount realized shall be deemed to be an amount due from Canada to the Contractor under the Contract.
- 3) Any balance of the amount realized that remains after payment of all losses, damage and claims of Canada and others shall be paid by Canada to the Contractor if, in the opinion of Canada, it is not required for the purposes of the Contract.

**GC8 DISPUTE RESOLUTION**

- GC8.1 INTERPRETATION
- GC8.2 CONSULTATION AND CO-OPERATION
- GC8.3 NOTICE OF DISPUTE
- GC8.4 NEGOTIATION
- GC8.5 MEDIATION
- GC8.6 CONFIDENTIALITY
- GC8.7 SETTLEMENT
- GC8.8 RULES FOR MEDIATION OF DISPUTES
  - GC8.8.1 Interpretation
  - GC8.8.2 Application
  - GC8.8.3 Communication
  - GC8.8.4 Appointment of Project Mediator
  - GC8.8.5 Confidentiality
  - GC8.8.6 Time and Place of Mediation
  - GC8.8.7 Representation
  - GC8.8.8 Procedure
  - GC8.8.9 Settlement Agreement
  - GC8.8.10 Termination of Mediation
  - GC8.8.11 Costs
  - GC8.8.12 Subsequent Proceedings

**GC8.1 INTERPRETATION**

- 1) "dispute" means any disagreement regarding any issue identified by the Contractor in the notice submitted to Canada in accordance with paragraph 2 of GC8.3 NOTICE OF DISPUTE, and includes any claim by the Contractor arising from such disagreement and any counterclaim by Canada, but does not include any claim by either party for punitive or exemplary damages, injury to persons, death, or any claim based on an allegation of libel or slander.
- 2) The alternative dispute resolution procedures set out in GC8, do not apply to any claim by Canada against the Contractor except any counterclaim in a dispute as defined in paragraph 1 of GC8.1, including, but not limited to, any claim of setoff regarding any amount due to Canada under GC5.10 ASSESSMENT AND DAMAGES FOR LATE COMPLETION.

**GC8.2 CONSULTATION AND CO-OPERATION**

- 1) The parties agree to maintain open and honest communication throughout the performance of the Contract.
- 2) The parties agree to consult and co-operate with each other in the furtherance of the Work and the resolution of problems or differences that may arise.

**GC8.3 NOTICE OF DISPUTE**

- 1) Any difference between the parties to the Contract of any nature arising out of or in connection with the Contract which could result in a claim by the Contractor against Canada, and which is not settled by consultation and co-operation as envisaged in GC8.2 CONSULTATION AND CO-OPERATION, shall be resolved in the first instance by Canada, whose written decision or direction shall be final and binding subject only to the provisions of



GC8. Such written decision or direction includes, but is not limited to, any written decision or direction by Canada under any provision of the General Conditions.

- 2) The Contractor shall be deemed to have accepted the decision or direction of Canada referred to in paragraph 1) of GC8.3 and to have expressly waived and released Canada from any claim in respect of the particular matter dealt with in that decision or direction unless, within 15 working days after receipt of the decision or direction, the Contractor submits to Canada a written notice of dispute requesting formal negotiation under GC8.4 NEGOTIATION. Such notice shall refer specifically to GC8.4 NEGOTIATION, and shall specify the issues in contention and the relevant provisions of the Contract.
- 3) The giving of a written notice in accordance with paragraph 2) of GC8.3 shall not relieve the Contractor from complying with the decision or direction that is the subject of the dispute. Such compliance, however, shall not be construed as an admission by the Contractor of the correctness of such decision or direction.
- 4) If a dispute is not resolved promptly, Canada shall give such instructions as, in Canada's opinion, are necessary for the proper performance of the Work and to prevent delays pending a resolution of the matter. Unless Canada terminates the Contract, orders the Contractor to suspend the Work, or takes the Work out of the hands of the Contractor, the Contractor shall continue to perform the Work in accordance with the provisions and requirements of the Contract and the instructions of Canada. Such performance shall not prejudice any claim that the Contractor may have.
- 5) Nothing in GC8 relieves the Contractor from its obligation to provide any other notice required by the Contract within the time specified in the Contract, including but not limited to, any notice required under GC6.2 CHANGES IN SUBSURFACE CONDITIONS.

#### **GC8.4 NEGOTIATION**

- 1) Within 10 working days after receipt by Canada of a notice referred to in paragraph 2) of GC8.3 NOTICE OF DISPUTE, or within such other period of time as may be mutually agreed to, the parties shall commence formal negotiations in order to resolve the dispute. Negotiations shall occur initially between representatives of the Contractor and Canada who play a direct supervisory role in the performance, administration or management of the Contract.
- 2) If the representatives referred to in paragraph 1) of GC8.4 are unable to resolve some or all of the issues which are the subject of the negotiations within 10 working days, the parties shall refer the remaining issues which are in dispute to a second level of negotiation between a principal or principals of the Contractor and a senior level manager or senior level managers representing Canada.
- 3) If negotiations fail to resolve the dispute within 30 working days from the date of delivery of the notice referred to in paragraph 2) of GC8.3 NOTICE OF DISPUTE, or within such longer period as may have been agreed to by the parties, the Contractor may, by giving written notice to Canada, in accordance with GC2.3 NOTICES, within 10 working days from the end of such period, request that mediation be undertaken to assist the parties to reach agreement on the outstanding issues.
- 4) If the Contractor does not request mediation within the period permitted by paragraph 3) of GC8.4, the Contractor shall be deemed to have accepted the decision or direction of Canada under paragraph 1) of GC8.3 NOTICE OF DISPUTE and to have expressly waived and released Canada from any claim in respect of the particular matter dealt with in that decision or direction.

**GC8.5 MEDIATION**

- 1) If the Contractor has requested mediation in accordance with paragraph 3) of GC8.4 NEGOTIATION, mediation shall be conducted in accordance with GC8.8 RULES FOR MEDIATION OF DISPUTES.
- 2) If a Project Mediator has not previously been appointed for the purposes of the Contract, a Project Mediator shall be appointed in accordance with GC8.8 RULES FOR MEDIATION OF DISPUTES forthwith after delivery of a notice in accordance with paragraph 3) of GC8.4 NEGOTIATION, requesting mediation.
- 3) If the dispute has not been resolved within
  - (a) Ten (10) working days following the appointment of a Project Mediator in accordance with paragraph 2) of GC8.5, if a Project Mediator was not previously appointed;
  - (b) Ten (10) working days following receipt by Canada of a written notice in accordance with paragraph 3) of GC8.4 NEGOTIATION, if a Project Mediator was previously appointed; or
  - (c) such other longer period as may have been agreed to by the parties;the Project Mediator shall terminate the mediation by giving written notice to the parties stating the effective date of termination.

**GC8.6 CONFIDENTIALITY**

- 1) All information exchanged during alternative dispute resolution procedures, by whatever means, shall be without prejudice and shall be treated as confidential by the parties and their representatives, unless otherwise required by law. However, evidence that is independently admissible or discoverable shall not be rendered inadmissible or non-discoverable by virtue of its use during an alternative dispute resolution process.

**GC8.7 SETTLEMENT**

- 1) Any agreement to settle all or any part of a dispute, by whatever means, shall be in writing and be signed by the parties or their authorized representatives.

**GC8.8 RULES FOR MEDIATION OF DISPUTES**

**GC8.8.1 Interpretation**

In these Rules

- 1) “Coordinator” means the person designated by Canada to act as the Dispute Resolution Coordinator.

**GC8.8.2 Application**

- 1) By mutual agreement, the parties may change or make additions to the Rules.

**GC8.8.3 Communication**

- 1) Written communications pursuant to these Rules shall be given in accordance with GC2.3 NOTICES.

**GC8.8.4 Appointment of Project Mediator**

- 1) The parties to the Contract may, by mutual consent, at any time after entry into the Contract, appoint a mediator (the “Project Mediator”) to conduct mediation proceedings in accordance with these Rules for Mediation of Disputes, in regard to any dispute that may arise with regard to the interpretation, application or administration of the Contract. In this case, they shall jointly enter into a contract with the appointed Project Mediator, which contract shall be in a form drafted by the Coordinator and agreed to by the parties.
- 2) If the parties do not appoint a Project Mediator pursuant to paragraph 1) of GC8.8.4, the parties shall appoint a Project Mediator within 17 working days following receipt of a written notice from the Contractor, in accordance with GC2.3 NOTICES, requesting that mediated negotiations be undertaken in accordance with these Rules to assist the parties to reach agreement on any outstanding issues that may be in dispute. Any contract entered into with the appointed Project Mediator shall meet the requirements as set out for the contract described in paragraph 1) of GC8.8.4.
- 3) When mediation is requested by the Contractor pursuant to paragraph 3) of GC8.4 NEGOTIATION, if the parties have previously entered into a contract with a Project Mediator, the parties shall within 2 days send to both the Project Mediator and the Coordinator
  - (a) a copy of the notice requesting negotiation under paragraph 2) of GC8.3 NOTICE OF DISPUTE;
  - (b) a copy of Canada’s written position in relation to the notice, the issues in contention and the relevant provisions of the contract; and
  - (c) a copy of the Contractor’s written request for mediation required under paragraph 3) of GC8.4 NEGOTIATION.
- 4) If the parties have not agreed on a Project Mediator, the parties shall forthwith provide the Coordinator with the written materials referred to in subparagraphs 3)(a), 3)(b) and 3)(c) of GC8.8.4 together with a request that the Coordinator assist in the appointment of a mutually acceptable Project Mediator in accordance with these Rules.
- 5) Within 5 working days following receipt of the request and materials referred to in paragraph 4) of GC8.8.4, the Coordinator shall provide the parties with a list of qualified private sector mediators obtained from an independent and impartial entity, together with instructions to each party to individually and confidentially select and rank their preferred and fully acceptable choices of mediator in descending order. Each mediator listed shall be impartial and independent of the parties, and shall be an experienced and skilled commercial mediator, preferably with knowledge of the subject matter of the dispute.
- 6) Within 10 working days of receipt of the list referred to in paragraph 5) of GC8.8.4 each party shall comply with the instructions accompanying the list(s) and shall deliver the completed listing to the Coordinator.

- 7) Within 2 working days following receipt of the completed listings, the Coordinator shall select the highest common ranked mediator to act as Project Mediator for the purposes of the contract.
- 8) In the event of a tie, the Coordinator shall consult both parties to re-evaluate their rankings in order to assist the Coordinator in selecting a Project Mediator acceptable to both parties. If the parties cannot agree upon a Project Mediator, the Coordinator shall forthwith provide the parties with a second list of mediators and the procedure shall be repeated.
- 9) If the parties have not previously entered into a contract with a mutually acceptable Project Mediator, the Coordinator shall use reasonable efforts to negotiate a contract with a mutually acceptable Project Mediator on behalf of the parties, which contract shall incorporate or otherwise comply with the provisions of these Rules. If negotiations are unsuccessful, or if for other reason the individual is unwilling or unable to enter into a contract to act as Project Mediator, the Coordinator shall repeat the process with the second-highest common ranked mediator.
- 10) The parties agree that, upon successful completion of the negotiations referred to in paragraph 9) of GC8.8.4, they shall jointly enter into a contract with the selected Project Mediator, which contract shall be in a form drafted by the Coordinator and agreed to by the parties.
- 11) Upon execution of the contract with the Project Mediator referred to in paragraph 10) of GC8.8.4 the Coordinator shall provide the Project Mediator with copies of the documents referred to in paragraph 3) of GC8.8.4.

**GC8.8.5 Confidentiality**

- 1) Subject to paragraph 2) of GC8.8.5, and unless otherwise agreed in writing by the parties, the Project Mediator, the parties and their counsel or representatives shall keep confidential all matters and documents disclosed during mediation proceedings except where the disclosure is necessary for any implementation of any agreement reached or is required by law.
- 2) Evidence that is independently admissible or discoverable in any arbitral or judicial proceeding shall not be rendered inadmissible or non-discoverable by virtue of its use in mediation proceedings.
- 3) Neither party shall make transcripts, minutes or other records of a mediation conference.
- 4) The personal notes and written opinions of the Project Mediator made in relation to mediation are in the Project Mediator's sole possession and control, are confidential, and may not be used in any subsequent proceeding between the parties or where they are opposed in interest without the express written permission of the parties.
- 5) All information exchanged during mediation procedures, by whatever means, shall be without prejudice and shall be treated as confidential by the parties and their representatives, unless otherwise required by law.

**GC8.8.6 Time and Place of Mediation**

- 1) The Project Mediator, in consultation with the parties shall set the date, time and place of any mediation conference as soon as possible, bearing in mind that, subject to agreement to

the contrary between the parties, only 10 working days are available within which to attempt to settle the dispute.

#### **GC8.8.7 Representation**

- 1) Representatives of the parties may be accompanied at the mediation conference by legal counsel or any other person.
- 2) If the Project Mediator is a lawyer, the Project Mediator shall not provide legal advice to a party during the course of the mediation conference, but may recommend that a party obtain independent legal advice before finalizing a settlement agreement.

#### **GC8.8.8 Procedure**

- 1) The parties agree to an exchange of all facts, information and documents upon which they intend to rely in any oral or written presentation during the mediation. This exchange shall be completed no later than 2 working days prior to the date set for a mediation conference.
- 2) The Project Mediator shall be free to meet with the parties individually during a mediation conference if the Project Mediator is of the opinion that this may improve the chances of a mediated settlement, and either party may request such an individual meeting at any time.
- 3) The parties may agree to extend the 10 working days available for settlement of the dispute through mediation, and the Project Mediator shall record that agreement in writing.

#### **GC8.8.9 Settlement Agreement**

- 1) The parties shall record in writing any settlement agreement reached, with sufficient detail to ensure a clear understanding of
  - (a) the issues resolved;
  - (b) any obligations assumed by each party including criteria to determine if and when these obligations have been met; and
  - (c) the consequences of failure to comply with the agreement reached.
- 2) The parties agree to carry out the terms of a settlement agreement as soon as possible and, in any event, within any time periods specified in the agreement.

#### **GC8.8.10 Termination of Mediation**

- 1) Either party may withdraw from mediation at any time without reason and, in that event, the Project Mediator shall give each party a written notice terminating the mediation and establishing the effective date of termination.
- 2) If, in the opinion of the Project Mediator, either party fails to mediate in good faith or fails to comply with the terms of these Rules, or if the Project Mediator, at any time during mediation, is of the opinion that further negotiations will fail to resolve the issues outstanding, the Project Mediator may terminate the negotiations by providing the parties with a written notice of termination, stating therein the Project Mediator's reasons for the termination, and the effective date of termination.

- 3) If a dispute has not been resolved within 10 working days or such other longer period as may have been agreed to by the parties, the Project Mediator shall terminate the mediation by giving written notice to the parties stating the effective date of termination.

**GC8.8.11 Costs**

- 1) The parties agree that they will each be responsible for the costs of their own representatives and advisors and associated travel and living expenses. Fees and expenses of the Project Mediator and all administrative costs of mediation, such as the cost of the meeting room(s), if any, shall be borne equally by the parties.

**GC8.8.12 Subsequent Proceedings**

- 1) The parties shall not rely on or introduce as evidence in any arbitral or judicial proceeding, whether or not such proceeding relates to the subject matter of mediation,
  - (a) any documents of other parties that are not otherwise producible in those proceedings;
  - (b) any views expressed or suggestions made by any party in respect of a possible settlement of issues;
  - (c) any admission made by any party in the course of mediation unless otherwise stipulated by the admitting party; and
  - (d) the fact that any party has indicated a willingness to make or accept a proposal or recommendation for settlement.
- 2) The Project Mediator shall neither represent nor testify on behalf of either of the parties in any subsequent investigation, action or proceeding relating to the issues in mediation proceedings.
- 3) The Project Mediator shall not be subpoenaed to give evidence relating to
  - (a) the Project Mediator's role in mediation; or
  - (b) the matters or issues in mediation;in any subsequent investigation, action or proceeding and the parties agree to vigorously oppose any effort to have the Mediator so subpoenaed.

**GC9 CONTRACT SECURITY**

GC9.1 OBLIGATION TO PROVIDE CONTRACT SECURITY

GC9.2 TYPES AND AMOUNTS OF CONTRACT SECURITY

**GC9.1 OBLIGATION TO PROVIDE CONTRACT SECURITY**

- 1) The Contractor shall, at the Contractor's expense and within 14 days after the date that the Contractor receives notice that the Contractor's bid was accepted by Canada, obtain and deliver Contract Security to Canada in one of the forms prescribed in GC9.2 TYPES AND AMOUNTS OF CONTRACT SECURITY.
- 2) If the whole or a part of the Contract Security provided is in the form of a security deposit, it shall be held and disposed of in accordance with GC5.13 RETURN OF SECURITY DEPOSIT and GC7.4 SECURITY DEPOSIT - FORFEITURE OR RETURN.
- 3) If a part of the Contract Security provided is in the form of a labour and material payment bond, the Contractor shall post a copy of that bond at the site of the Work.
- 4) It is a condition precedent to the release of the first progress payment that the Contractor has provided the Contract Security as specified herein.

**GC9.2 TYPES AND AMOUNTS OF CONTRACT SECURITY**

- 1) The Contractor shall deliver to Canada either (a) or (b).
  - (a) A performance bond and a labour and material payment bond each in an amount that is equal to not less than 50 percent of the Contract Amount.
  - (b) A security deposit or an irrevocable standby letter of credit in an amount that is equal to not less than 20 percent of the Contract Amount.
- 2) A performance bond and a labour and material payment bond referred to in paragraph 1) of GC9.2 shall be in a form and be issued by a bonding or surety company that is approved by Canada.
  - (a) The approved form for the performance bond is displayed at the following Website:  
<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14494&section=text#appS>
  - (b) The approved form for the labour and material payment bond is displayed at the following website: <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14494&section=text#appS>  
; and
  - (c) The list of approved bonding or surety companies is displayed at the following Website:  
<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14494&section=text#appL>
- 3) A security deposit referred to in subparagraph 1)(b) of GC9.2 shall be in the form of
  - (a) a bill of exchange, bank draft or money order made payable to the Receiver General for Canada and certified by an approved financial institution or drawn by an approved financial institution on itself; or

- (b) bonds of, or unconditionally guaranteed as to principal and interest by, the Government of Canada.
- 4) For the purposes of subparagraph 3)(a) of GC9.2
- (a) a bill of exchange is an unconditional order in writing signed by the Contractor and addressed to an approved financial institution, requiring the said institution to pay, on demand, at a fixed or determinable future time a sum certain of money to, or to the order of, the Receiver General for Canada;
  - (b) if a bill of exchange, bank draft or money order is certified by or drawn on an institution or corporation other than a chartered bank, it must be accompanied by proof that the said institution or corporation meets at least one of the criteria described in subparagraph 4)(c) of GC9.2, either by letter or by a stamped certification on the bill of exchange, bank draft or money; and
  - (c) An approved financial institution is
    - (i) a corporation or institution that is a member of the Canadian Payments Association as defined in the [Canadian Payments Act](#);
    - (ii) a corporation that accepts deposits that are insured, to the maximum permitted by law, by the Canada Deposit Insurance Corporation or the "Autorité des marchés financiers";
    - (iii) a corporation that accepts deposits from the public if repayment of the deposit is guaranteed by Her Majesty the Queen in right of a province;
    - (iv) a corporation, association or federation incorporated or organized as a credit union or co-operative credit society that conforms to the requirements of a credit union which are more particularly described in paragraph 137(6) of the [Income Tax Act](#); or
    - (v) Canada Post Corporation.
- 5) Bonds referred to in subparagraph 3)(b) of GC9.2 shall be provided on the basis of their market value current at the date of the Contract, and shall be
- (a) made payable to bearer; or
  - (b) accompanied by a duly executed instrument of transfer of the bonds to the Receiver General for Canada in the form prescribed by the Domestic Bonds of Canada Regulations; or
  - (c) registered as to principal, or as to principal and interest, in the name of the Receiver General for Canada pursuant to the Domestic Bonds of Canada Regulations.
- 6) An irrevocable standby letter of credit referred to in subparagraph 1)(b) of GC9.2 shall:
- (a) be an arrangement, however named or described, whereby a financial institution (the "Issuer") acting at the request and on the instructions of a customer (the "Applicant") or on its own behalf,
    - (i) is to make a payment to, or to the order of, Canada as the beneficiary;
    - (ii) is to accept and pay bills of exchange drawn by Canada;



- (iii) authorizes another financial institution to effect such payment or accept and pay such bills of exchange; or
  - (iv) authorizes another financial institution to negotiate against written demand(s) for payment provided that the terms and conditions of the letter of credit are complied with;
- (b) state the face amount that may be drawn against it;
  - (c) state its expiry date;
  - (d) provide for sight payment to the Receiver General for Canada by way of the financial institution's draft against presentation of a written demand for payment signed by Canada;
  - (e) provide that more than one written demand for payment may be presented subject to the sum of those demands not exceeding the face value of the letter of credit;
  - (f) provide that it is subject to the International Chamber of Commerce (ICC) Uniform Customs and Practice (UCP) for Documentary Credits, 2007 Revision, ICC Publication No. 600. Pursuant to the ICC UCP, a credit is irrevocable even if there is no indication to that effect; and
  - (g) be issued or confirmed, in either official language in a format left to the discretion of the issuer or confirmer, by an approved financial institution on its letterhead.

**GC10 INSURANCE**

GC10.1 INSURANCE CONTRACTS

GC10.2 INSURANCE PROCEEDS

**GC10.1 INSURANCE CONTRACTS**

- 1) The contractor shall, at the contractor's expense, obtain and maintain insurance contracts in respect of the work and shall provide evidence thereof to Canada in accordance with the requirements of the INSURANCE TERMS.
- 2) The insurance contracts referred to in paragraph 1) of GC10.1 shall
  - (a) be in a form, of the nature, in the amounts, for the periods and containing the terms and conditions specified in INSURANCE TERMS; and
  - (b) provide for the payment of claims under such insurance contracts in accordance with GC10.2 INSURANCE PROCEEDS.

**GC10.2 INSURANCE PROCEEDS**

- 1) In the case of a claim payable under a Builders Risk/Installation (All Risks) insurance contract maintained by the contractor pursuant to GC10.1 INSURANCE CONTRACTS, the proceeds of the claim shall be paid directly to Canada, and
  - (a) the monies so paid shall be held by Canada for the purposes of the contract, or
  - (b) if Canada elects, shall be retained by Canada, in which event they vest in Canada absolutely.
- 2) In the case of a claim payable under a General Liability insurance contract maintained by the contractor pursuant to GC10.1 INSURANCE CONTRACTS, the proceeds of the claim shall be paid by the insurer directly to the claimant.
- 3) If an election is made pursuant to paragraph 1) of GC10.2, Canada may cause an audit to be made of the accounts of the contractor and of Canada in respect of the part of the work that was lost, damaged or destroyed for the purpose of establishing the difference, if any, between
  - (a) the aggregate of the amount of the loss or damage suffered or sustained by Canada, including any costs incurred in respect of the clearing and cleaning of the work and its site and any other amount that is payable by the contractor to Canada under the contract, minus any monies retained pursuant to subparagraph 1)(b) of GC10.2; and
  - (b) the aggregate of the amounts payable by Canada to the contractor pursuant to the contract up to the date of the loss or damage.
- 4) A difference that is established pursuant to paragraph 3) of GC10.2 shall be paid forthwith by the party who is determined by the audit to be the debtor to the party who is determined by the audit to be the creditor.

- 5) When payment of a deficiency has been made pursuant to paragraph 4) of GC10.2, all rights and obligations of Canada and the contractor under the contract shall, with respect only to the part of the work that was the subject of the audit referred to in paragraph 3) of GC10.2, be deemed to have been expended and discharged.
- 6) If an election is not made pursuant to subparagraph 1)(b) of GC10.2, the contractor shall, subject to paragraph 7) of GC10.2, clear and clean the work and its site and restore and replace the part of the work that was lost, damaged or destroyed at the contractor's expense as if that part of the work had not yet been performed.
- 7) When the contractor clears and cleans the work and its site and restores and replaces the work referred to in paragraph 6) of GC10.2, Canada shall pay the contractor out of the monies referred to in paragraph 1) of GC10.2 so far as they will thereunto extend.
- 8) Subject to paragraph 7) of GC10.2, payment by Canada pursuant to paragraph 7) of GC10.2 shall be made in accordance with the contract but the amount of each payment shall be 100 percent of the amount claimed notwithstanding subparagraphs 3)(a) and 3)(b) of GC5.4 PROGRESS PAYMENT.



## Appendix "E"

### TECHNICAL SPECIFICATIONS & PLANS



Agriculture and  
Agri-Food Canada

Agriculture et  
Agroalimentaire Canada

## **Meeting Room Modernization**

**Greenhouse and Processing Crops Research Centre  
2585 County Road 20  
Harrow, Ontario**

**Issue Date: 2015-11-23**

## **Project Specifications**

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**Consultants:**

**Architect**

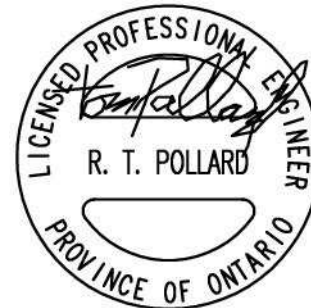
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2015-11-23

**Mechanical and Electrical Engineer**

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PART 1 - GENERAL

- 1.1 PRECEDENCE .1 For Federal Government projects, Division 01 Sections take precedence over technical specification sections in other Divisions of this Project Manual.
- 1.2 WORK COVERED BY CONTRACT DOCUMENTS .1 Work of this Contract comprises modernization of a suite of meeting and training rooms in existing space. The building is located at 2585 County Road 20, Harrow Ontario. Work includes, but is not limited to:
- .1 removal of existing floor tile and adhesive, layin tile ceiling system, mechanical distribution system, and electrical components.
  - .2 installation of new flooring, partitions, ceiling systems, doors and frames, painting, mechanical distribution system and electrical and data system components.
- .2 Work excluded from the scope of this contract includes:
- .1 installation of data cabling and connectors.
- 1.3 CONTRACT METHOD .1 Construct Work under single, stipulated price contract.
- 1.4 WORK COORDINATION .1 Construct Work to accommodate Owner's use of premises, including access to and through the front entrance and access to offices and laboratories.
- 1.5 CONTRACTOR USE OF PREMISES .1 Contractor shall limit use of premises for Work, for limited storage, and for access, to allow;
- .1 Owner occupancy.
  - .2 Work by other contractors.
- .2 Coordinate use of premises under direction of Departmental Representative.
- .3 Obtain and pay for use of additional storage or work areas needed for operations under this Contract.
- 1.6 OWNER OCCUPANCY .1 Owner will occupy premises during entire construction period for execution of normal operations. Access to exits is not to be obstructed during construction.
- .2 Cooperate with Owner in scheduling operations to minimize conflict and to facilitate Owner usage.

PART 2 - PRODUCTS

- 2.1 NOT USED .1 Not used.

PART 3 - EXECUTION

- 3.1 NOT USED .1 Not used.

END OF SECTION

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## PART 1 - GENERAL

### 1.1 MINIMUM STANDARDS

- .1 Execute work to meet or exceed:
  - .1 National Building Code of Canada 2010, National Fire Code of Canada 2010, Ontario Building Code 2012 and any other code of provincial or local application, including all amendments up to project date, provided that in any case of conflict or discrepancy, the more stringent requirements shall apply.
  - .2 Rules and regulations of authorities having jurisdiction.
  - .3 Fire Commissioner of Canada, No. 301, Standard for Construction Operations, and No. 302, Occupational Safety and Health, Chapter 3-6, Feb. 1992.
  - .4 Observe and enforce construction safety measures required by National Building Code, Part 8 Safety Measures at Construction and Demolition Sites, Occupational Health and Safety Act and Regulations for Construction Projects, Revised Statutes of Ontario 1990, Chapter O.1 as amended, O. Reg. 213/91 as amended by O. Reg. 631/94, O. Reg. 143/99, O. Reg. 571/99, O. Reg. 145/00, O. Reg. 527/00, R.R.O. 1990, Reg. 834, O. Reg. 278/05 (Asbestos), Workplace Safety and Insurance Board and municipal statutes and authorities.
  - .5 Environmental Protection Act, O. Reg. 102/94 and O. Reg. 103/94.

### 1.2 AUTHORITIES HAVING JURISDICTION

- .1 The Fire Commissioner of Canada is the sole authority having jurisdiction over this project with regards fire standards.
- .2 Fire Testing requirements are for ULC or WHI listed and labeled products.
- .3 Substitution of ULI or other Fire testing reports for required ULC and WHI testing is acceptable to the Departmental Representative only if the issuing organization is accredited and listed in the "Directory of Accredited Certification Organizations (CAN-P-1505C), 1993" published by the Standards Council of Canada, 1-800-267-8220. Testing shall be to the Canadian standards and the tested products shall bear the appropriate label approved by the Fire Commissioner of Canada.
- .4 Submit 3 copies of test reports under the letterhead of the accredited organization to the Departmental Representative.

### 1.3 SAFETY PLANS FOR WORK ORDERS

- .1 Provide a Fire Safety Plan, specific to the work location, in accordance with NBC 2010, Division B, Part 8, Article 8.1.1.1 and NFC 2010, Division B, Part 2, subsection 2.8.2 prior to commencement of work. The plan shall be coordinated with, and integrated into, the existing Facility Emergency Procedures and Evacuation Plan in place at the site. Departmental Representative will provide Facility Emergency Procedures and Evacuation Plan. Deliver two copies of the Fire Safety Plan to the Departmental Representative not later than 14 days before commencing work.
- .2 On award of Contract, submit to Departmental Representative, two copies of Contractor's and sub-contractors':
  - .1 Site Specific Safety Plan.
  - .2 Safety Communication Plan.
  - .3 Emergency Procedures Plan.

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- 1.4 TAXES .1 Pay applicable Federal, Provincial and Municipal taxes.
- 1.5 FEES, PERMITS, CERTIFICATES AND LETTERS .1 Provide authorities having jurisdiction with information requested.  
.2 Pay fees and obtain certificates, permits and letters required.  
.3 Obtain Fire Commissioner of Canada Inspection Letter of Deficiencies from Departmental Representative. Submit a copy of the FCC letter with a list of remedial measures taken to correct deficiencies.  
.4 Furnish certificates, permits and letters when requested.
- 1.6 EXAMINATION .1 Examine existing conditions and determine conditions affecting work.
- 1.7 DOCUMENTS .1 Keep one copy of contract documents and shop drawings on the site.
- 1.8 SUBMITTALS PROCEDURES .1 Submit number of hard copies specified for each type and format of submittal and in also submit in electronic format as pdf files. Forward pdf files on CD, USB or through email.
- 1.9 CONTRACTOR'S AS-BUILT DRAWINGS AND SPECIFICATIONS .1 As work progresses, neatly record significant deviations from the Contract drawings and specifications using fine, red marker on full size white prints and specifications. Make the same changes on the electronic files.  
.2 Neatly print lettering and numbers in size to match original. Lines may be drawn free-hand but shall be neat and accurate. Add at each title block note: "AS BUILT". Also circle on List of Drawings each title and number of drawing marked with "AS-BUILT" information. Circle on Table of Contents each specification section number and title of specification sections marked with "AS-BUILT" information.  
.3 Record following significant deviations:  
.1 Significant deviations which are concealed in construction and can not be identified by visual inspection.  
.2 Alternative materials and systems installed replacing original materials and systems specified by trade name.  
.4 Turn one set, paper copy and electronic copy, of AS-BUILT drawings and specifications over to Departmental Representative on completion of work.  
.5 If project is completed without significant deviations from Contract drawings and specifications submit to Departmental Representative one set of drawings and specifications marked "AS-BUILT".
- 1.10 OPERATIONS AND MAINTENANCE DATA .1 On completion of project submit to Departmental Representative 2 copies of Operations and Maintenance Data assembled in 2 255 x 295 mm vinyl-covered, 3-ring, loose-leaf binders with title sheet labeled "Fire Stopping Materials and Instructions - 2013", project title, date and list of contents. Organize content into applicable sections between hard paper dividers with labeled tabs as necessary.  
.2 Include in each binder warranties and guarantees in form approved by Departmental Representative and suppliers' names and addresses, names, addresses and phone numbers of sub-contractors and suppliers, list of materials with names of manufacturer and source of supply. Neatly type lists and rates. Use clear drawings, diagrams or manufacturer's

literature.

1.11 SHOP DRAWINGS  
AND PRODUCT DATA  
SHEETS

- .1 Prior to submission check and certify as correct, shop drawings and product data sheets. Issue to Departmental Representative each submission at least 14 days before dates reviewed submission will be needed.
- .2 Submission two copies of WHMIS MSDS – Material Safety Data Sheets for each product used in fire stopping assembly and/or materials.
- .3 Where technical sections specify that shop drawings bear the stamp of a Registered Professional Engineer, the Engineer must be registered in the Province of Ontario.
- .4 Submit 3 prints and 1 electronic copy of product data sheets or brochures for requirements requested in specification Sections and as requested by Departmental Representative where shop drawings will not be prepared due to standardized manufacture of product.
- .5 The review of shop drawings and product data sheets by Agriculture and Agri-Food Canada (AAFC) is for sole purpose of ascertaining conformance with general concept. This review shall not mean that AAFC approves detail design inherent in 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 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.
- .6 Submit 3 prints and 1 electronic of product data sheets for standard manufactured items. Indicate VOC's in g/l for adhesives, primers, sealants, paints, curing and sealing compounds, sealers, particleboard, plywood, preserved wood, and any other product that emits more than 25 g/l VOC during application, curing, initial off gassing or end use.
- .7 Responsibility for errors, omissions or deviations from requirements of Contract Documents is not relieved by Departmental Representative's review of submittals.

1.12 DESIGN DATA,  
TEST REPORTS,  
CERTIFICATES,  
MANUFACTURER'S  
INSTRUCTIONS,  
MANUFACTURER'S  
FIELD REPORTS

- .1 Prior to submission check and certify as correct each submission. Issue to Departmental Representative each submission at least 14 days before reviewed submission will be needed.
- .2 Submit 3 white print copies of each item requested.
- .3 For products bearing the 'Ecologo' of the Environmental Choice Program, Environment Canada, Canadian Environmental Protection Act, Environmental Choice Product Guidelines:
  - .1 Submit two copies of the licensing criteria statements and the verification of compliance with Sections 3(a) and 3(b) of the ECP to the Departmental Representative. For adhesives, paints, primers and sealants, cleaners and degreasers, floor polishes, water borne surface coatings, indicate VOC in g/l.
  - .2 Alternatively, material in original containers bearing the 'Ecologo' or products bearing the 'Ecologo' will satisfy this requirement.
- .4 Responsibility for errors, omissions or deviations from requirements of Contract Documents is not relieved by Departmental Representative's review of submittals.

1.13 SAMPLES

- .1 Submit duplicate samples of fire stopping materials.

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	.2	Identify manufacturer's name and product.
	.3	Installed work shall match reviewed sample.
<u>1.14 ADDITIONAL DRAWINGS</u>	.1	Departmental Representative may furnish additional drawings to clarify work.
	.2	Such drawings become part of Contract Documents.
<u>1.15 PROTECTION</u>	.1	Protect existing work from damage.
	.2	Replace damaged existing work with material and finish to match original.
	.3	Move furniture and fittings and replace following completion of each work period.
	.4	Cover furniture and fittings prior to commencing work.
	.5	Remove coverings and clean following completion of each work period.
<u>1.16 EXISTING SERVICES</u>	.1	Establish location, protect and maintain existing utility lines.
	.2	Maintain existing services in occupied areas.
	.3	Use designated existing sanitary facilities.
	.4	Use existing water and electrical services at no cost.
	.5	Use elevator designated, protect walls from damage.
<u>1.17 TEMPORARY FACILITIES AND SERVICES</u>	.1	Provide and maintain temporary facilities and services required to carry out work.
	.2	Remove temporary facilities and services on completion of work.
<u>1.18 MATERIAL AND EQUIPMENT</u>	.1	Use new products unless otherwise specified.
	.2	Deliver and store material and equipment to manufacturer's instructions with manufacturer's labels and seals intact.
	.3	When material or equipment is specified by standard or performance specifications, upon request of Departmental Representative, obtain from manufacturer an independent testing laboratory report, stating that material or equipment meets or exceeds specified requirements.
<u>1.19 FASTENINGS</u>	.1	Provide fastenings of type, size and spacing required to assure secure anchorage.
	.2	Obtain Departmental Representative's permission before using explosive actuated fasteners.
<u>1.20 CO-ORDINATION AND CO-OPERATION</u>	.1	Site, building and work areas will be occupied during execution of work.
	.2	Execute work with minimum disturbance to occupants, public and normal use of site, building, and work areas..
<u>1.21 INSPECTION AND TESTING</u>	.1	When initial tests and inspections reveal work not to contract requirements, pay for tests and inspections required by Departmental Representative on corrected work.
<u>1.22 COST BREAKDOWN</u>	.1	Within 48 hours of notification of acceptance of bid furnish a cost breakdown by Section aggregating contract price.
	.2	Show separately cost of equipment purchased exempt from Ontario Retail Sales Tax under your Ontario Sales Tax license number.



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	.3	Within 48 hours of acceptance of bid submit a list of subcontractors.
<u>1.23 SCHEDULING</u>	.1	On award of contract submit bar chart construction schedule for work, indicating anticipated progress stages within time of completion. When schedule has been reviewed by the Departmental Representative take necessary measures to complete work within scheduled time. Do not change schedule without notifying Departmental Representative.
	.2	Carry out work Monday to Friday from 8:00 to 16:00 hours.
	.3	Carry out noise generating work Monday to Friday from 17:00 to 22:00 hours.
	.4	Interior painting of washrooms, service areas, new space or unoccupied space may be carried out during normal working hours.
	.1	Provide continuous ventilation during and after application of paint. Run ventilation system 24 hours per day during installation at 30% outside air; provide continuous ventilation for 7 days after completion of application of paint.
<u>1.24 CLEANING</u>	.1	Maintain project free of accumulated waste and rubbish.
	.2	Final cleaning:
	.1	Remove temporary protection.
	.2	Remove dust, dirt and foreign matter from surfaces. HEPA vacuum interior surfaces.
	.3	Broom clean paved exterior surfaces, rake clean other exterior surfaces.
<u>1.25 CONSTRUCTION &amp; DEMOLITION WASTE</u>	.1	Carefully deconstruct and source separate materials/equipment and divert from D&C waste destined for landfill to maximum extent possible.
	.2	Contractor is allowed to remove material from AAFC site only with AAFC approval.
	.3	Provide facilities for collection, handling and storage of source separated wastes.
<u>1.26 ASBESTOS DISCOVERY</u>	.1	If during alteration work existing asbestos material is discovered (e.g. fireproofing, acoustic or thermal insulation, pipe or tank covering) stop work and immediately notify Departmental Representative. Do not remove any existing material containing asbestos fibres.
<u>1.27 DESIGNATED SUBSTANCES</u>	.1	The project site has been surveyed for the presence of designated substances referred to in the Occupational Health and Safety Act and Regulations for Construction Projects, O.Reg. 213/91 as amended.
	.2	The Designated Substances Survey will be available from the Owner.
<u>1.28 SPECIAL PROTECTION AND PRECAUTIONS</u>	.1	Comply with the requirements of the Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials; and regarding labeling and the provision of material safety data sheets acceptable to HRSDC - Labour Program.
<u>1.29 IAQ - INDOOR AIR QUALITY</u>	.1	Comply with CSA Z204-94(R1999), Guideline for Managing Indoor Air Quality in Office Buildings.

1.30 POLLUTION  
CONTROL

- .1 Spills of deleterious substances:
  - .1 Immediately contain, limit spread and clean up in accordance with provincial regulatory requirements.
  - .2 Report immediately to Ontario Spills Action Centre:  
1-800-268-6060.
  - .3 Further information on dangerous goods emergency cleanup and precautions including a list of companies performing this work can be obtained from the Transport Canada 24-hour number (613) 996-6666 collect.

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED

- .1 Not used.

END OF SECTION

## PART 1 - GENERAL

### 1.1 REFERENCES

- .1 National Building Code 2010 (NBC):
  - .1 NBC 2010, Division B, Part 8 Safety Measures at Construction and Demolition Sites.
- .3 National Fire Code 2010 (NFC):
  - .1 NFC 2005, Division B, Part 2 Emergency Planning, subsection 2.8.2 Fire Safety Plan.
- .4 Province of Ontario:
  - .1 Occupational Health and Safety Act Revised Statutes of Ontario 1990, Chapter O.1 as amended, and Regulations for Construction Projects, O. Reg. 213/91 as amended.
  - .2 Workplace Safety and Insurance Act, 1997.
  - .3 Municipal statutes and authorities.
- .5 Fire Commissioner of Canada (FCC):
  - .1 FC-301 Standard for Construction Operations, June 1982.

### 1.2 SUBMITTALS

- .1 Make submittals in accordance with Section 01 11 01.
- .2 Submit site-specific Health and Safety Plan: Within 7 days after date of Notice to Proceed and prior to commencement of Work. Health and Safety Plan must include:
  - .1 Results of site specific safety hazard assessment.
  - .2 Results of safety and health risk or hazard analysis for site tasks and operations found in work plan.
  - .3 Measures and controls to be implemented to address identified safety hazards and risks.
- .3 Departmental Representative will review Contractor's site-specific Health and Safety Plan and provide comments to Contractor within 5 days after receipt of plan. Revise plan as appropriate and resubmit plan to Departmental Representative within 5 days after receipt of comments from Departmental Representative.
- .4 Departmental Representative's review of Contractor's final Health and Safety plan should not be construed as approval and does not reduce the Contractor's overall responsibility for construction Health and Safety.
- .5 Submit names of personnel and alternates responsible for site safety and health.
- .6 Submit copies of orders, directions or reports issued by health and safety inspectors of the authorities having jurisdiction.
- .7 Submit copies of incident and accident reports.
- .8 Submit Material Safety Data Sheets (MSDS) in accordance with Section 01 11 01.
- .9 Submit Workplace Safety and Insurance Board (WSIB)- Experience Rating Report.

### 1.3 SAFETY ASSESSMENT

- .1 Perform site specific safety hazard assessment related to project.

1.4 REGULATORY  
REQUIREMENTS

- .1 Comply with the Acts and regulations of the Province of Ontario.
- .2 Comply with specified standards and regulations to ensure safe operations at site.

1.5 PROJECT/SITE  
CONDITIONS

- .1 Refer to the Designated Substances Report for a list of all designated substances on the site.

1.6 COMPLIANCE  
REQUIREMENTS

- .1 Comply with Ontario Occupational Health and Safety Act, R.S.O. 1990 Chapter 0.1, as amended.

1.7 RESPONSIBILITY

- .1 Be responsible for health and safety of persons on site, safety of property on site and for protection of persons adjacent to site and environment to extent that they may be affected by conduct of Work.
- .2 Comply with and enforce compliance by employees with safety requirements of Contract Documents, applicable federal, provincial, territorial and local statutes, regulations, and ordinances, and with site-specific Health and Safety Plan.
- .3 Where applicable the Contractor shall be designated "Constructor", as defined by Occupational Health and Safety Act for the Province of Ontario.

1.8 UNFORSEEN  
HAZARDS

- .1 Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during performance of Work, immediately stop work and advise Departmental Representative verbally and in writing.
- .2 Follow procedures in place for Employees Right to Refuse Work as specified in the Occupational Health and Safety Act for the Province of Ontario.

1.9 CORRECTION OF  
NON-COMPLIANCE

- .1 Immediately address health and safety non-compliance issues identified by authority having jurisdiction or by Departmental Representative.
- .2 Provide Departmental Representative with written report of action taken to correct non-compliance of health and safety issues identified.
- .3 Departmental Representative may stop Work if non-compliance of health and safety regulations is not corrected.

1.10 WORK STOPPAGE

- .1 Give precedence to safety and health of public and site personnel and protection of environment over cost and schedule considerations for Work.
- .2 Assign responsibility and obligation to Competent Supervisor to stop or start Work when, at Competent Supervisor's discretion, it is necessary or advisable for reasons of health or safety. Departmental Representative may also stop Work for health and safety considerations.

PART 2 – PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED

- .1 Not used.

**END OF SECTION**

PART 1 - GENERAL

1.1 SECTION  
INCLUDES

- .1 Inspection and testing, administrative and enforcement requirements.
- .2 Tests and mix designs.
- .3 Equipment and system adjust and balance.

1.2 INSPECTION

- .1 Allow Departmental Representative access to Work. If part of Work is in preparation at locations other than Place of Work, allow access to such Work whenever it is in progress.
- .2 Give timely notice requesting inspection if Work is designated for special tests, inspections or approvals by Departmental Representative instructions, or law of Place of Work.
- .3 If Contractor covers or permits to be covered Work that has been designated for special tests, inspections or approvals before such is made, uncover such Work, have inspections or tests satisfactorily completed and make good such Work.
- .4 Departmental Representative may order any part of Work to be examined if Work is suspected to be not in accordance with Contract Documents. If, upon examination such work is found not in accordance with Contract Documents, correct such Work and pay cost of examination and correction. If such Work is found in accordance with Contract Documents, Departmental Representative shall pay cost of examination and replacement.

1.3 PROCEDURES

- .1 Notify appropriate agency and Departmental Representative in advance of requirement for tests, in order that attendance arrangements can be made.
- .2 Submit samples and/or materials required for testing, as specifically requested in specifications. Submit with reasonable promptness and in an orderly sequence so as not to cause delay in Work.
- .3 Provide labour and facilities to obtain and handle samples and materials on site. Provide sufficient space to store and cure test samples.

1.7 REJECTED WORK

- .1 Remove defective Work, whether result of poor workmanship, use of defective products or damage and whether incorporated in Work or not, which has been rejected by Departmental Representative as failing to conform to Contract Documents. Replace or re-execute in accordance with Contract Documents.
- .2 Make good other Contractor's work damaged by such removals or replacements promptly.
- .3 If in the opinion of Departmental Representative it is not expedient to correct defective Work or Work not performed in accordance with Contract Documents, Departmental Representative may deduct from Contract Amount difference in value between Work performed and that called for by Contract Documents, amount of which shall be determined by Departmental Representative.

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<u>1.12 EQUIPMENT AND SYSTEMS</u>	.1	Submit testing, adjusting and balancing reports for mechanical, electrical and building equipment systems.
	.2	Submit Commissioning/Closing Documentation in accordance with Section 01 11 01.

PART 2 - PRODUCTS

2.1 NOT USED .1 Not Used.

PART 3 - EXECUTION

3.1 NOT USED .1 Not Used.

END OF SECTION

**Part 1 GENERAL**

**1.1 REFERENCES**

- .1 National Building Code of Canada (NBC), Part 8 - Safety Measures at Construction and Demolition Sites (2010).
- .2 Comply with any safety measures required by local authority(ies) having jurisdiction.
- .3 CSA International:
  - .1 CSA S350-M1980(R2003), Code of Practice for Safety in Demolition of Structures.

**1.2 SITE CONDITIONS**

- .1 If material resembling spray or trowel-applied asbestos or other designated substance be encountered, stop work, take preventative measures, and notify Consultant immediately.
  - .1 Proceed only after receipt of written instructions has been received from Consultant.
- .2 Notify Consultant before disrupting building access or services.

**Part 2 PRODUCTS**

**2.1 NOT USED**

**Part 3 EXECUTION**

**3.1 EXAMINATION**

- .1 Inspect building with Consultant and verify extent and location of items designated for removal, disposal, alternative disposal, recycling, salvage and items to remain.
- .2 Locate and protect utilities. Preserve active utilities traversing site in operating condition.
- .3 Notify and obtain approval of utility companies before starting demolition.

**3.2 PROTECTION**

- .1 Keep noise, dust, and inconvenience to occupants to minimum.
- .2 Protect building systems, services and equipment.
- .3 Provide temporary dust screens, covers, railings, supports and other protection as required.

**3.3 PREPARATION**

- .1 Protection of In-Place Conditions:
  - .1 Prevent damage to adjacent structures, utilities, landscaping features and parts of building to remain in place.
  - .2 Keep noise, dust, and inconvenience to occupants to minimum.
  - .3 Protect building systems, services and equipment.
  - .4 Provide temporary dust screens, covers, railings, supports and other protection as required.

.5 Do Work in accordance with Section 01 11 01.

**3.4 CLEANING**

.1 Progress Cleaning: clean in accordance with Section 01 11 01.

.1 Leave Work area clean at end of each day.

.2 Final Cleaning: upon completion remove surplus materials, rubbish, tools and equipment in accordance with Section 01 11 01.

.3 Refer to demolition drawings and specifications for items to be salvaged for reuse.

.4 Waste Management: separate waste materials for reuse and recycling in accordance with Section 01 11 01.

.1 Remove recycling containers and bins from site and dispose of materials at appropriate facility.

END OF SECTION



## **Part 1           General**

### **1.1           SECTION INCLUDES**

- .1    It is the intent that the work of this section is the entire scope of work to prepare all existing floor finishes to receive final finish flooring.
- .2    The intent of this section is that a single subcontractor is engaged by the general contractor to carry out all floor repair and preparation prior to the commencement of the main body work.
- .3    The scope of work is to include, but not be limited to:
  - .1       Removal of file tile adhesive through mechanical grinding or other means acceptable to the Departmental Representative and the finish flooring manufacture's representative.
  - .2       Concrete or grout infill of slab-on-grade where concrete has been cut and removed for installation of new conduit and electrical floor boxes .
  - .3       Infill of all cracks and slab damages.
  - .4       Levelling of low areas as may be required for the installation self-levelling underlayment and finish flooring.
  - .5       All work to prepare the floor shall be completed as one scope of work and the finish of the floor shall be resilient to withstand general interior construction activities.

### **1.2           QUALITY ASSURANCE**

- .1    Applicator Qualifications: Company specializing in performing the work of this section with minimum three (3) years documented experience and approved by the manufacturer.

### **1.3           ENVIRONMENTAL REQUIREMENTS**

- .1    Do not install underlayment until floor penetrations and peripheral work are complete.
- .2    Maintain minimum ambient temperatures of 10 degrees C 24 hours before, during and 72 hours after installation of underlayment.
- .3    During the curing process, ventilate spaces to remove excess moisture.

## **Part 2           Products**

### **2.1           MANUFACTURERS**

- .1    Underlayment System:
  - .1       Underlayment: Ardex GS-4 Self-Levelling Repair Underlayment for concrete, distressed gypsum, and wood subfloors.
  - .2       Primer: Ardex P 51 Primer
  - .3       Finish: Ardex Feather Finish self-drying, cement-based finishing underlayment.
  - .4       Approved equal underlayment system may be provided.

### **2.2           MATERIALS**

- .1    Underlayment: Gypsum based mix.
- .2    Water: Potable and not detrimental to underlayment mix materials.
- .3    Primer: Manufacturer's recommended type.
- .4    Joint and Crack Filler: Latex based.

- .5 Mesh Reinforcement: Galvanized diamond metal lath, 3.4 lb/sq yd if recommended by manufacturer for specific installation.

### **2.3 MIXING**

- .1 Site mix materials in accordance with manufacturer's written instructions.
- .2 Mix to self-levelling consistency.

## **Part 3 EXECUTION**

### **3.1 EXAMINATION**

- .1 Verify that substrate surfaces are clean, dry, unfrozen, do not contain petroleum bi-products, or other compounds detrimental to underlayment material bond to substrate.

### **3.2 PREPARATION**

- .1 Where manufacturer's recommended maximum thickness of self-levelling underlayment system is insufficient to level floor, use addition plywood subfloor of appropriate thickness to bring the floor to be levelled within manufacturer's tolerances.
- .2 Remove substrate surface irregularities. Fill voids and deck joints with filler. Finish smooth.
- .3 Vacuum clean surfaces.
- .4 Prime substrate to manufacturer's written instructions. Allow to dry.
- .5 Close floor openings.

### **3.3 APPLICATION**

- .1 Install underlayment and mesh reinforcement to manufacturer's instructions.
- .2 Place to minimum 1/8 inch thickness and maximum thickness as recommended by manufacturer.
- .3 Place before partition installation.
- .4 Transition to existing floor surface; use stiff mix to slope to align with existing floor.

### **3.4 CURING**

- .1 Air cure to manufacturer's written instructions.

### **3.5 APPLICATION TOLERANCE**

- .1 Top Surface: Level to 3mm (1/8 inch) in 3048mm (10 ft.).

### **3.6 PROTECTION OF FINISHED WORK**

- .1 Do not permit traffic over unprotected floor underlayment surfaces.

### **3.7 SCHEDULES**

- .1 Refer to demolition drawing and floor finish drawing for locations of demolition and new flooring installation.

## PART 1 - GENERAL

### 1.1 SECTION INCLUDES

- .1 Materials, preparation and application for caulking and sealants.

### 1.2 REFERENCES

- .1 American Society for Testing and Materials International, (ASTM)
  - .1 ASTM C919-12, Standard Practice for Use of Sealants in Acoustical Applications.
  - .2 ASTM C920-11, Standard Specification for Elastomeric Joint Sealants.
- .2 Canadian General Standards Board (CGSB)
  - .1 CGSB 19-GP-5M-[1984], Sealing Compound, One Component, Acrylic Base, Solvent Curing (Issue of 1976 reaffirmed, incorporating Amendment No. 1).
  - .2 CAN/CGSB-19.13-[M87], Sealing Compound, One-component, Elastomeric, Chemical Curing.
- .3 Health Canada/Workplace Hazardous Materials Information System (WHMIS)
  - .1 Material Safety Data Sheets (MSDS).

### 1.3 SUBMITTALS

- .1 Submit product data in accordance with Section 01 11 01.
- .2 Manufacturer's product to describe.
  - .1 Caulking compound.
  - .2 Primers.
  - .3 Sealing compound, each type, including compatibility when different sealants are in contact with each other.
- .4 Submit manufacturer's instructions in accordance with Section 01 11 01.
  - .1 Instructions to include installation instructions for each product used.

### 1.5 DELIVERY, STORAGE, AND HANDLING

- .1 Deliver, handle, store and protect materials in accordance with Section 01 11 01.
- .2 Deliver and store materials in original wrappings and containers with manufacturer's seals and labels, intact. Protect from freezing, moisture, water and contact with ground or floor.

### 1.7 PROJECT CONDITIONS

- .1 Environmental Limitations:
  - .1 Do not proceed with installation of joint sealants under following conditions:
    - .1 When ambient and substrate temperature conditions are outside limits permitted by joint sealant manufacturer or are below 4.4°C.
    - .2 When joint substrates are wet.
- .2 Joint-Width Conditions:
  - .1 Do not proceed with installation of joint sealants where joint widths are less than those allowed by joint sealant manufacturer for applications indicated.
- .3 Joint-Substrate Conditions:
  - .1 Do not proceed with installation of joint sealants until contaminants capable of interfering with adhesion are removed from joint substrates.

## PART 2 - PRODUCTS

### 2.1 SEALANT MATERIALS

- .1 Do not use caulking that emits strong odours, contains toxic chemicals or is not certified as mould resistant in air handling units.
- .2 When low toxicity caulks are not possible, confine usage to areas which offgas to exterior, are contained behind air barriers, or are applied several months before occupancy to maximize offgas time.
- .3 Where sealants are qualified with primers use only these primers.

### 2.2 SEALANT MATERIAL DESIGNATIONS

- .1 Acrylic Latex One Part.
  - .1 To CAN/CGSB-19.17.
- .2 Acoustical Sealant.
  - .1 To ASTM C919, primerless, Type S, Grade NS, Class 50, SWRI validated.
- .3 Preformed Compressible and Non-Compressible back-up materials.
  - .1 Polyethylene, Urethane, Neoprene or Vinyl Foam.
    - .1 Extruded open or closed cell foam backer rod.
    - .2 Size: oversize 30 to 50%.

### 2.3 SEALANT SELECTION

- .1 Perimeters of interior frames: Sealant type: Acrylic Latex One Part.
- .2 Concealed face of gypsum board on metal studs on the office side of new partitions: Sealant type: Acoustical Sealant.

### 2.4 JOINT CLEANER

- .1 Non-corrosive and non-staining type, compatible with joint forming materials and sealant recommended by sealant manufacturer.
- .2 Primer: as recommended by manufacturer.

## PART 3 - EXECUTION

### 3.1 PROTECTION

- .1 Protect installed Work of other trades from staining or contamination.

### 3.2 SURFACE PREPARATION

- .1 Examine joint sizes and conditions to establish correct depth to width relationship for installation of backup materials and sealants.
- .2 Clean bonding joint surfaces of harmful matter substances including dust, rust, oil grease, and other matter which may impair Work.
- .3 Do not apply sealants to joint surfaces treated with sealer, curing compound, water repellent, or other coatings unless tests have been performed to ensure compatibility of materials. Remove coatings as required.
- .4 Ensure joint surfaces are dry and frost free.

- .5 Prepare surfaces in accordance with manufacturer's directions.

### 3.3 PRIMING

- .1 Where necessary to prevent staining, mask adjacent surfaces prior to priming and caulking.
- .2 Prime sides of joints in accordance with sealant manufacturer's instructions immediately prior to caulking.

### 3.4 BACKUP MATERIAL

- .1 Apply bond breaker tape where required to manufacturer's instructions.
- .2 Install joint filler to achieve correct joint depth and shape, with approximately 30% compression.

### 3.5 APPLICATION

- .1 Sealant.
  - .1 Apply sealant in accordance with manufacturer's written instructions.
  - .2 Mask edges of joint where irregular surface or sensitive joint border exists to provide neat joint.
  - .3 Apply sealant in continuous beads.
  - .4 Apply sealant using gun with proper size nozzle.
  - .5 Use sufficient pressure to fill voids and joints solid.
  - .6 Form surface of sealant with full bead, smooth, free from ridges, wrinkles, sags, air pockets, embedded impurities.
  - .7 Tool exposed surfaces before skinning begins to give slightly concave shape.
  - .8 Remove excess compound promptly as work progresses and upon completion.
- .2 Curing.
  - .1 Cure sealants in accordance with sealant manufacturer's instructions.
  - .2 Do not cover up sealants until proper curing has taken place.
- .3 Cleanup.
  - .1 Clean adjacent surfaces immediately and leave Work neat and clean.
  - .2 Remove excess and droppings, using recommended cleaners as work progresses.
  - .3 Remove masking tape after initial set of sealant.

### 3.6 SCHEDULE

- .1 Interior Sealant Joint:
  - .1 Control and expansion joints on exposed interior surfaces of exterior walls.
  - .2 Perimeter joints on exposed interior surfaces of exterior openings.
  - .3 Perimeter joints between interior wall surfaces and frames of interior doors, windows, storefronts, louvers, elevator entrances and similar openings.
  - .4 Other interior joints in vertical surfaces and non-traffic horizontal surfaces subject to movement for which no other sealant is specified.

END OF SECTION

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**Part 1 GENERAL**

**1.1 REFERENCES**

- .1 American National Standards Institute (ANSI):
  - .1 ANSI/BHMA A156.16-2008, Auxiliary Hardware.
- .2 American Society for Testing and Materials International (ASTM):
  - .1 ASTM A568-11a/A568M-11a, Standard Specification for Steel, Sheet, Carbon, Structural, and High-Strength, Low-Alloy, Hot-Rolled and Cold-Rolled, General Requirements for.
  - .2 ASTM A653/A653M-11, Standard Specification for Steel Sheet, Zinc-Coated (Galvanized) or Zinc-Iron Alloy-Coated (Galvannealed) by the Hot-Dip Process.
  - .3 Canadian Steel Door Manufacturers Association (CSDMA)  
[www.csdma.org/english/publications.html](http://www.csdma.org/english/publications.html)
    - .1 Recommended Dimensional Standards For Commercial Steel Doors and Frames 2000.
    - .2 Recommended Selection and Usage Guide for Commercial Steel Door and Frame Products 2009.
    - .3 Recommended Specifications for Sound Retardant Steel Doors and Frames 2006.

**1.2 PRODUCT DATA SHEETS**

- .1 Submit product data sheets in accordance with Section 01 11 01.

**Part 2 PRODUCTS**

**2.1 MATERIALS**

- .1 Non-rated Frame:
  - .1 Welded hollow metal frame, 16ga., mitred corners, wraparound.
  - .2 Fasteners: use new wall anchorage as recommended by frame manufacturer for wall condition.
  - .3 Throat depth: 124mm. Verify dimension on site.
  - .4 Metal: tension levelled sheet steel to ASTM A568/A568M, Class 1, with ZF075 zinc coating on both sides designation to ASTM A653/A653M, minimum 30% total recycled content.
- .2 Primer: zinc rich, organic, ready mix to CAN/CGSB-1.181, Ecologo certified.
- .3 Door bumpers: to ANSI/BHMA-A156.16, type L03011.

**Part 3 EXECUTION**

**3.1 INSTALLATION**

- .1 Install frames plumb, square and level in accordance with manufacturer's instructions and templates.
- .2 Install labelled steel fire rated doors and frames to NFPA 80.
- .3 Provide even margins between doors and jambs and doors and flooring as follows:

- .1 Hinge side: 1.0 mm.
- .2 Latch side and head: 1.5 mm.
- .3 Flooring: 13 mm.
- .4 Secure anchorages and connections to adjacent construction.
- .5 Touch-up with primer scratched or damaged zinc finish.

END OF SECTION



**Part 1 GENERAL**

**1.1 PRODUCT DATA**

- .1 Architectural Woodwork Manufacturers Association of Canada (AWMAC):
  - .1 AWI/AWMAC/WI AWS-2009.
- .2 Canadian Standards Association (CSA):
  - .1 CAN/CSA-O132.2 SERIES-90(R2003,) Wood Flush Doors.

**1.2 PRODUCT DATA SHEETS**

- .1 Submit product data sheets in accordance with Sections 01 11 01.

**Part 2 PRODUCTS**

**2.1 MATERIALS AND FABRICATION**

**2.2 Wood doors to CAN/CSA-0132.2 Series, flush:**

- .1 Interior Type II bond adhesive plywood faced, solid, mat-formed wood particleboard core; surface suitable for paint finish.
- .2 Door bumpers: to ANSI A156.16, type L03011.

**Part 3 EXECUTION**

**3.1 INSTALLATION**

- .1 Install doors and hardware in accordance with CAN/CSA-O132.2 Series 90, Appendix A.
- .2 Provide even margins between doors and jambs and doors and flooring as follows:
  - .1 Hinge side: 1.0 mm.
  - .2 Latch side and head: 1.5 mm.
  - .3 Flooring: 13 mm.
- .3 Adjust hardware after doors installed for smooth effortless operation.

END OF SECTION

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## PART 1 - GENERAL

### 1.1 RELATED DOCUMENTS

- .1 Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

### 1.2 SCOPE OF WORK OF THIS SECTION

- .1 This section includes the following types of sliding aluminum entrance systems:
  1. Interior, single manually operated sliding aluminum entrance systems with sidelite.
- .2 Related Sections:
  - .1 Division 7 Sections for caulking to the extent not specified in this section.
  - .2 Division 8 Section "Door Hardware" for hardware to the extent not specified in this Section.
  - .3 Division 16 Sections for electrical connections including conduit and wiring for automated controls systems.

### 1.3 REFERENCES

- .1 References: Comply with the version year adopted by the Authority Having Jurisdiction.
- .2 American National Standards Institute (ANSI).
  - .1 ANSI Z97.1 Standards for Safety Glazing Material Used in Buildings.
- .3 American Society for Testing and Materials (ASTM).
  - .1 ASTM B221 Standard Specification for Aluminum and Aluminum Alloy Extruded Bars, Rods, Wire, Profiles and Tubes.
  - .2 ASTM B209 Standard Specification for Aluminum and Aluminum Alloy Sheet and Plate.
- .4 American Architectural Manufacturers Association (AAMA).
  - .1 AAMA 611 Voluntary Specification for Anodized Architectural Aluminum.
- .5 National Association of Architectural Metal Manufacturers (NAAMM).
  - .1 Metal Finishes Manual for Architectural Metal Products.

### 1.4 PERFORMANCE REQUIREMENTS

- .1 General: Provide doors that have been designed and fabricated to comply with specified performance requirements, as demonstrated by testing manufacturer's corresponding standard systems.
- .2 Sliding aluminum entrance door equipment accommodates up to 220 pounds (100 kg) weight of doors.
- .3 Entrapment Force Requirements:
  - .1 Power Operated Sliding Doors: Not more than 67 N (15 lbf) required to prevent a door from closing when the door travel speed is at a rate not faster than .3 metres per second.

- .2 Sliding doors provided with a breakaway device shall require no more than 222N (50 lbf) applied 25 mm (1 ") from the leading edge of the lock stile for the breakout panel to open.

#### 1.5 SUBMITTALS

- .1 Comply with Division 01 - Submittal Procedures.
- .2 Product Data: Manufacturer's product data sheets including installation details, material descriptions, dimensions of individual components and profiles, fabrication, operational descriptions and finishes.
- .3 Shop Drawings: Submit manufacturer's shop drawings, including elevations, sections and details, indicating dimensions, materials, and fabrication of doors, frames, sidelites, hardware, finish, options and accessories.
- .4 Samples: Submit manufacturer's samples of aluminum finish.
- .5 Operating and Maintenance Manuals: Provide manufacturers operating and maintenance manuals for each item comprising the complete door opening installation in quantity as required in Division 01, Closeout Submittals. The manual to include the name, address, and contact information of the manufacturers providing the hardware and their nearest service representatives. The final copies delivered after completion of the installation test to include spare parts list.
- .6 Warranties and Maintenance: Special warranties and maintenance agreements specified in this Section.

#### 1.6 QUALITY ASSURANCE

- .1 Manufacturers Qualifications: Engage qualified manufacturers with a minimum 10 years of documented experience in manufacturing of doors and equipment of similar to that indicated for this Project and that have a proven record of successful in-service performance.
- .2 Installer Qualifications: Installers, trained by the primary product manufacturers, with a minimum 5 years documented experience installing and maintenance of units similar in material, design, and extent to that indicated for this Project and whose work has resulted in construction with a record of successful in-service performance.
- .3 Source Limitations for sliding aluminum entrance systems: Obtain each type of door, frame, and operator specified in this Section from a single source, same manufacturer unless otherwise indicated.
- .4 Emergency Exit door requirements: Comply with requirements of authorities having jurisdiction for sliding entrance doors serving as a required means of egress.

#### 1.7 PROJECT CONDITIONS

- .1 Field Measurements: Verify actual dimensions of openings to sliding aluminum entrance systems by field measurements before fabrication and indicate on shop drawings.

#### 1.8 COORDINATION

- .1 Electrical System Roughing-in: Coordinate layout and installation of automatic entrances with connections to power supplies and access control system as applicable.

## 1.9 WARRANTY

- .1 General Warranty: Reference Division 01, General Requirements. Special warranties specified in this Article shall not deprive Owner of other rights Owner may have under other provisions of the Contract Documents and shall be in addition to, and run concurrent with, other warranties made by Contractor under requirements of the Contract Documents.
- .2 Sliding aluminum entrance systems shall be free of defects in material and workmanship for a period of one (1) year from the date of substantial completion.
- .3 During the warranty period a factory-trained technician shall perform service and affect repairs.
- .4 During the warranty period all warranty work, including but not limited to emergency service, shall be performed during normal business hours.

## PART 2 - PRODUCTS

### 2.1 ACCEPTABLE PRODUCTS

- .1 Accepted Manufacturers: ASSA ABLOY Entrance Systems, Tormax Automatics, and Record Automatics (Canada).
- .2 Models – Manual:
  - .1 Besam VersaMax™ ICU/CCU Sliding Door Package; sliding aluminum door, frame, and sidelite.
  - .2 TORMAX Series TX9300 Inside Slide Door Systems (without automated controls).
  - .3 Record-USA Record-USA Series 5900 Sliding Door System.
- .4 Configurations:
  - .1 Single parting, fixed sidelite, Sliding Door System – Manual operation.
    - .1 Configuration: Single parting, two equal panel door unit with one operable leaf and one fixed sidelite units.
    - .2 Minimum Clear Door Opening Width: 1016mm (40”).
    - .3 Emergency Breakaway Capability: Sliding leaf only.
    - .4 Mounting: Overhead header installed between jambs.
  - .2 Dimensions: Confirm door package dimensions as indicated on Architectural drawings.

### 2.2 ALUMINUM DOORS AND FRAMES

- .1 Doors and Frames: Extruded Aluminum, Alloy 6063-T5.
  - .1 Door panels shall have a minimum 3.2 mm (1/4”) structural wall thickness including adjoining horizontal members and perimeter frames where applicable.
  - .2 Door Construction shall be by means of an integrated corner block with 9.5mm (3/8”) diameter all-thread through bolt from each stile.
  - .3 Glass Stops shall be 15.8 mm (5/8”) wall thickness and shall provide security function as a standard by means of a fixed non-removable exterior section with glazing to be performed from the interior only. Glazing stops that allow for glass removal from the exterior shall not be deemed as equivalent.

- .4 Bottom rails shall be provided with a concealed adjustable sweep gasket that is capable of withstanding exposure to 400° F for a minimum of 30 minutes.
- .5 Vertical Stiles shall be 54mm ( 2-1/8”).
- .6 Bottom Rails shall be 102mm (4”).
- .2 Glass: Glazing shall comply with ANSI Z97.1, thickness as indicated.
  - .1 Door Panel and Sidelite Glazing: 6mm (1/4”) tempered, unless otherwise specified.
  - .2 Glazing Installation: Dry glazing.
    - .1 See Division 8 Section Glazing for requirements.
- .3 Door Carriers: Manufacturer’s standard carrier assembly that allows vertical adjustment.
  - .1 Roller Wheels: Two (2) steel roller wheel, 55mm (2-3/16”) diameter, per active door leaf for operation over replaceable extruded nylon 6/6 track. Single journal with sealed oil impregnated bearings.
  - .2 Two (2) Self-aligning anti-risers per leaf.
- .4 Framing Members: Provide sliding aluminum entrance systems complete assemblies. Manufacturer’s standard extruded aluminum framing reinforced as required to support loads.
  - .1 Vertical Jambs shall be 44.5mm (1-3/4”) by 114.3mm (4-1/2”).
- .5 Header: Closed design extruded aluminum header unit extending full width of entrance unit to conceal door carrier assemblies, and roller track, complete with hinged access panel for service and adjustment.
  - .1 Size – Automatically operated entrance: 178mm (7”) to 215.9mm (8 ½”) wide by 101.6mm (4”) to 120.7mm (4 3/4”), depending on manufacturer.
  - .2 Size – Manually operated entrances: 114.3mm (4 ½”) wide by 101.6mm (4”) to 120.7mm (4 3/4”), depending on manufacturer.
  - .3 ” Hinge Point: Continuous hinge at top of header allows for complete access for adjustments.
  - .4 Design: Manufacturer’s standard closed header.
- .6 Hardware: Provide manufacturer’s standard hardware as required for operation indicated.
  - .1 Breakaway arms and bottom pivot assembly shall allow panels to breakout to 90 degrees. Force to breakout slider panel adjustable to a maximum 50 lbf (222 N).
  - .2 Door pulls shall be provided as indicated.
    - .1 Manufacturer’s recessed pull installed on breakout side and surface-mounted, C-shaped pull installed on non-breakout side of active door leaves. Door pull mounting shall not decrease clear opening width.
  - .3 Power driven open/close operation shall be provided as indicated.
    - .1 A power driven open/close operator activated by a touchless, knowing act type sensing device.
- .7 Guide Track/Threshold: Manufacturer’s threshold as indicated.

1. Trackless Design: Aluminum guide integrated into the bottom of the sidelight portion of the door assembly.
  - .1 Guide shall allow breakout from any position except when door is latched.
  - .3 Presence detecting sensors to be field installed and adjusted.

### 2.3 ALUMINUM FINISHES

- .1 Comply with NAAMM's "Metal Finishes Manual for Architectural and Metal Products" for recommendations for applying and designating finishes.
- .2 Anodized Finish:
  - .1 AAMA 611, Clear, AA- M12C22A41, Class I, 0.018 mm.

## PART 3 - EXECUTION

### 3.1 EXAMINATION

- .1 Examine doors and frames, with Installer present, for compliance with requirements for installation tolerances, wall and floor construction, and other conditions affecting performance.
- .2 Examine roughing-in for electrical source power to verify actual locations of wiring connections.
- .3 Proceed only after such discrepancies or conflicts have been resolved.

### 3.2 INSTALLATION

- .1 Do not install damaged components. Fit frame joints to produce hairline joints free of burrs and distortion. Rigidly secure non-movement joints.
- .2 Install sliding aluminum entrance systems plumb and true in alignment with established lines and grades without warp or rack of framing members and doors. Anchor securely in place.
  - .1 Install surface mounted hardware using concealed fasteners to greatest extent possible.
  - .2 Set headers, carrier assemblies, tracks, operating brackets and guides level and true to location with anchorage for permanent support.
  - .3 Where aluminum will contact dissimilar metals, concrete, or masonry, protect against galvanic action and corrosion.
- .3 Glazing: Sliding aluminum entrance systems door panels in accordance with the Glass Association of North America (GANA) Glazing Manual, published recommendations of glass product manufacturer, and published instructions of sliding aluminum entrance systems manufacturer.
- .4 Sealants: Comply with requirements specified in division 7 Section "Joint Sealants" to provide weather tight installation.
  - .1 Set thresholds and framing members in full bed of sealant.
  - .2 Seal perimeter of framing members with sealant.
- .5 Signage: Apply signage on both sides of each door and sidelite as required by manufacturer.

### 3.3 FIELD QUALITY CONTROL

- .1 Manufacturers Field Services:

- .1 Manufacturer's representative shall provide technical assistance and guidance for installation of doors.

3.4 ADJUSTING

- .1 Adjust doors and hardware for smooth, safe operation.

3.5 CLEANING AND PROTECTION

- .1 Clean adjacent surfaces soiled by door installation.
- .2 Clean glass and metal surfaces promptly after installation. Remove excess sealants, compounds, dirt and other substances. Repair damages finish to match original finish.
  - .1 Comply with requirements in Division 08 Section Glazing for cleaning and maintaining glass.

END OF SECTION



PART 1 - GENERAL

- 1.1 RELATED SECTIONS .1 Section 08 11 17: Sliding Aluminum Entrance Systems

PART 2 - PRODUCTS

- 2.1 MATERIALS .1 Tempered safety glass (FB-G): to CAN/CGSB-12.1-M90, Thickness: 6mm; Type 2-tempered, fully tempered with horizontal tempering; Tint: Clear; Category I impact resistance; Transparent.
- .2 Float glass (GL- ): to CAN/CGSB-12.3-M91, Glazing Quality, 6 mm thick.
- .3 Setting blocks: neoprene, Shore "A" 80 durometer hardness to ASTM D2240-05(2010), 100 x 6 mm x width to suit glass.
- .4 Glazing tape: preformed butyl with continuous spacer, Shore "A" 10-15 durometer hardness, paper release, black colour, 3 x 9.5 mm.
- .5 Gasket: black neoprene to ASTM C542-05(2011), "U" cavity type with lock strip.
- .6 Sealant: multicomponent, chemical curing to CAN/CGSB-19.24-M90, Type 2, Class A, Ecologo certified.
- .7 Translucent window film: 3M Fasara Glass Finishes or approved equal. Pattern to be chosen by Architect.

PART 3 - EXECUTION

- 3.1 EXAMINATION .1 Section 01 11 01: Verification of existing conditions before starting work.
- .2 Verify that openings for glazing are correctly sized and within tolerance.
- .3 Verify that surfaces of glazing channels or recesses are clean, free of obstructions that may impede moisture movement, weeps are clear, and ready to receive glazing.

- 3.2 PREPARATION .1 Clean contact surfaces with solvent and wipe dry.
- .2 Seal porous glazing channels or recesses with substrate compatible primer or sealer.
- .3 Prime surfaces scheduled to receive sealant.  
Install sealant in accordance with manufacturer's instructions.

- 3.3 INSTALLATION .1 Glass:
- .1 Clean and dry surfaces.
- .2 Apply glazing tape to fixed stops.
- .3 Place setting blocks at 1/3 points.
- .4 Set glass on setting blocks against tape.
- .1 Apply glazing tape to glass.

- .2 Install stops.
- .3 Apply sealant behind stop and tool to smooth surface.
- .4 Install glass in aluminum doors and screens with neoprene gasket.
- .2 Install frosted translucent window film to the rear side of the glazing panels as per manufacturer's published instructions.

### 3.4 CLEANING

- .1 Section 01 11 01: Cleaning installed work.
- .2 Remove glazing materials from finish surfaces.
- .3 Remove labels after Work is complete.
- .4 Clean glass and adjacent surfaces.

END OF SECTION

**Part 1 GENERAL**

**1.1 REFERENCES**

- .1 ASTM International
  - .1 ASTM C1396-11/C1396M-11, Standard Specification for Gypsum Wallboard.
  - .2 ASTM C475-02(2007)/C475M-[02(2007)], Standard Specification for Joint Compound and Joint Tape for Finishing Gypsum Board.
  - .3 ASTM C514-[04(2009)e1], Standard Specification for Nails for the Application of Gypsum Board.
  - .4 ASTM C645-[09a], Standard Specification for Nonstructural Steel Framing Members.
  - .5 ASTM C754-[09a], Standard Specification for Installation of Steel Framing Members to Receive Screw-Attached Gypsum Panel Products.
  - .6 ASTM C840-[08], Standard Specification for Application and Finishing of Gypsum Board.
  - .7 ASTM C954-[10], Standard Specification for Steel Drill Screws for the Application of Gypsum Panel Products or Metal Plaster Bases to Steel Studs from 0.033 in. (0.84 mm) to 0.122 in. (2.84 mm) in Thickness.
  - .8 ASTM C1002-[07], Standard Specification for Steel Self-Piercing Tapping Screws for the Application of Gypsum Panel Products or Metal Plaster Bases to Wood Studs or Steel Studs.
  - .9 ASTM C1047-10a, Standard Specification for Accessories for Gypsum Wallboard and Gypsum Veneer Base.
  - .10 ASTM E2638-10, Standard Test Method for Objective Measurement of the Speech Privacy Provided by a Closed Room.
- .2 Underwriters' Laboratories of Canada (ULC)
  - .1 CAN/ULC-S102-10, Standard Method of Test for Surface Burning Characteristics of Building Materials and Assemblies.

**1.2 DELIVERY, STORAGE AND HANDLING**

- .1 Deliver, store and handle materials in accordance with Section 01 11 01 and with manufacturer's written instructions.
- .2 Delivery and Acceptance Requirements: deliver materials to site in original factory packaging, labeled with manufacturer's name and address.
- .3 Storage and Handling Requirements:
  - .1 Store materials indoors in dry location and in accordance with manufacturer's recommendations in clean, dry, well-ventilated area.
  - .2 Store materials inside, level, under cover. Protect from weather, damage from construction operations and other causes, in accordance with manufacturer's printed instructions.
  - .3 Handle materials to prevent damage to edges or surfaces. Protect metal accessories and trim from being bent or damaged.
  - .4 Store and protect partition materials from nicks, scratches, and blemishes.
- .4 Replace defective or damaged materials with new.

---

**Part 2 PRODUCTS**

**2.1 MATERIALS**

- .1 Performance/Design Criteria:
  - .1 Partition assembly to be non-combustible construction and fire resistance rated.
- .2 Non-structural Metal Framing:
  - .1 Non-load bearing channel stud framing: to ASTM C645, stud width as per drawings, roll formed from 0.53 mm thickness hot dipped galvanized steel sheet, for screw attachment of gypsum board. Knock-out service holes at 460 mm centres.
  - .2 Floor and ceiling tracks: to ASTM C645, in widths to suit stud sizes, 32 mm flange height.
- .3 Gypsum Board:
  - .1 Standard board: to ASTM C1396/C1396M Type X, 15.9mm mm thick, 1200 mm wide x maximum practical length, ends square cut, edges tapered.
- .4 Framing Accessories:
  - .1 Provide metal furring runners, hangers, tie wires, inserts, and anchors as required for framing.
  - .2 Drywall furring channels: 22 mm x 0.5 mm core thickness galvanized steel channels for screw attachment of gypsum board.
  - .3 In locations where existing channel is to continue to new construction, match thickness of existing channel.
  - .4 Steel tapping screws: to ASTM C1002.
  - .5 Casing beads, corner beads, control joints and edge trim: to ASTM C1047, zinc-coated by electrolytic process, 0.5 mm base thickness, perforated flanges, one piece length per location.
- .5 Acoustic Insulation:
  - .1 Owen's Corning QuietZone Acoustic Batt Insulation or approved equal.
    - .1 Type I: Unfaced glass fiber insulation complying with ASTM C 665 and ASTM E 136.

**2.2 ACCESSORIES**

- .1 Sealants: in accordance with to ASTM C475.
- .2 VOC limit [250] g/L maximum to [SCAQMD Rule 1168].
- .3 Insulating strip: rubberized, moisture resistant, 3 mm thick closed cell neoprene strip, 12 mm wide, with self sticking permanent adhesive on one face, lengths as required.

**Part 3 EXECUTION**

**3.1 EXAMINATION**

- .1 Verification of Conditions: verify conditions of substrates previously installed under other Sections or Contracts are acceptable for product installation in accordance with manufacturer's written instructions prior to partition installation.
  - .1 Visually inspect substrate in presence of Consultant.
  - .2 Inform Consultant of unacceptable conditions immediately upon discovery.

- .3 Proceed with installation only after unacceptable conditions have been remedied and after receipt of written approval to proceed from Consultant.

### **3.2 ERECTION OF FRAMING**

- .1 Install steel framing members to receive screw-attached gypsum board in accordance with ASTM C754 except where specified otherwise.
- .2 Align partition tracks at floor and ceiling and secure at 600 mm on centre maximum.
- .3 Place studs vertically at 400 mm on centre and maximum of 50 mm from abutting walls, and at each side of openings and corners. Position studs in tracks at floor and ceiling. Cross brace steel studs as required to provide rigid installation to manufacturer's instructions.
- .4 Erect metal studding to tolerance of 1:1000.
- .5 Co-ordinate simultaneous erection of studs with installation of service lines. When erecting studs ensure web openings are aligned.
- .6 Include two studs extending from floor to ceiling at each side of openings wider than stud centres specified. Secure studs together, 50 mm apart using column clips or other approved means of fastening placed alongside frame anchor clips.
- .7 Install heavy gauge single jamb studs at openings.
- .8 Include 40 mm stud or furring channel secured between studs for attachment of fixtures behind lavatory basins, toilet and bathroom accessories, and other fixtures including grab bars and towel rails, attached to steel stud partitions.
- .9 Install steel studs or furring channel between studs for attaching electrical and other boxes.
- .10 Extend gypsum board to 12mm from underside of metal deck except where indicated.
- .11 Maintain clearance under beams and structural slabs to avoid transmission of structural loads to studs. Use double track slip joint.
- .12 Install continuous insulating strips to isolate studs from uninsulated surfaces.

### **3.3 ERECTION OF GYPSUM BOARD AND ACCESSORIES**

- .1 Do application and finishing of gypsum board in accordance with ASTM C840 except where specified otherwise.
- .2 Erect hangers and runner channels for suspended gypsum board ceilings in accordance with ASTM C840 except where specified otherwise.
- .3 Support light fixtures by providing additional ceiling suspension hangers within 150 mm of each corner and at maximum 600 mm around perimeter of fixture.
- .4 Frame with furring channels, perimeter of openings for access panels, light fixtures, diffusers, and grilles.
- .5 Install 19 x 64 mm furring channels parallel to, and at exact locations of steel stud partition header track.
- .6 Furr for gypsum board faced vertical bulkheads within and at termination of ceilings.
- .7 Furr above suspended ceilings for gypsum board fire and sound stops and to form plenum areas as indicated.

- .8 Install wall furring for gypsum board wall finishes in accordance with ASTM 840, except where specified otherwise.
- .9 Install acoustic insulation to fill all spaces compressed as per manufacturers published instructions.
- .10 Install gypsum boards in direction that will minimize number of end-butt joints. Stagger end joints 250 mm minimum.

### **3.4 APPLICATION**

- .1 Apply single or double layer gypsum board to metal furring or framing as indicated on drawings using screw fasteners. Maximum spacing of screws 300 mm on centre.
- .2 Laminate double layers of gypsum board as per manufacturer's instructions.
- .3 Apply water-resistant gypsum board where epoxy coating to be applied. Apply water-resistant sealant to edges, ends, cut-outs which expose gypsum core and to fastener heads.

### **3.5 INSTALLATION**

- .1 Erect accessories straight, plumb or level, rigid and at proper plane. Use full length pieces where practical. Make joints tight, accurately aligned and rigidly secured. Mitre and fit corners accurately, free from rough edges. Secure at 150 mm on centre.
- .2 Install casing beads around perimeter of suspended ceilings.
- .3 Install casing beads where gypsum board butts against surfaces having no trim concealing junction and where indicated. Seal joints with sealant.
- .4 Install access doors to electrical and mechanical fixtures specified in respective sections.
- .5 Rigidly secure frames to furring or framing systems.
- .6 Finish face panel joints and internal angles with joint system consisting of joint compound, joint tape and taping compound installed according to manufacturer's directions and feathered out onto panel faces.
- .7 Finish corner beads, control joints and trim as required with two coats of joint compound and one coat of taping compound, feathered out onto panel faces.
- .8 Fill screw head depressions with joint and taping compounds to bring flush with adjacent surface of gypsum board so as to be invisible after surface finish is completed.
- .9 Completed installation to be smooth, level or plumb, free from waves and other defects and ready for surface finish.

### **3.6 CLEANING**

- .1 Leave Work area clean at end of each day.
- .2 Final Cleaning: upon completion remove surplus materials, rubbish, tools and equipment.
- .3 Waste Management: separate waste materials for reuse and recycling.
- .4 Remove recycling containers and bins from site and dispose of materials at appropriate facility.

### **3.7 PROTECTION**

- .1 Protect installed products and components from damage during construction.
- .2 Repair damage to adjacent materials caused by partition installation.

**3.8 SCHEDULES**

- .1 Construct fire rated assemblies where indicated.

END OF SECTION

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**Part 1 GENERAL**

**1.1 SECTION INCLUDES**

- .1 Suspended metal grid ceiling system and perimeter trim.
- .2 Acoustic tile.

**1.2 SYSTEM DESCRIPTION**

- .1 Suspension System: Rigidly secure acoustic ceiling system including integral mechanical and electrical components with maximum deflection of 1:240.

**1.3 PROJECT CONDITIONS**

- .1 Sequence work to ensure acoustic ceilings are not installed until sufficient heat is provided, dust generating activities have terminated, and overhead work is completed, tested, and approved.
- .2 Install acoustic units after interior wet work is dry.

**Part 2 PRODUCTS**

**2.1 SUSPENSION SYSTEM MATERIALS**

- .1 Manufacturers:
  - .1 Track: CGC standard white; 15/16" or approved equal.
  - .2 Perimeter molding: CGC standard white wall molding or approved equal.
  - .3 Perimeter molding or channel trim.
- .2 Accessories: Stabilizer bars, splices and all other parts required for suspended grid system.

**2.2 ACOUSTIC UNIT MATERIALS**

- .1 Manufacturers:
  - .1 Acoustic ceiling tiles: Match tiles in pattern and colour with existing tiles in office and corridor areas.

**2.3 ACCESSORIES**

- .1 Touch-up Paint: Type and colour to match acoustic and grid units.

**Part 3 Execution**

**3.1 EXAMINATION**

- .1 Section 01 11 10: Verification of existing conditions before starting work.
- .2 Verify that layout of hangers will not interfere with other work.

### **3.2 INSTALLATION - LAY-IN GRID SUSPENSION SYSTEM**

- .1 Install suspension system in accordance with manufacturer's written instructions and as supplemented in this section.
- .2 Install system capable of supporting imposed loads to a deflection of 1/240 maximum.
- .3 Locate system on room axis according to reflected plan.
- .4 Install after major above ceiling work is complete. Coordinate the location of hangers with other work.
- .5 Hang suspension system independent of walls, columns, ducts, pipes and conduit. Where carrying members are spliced, avoid visible displacement of face plane of adjacent members.
- .6 Where ducts or other equipment prevent the regular spacing of hangers, reinforce the nearest affected hangers and related carrying channels to span the extra distance.
- .7 Do not support components on main runners or cross runners if weight causes total dead load to exceed deflection capability.
- .8 Do not eccentrically load system, or produce rotation of runners.
- .9 Perimeter Molding:
  - .1 Install edge molding at intersection of ceiling and vertical surfaces.
  - .2 Use longest practical lengths.
  - .3 Mitre corners.

### **3.3 INSTALLATION - ACOUSTIC UNITS**

- .1 Install acoustic units in accordance with manufacturer's written instructions.
- .2 Fit acoustic units in place, free from damaged edges or other defects detrimental to appearance and function.
- .3 Lay directional patterned units one way with pattern parallel to longest room axis. Fit border trim neatly against abutting surfaces.
- .4 Install units after above ceiling work is complete.
- .5 Install acoustic units level, in uniform plane, and free from twist, warp, and dents.
- .6 Cutting Acoustic Units:
  - .1 Cut to fit irregular grid and perimeter edge trim.
  - .2 Cut edges to match tile design on field cut units.
  - .3 Field paint exposed edges of cut units.]

### **3.4 ERECTION TOLERANCES**

- .1 Maximum Variation from Flat and Level Surface: 1/8 inch in 10 feet.
- .2 Maximum Variation from Plumb of Grid Members Caused by Eccentric Loads: 2 degrees.

**END OF SECTION**

**Part 1 GENERAL**

**1.1 SUBMITTALS**

- .1 Provide submittals in accordance with Section 01 11 01.
- .2 Provide product data in accordance with Section 01 11 01.
- .3 Provide samples in accordance with Section 01 11 01.
- .4 Submit duplicate 150 x 150 mm sample pieces of sheet material, 150 mm long base.
- .5 Closeout Submittals:
  - .1 Provide maintenance data for resilient flooring for incorporation into manual specified in Section 01 11 01.

**1.2 DELIVERY, STORAGE AND HANDLING**

- .1 Deliver, store and handle materials in accordance with Section 01 11 01.
- .2 Waste Management and Disposal:
  - .1 Separate waste materials for reuse and recycling in accordance with Section 01 11 01.

**1.3 AMBIENT CONDITIONS**

- .1 Maintain air temperature and structural base temperature at flooring installation area above 20 degrees for 48 hours before, during and 48 hours after installation.

**Part 2 PRODUCTS**

**2.1 MATERIALS**

- .1 Materials
  - .1 Vinyl Composite Tiles:
    - .1 Planks: 101mm x 915mm or 229mm x 1219mm, AmericanBiltrite Mirra Wood vinyl plank
    - .2 Tiles: 457mm x 457mm, AmericanBiltrite Mirra Stone vinyl tile.
  - .2 Colour and patterns to be selected by the Architect.
  - .3 Up to 2 different colours and patterns of each type of plank and each type of tile may be used in the design of the flooring.
  - .4 Allowance should be made for cut patterns using a maximum of 2 colours and patterns.
- .2 Primers and Adhesives: Waterproof of types recommended by resilient flooring manufacturer for specific material on applicable substrate, above, at, or below grade.
- .3 Sealer and Wax: Type recommended by resilient flooring material manufacturer for material type and location.
- .4 Sub-Floor Filler: White premix latex requiring water only to produce cementitious paste.

- .5 Metal Edge Strips: Aluminium extruded, smooth, with lip to extend under floor finish, shoulder flush with top of adjacent floor finish.
- .6 Rubber Base: Coved rubber to CAN4.102.2-M83, 4" high, in standard colours to a maximum of 5 colours. Product to be American Biltrite, Johnsonite or approved equal.

### **Part 3 EXECUTION**

#### **3.1 MANUFACTURER'S INSTRUCTIONS**

- .1 Compliance: comply with manufacturer's written recommendations or specifications, including product technical bulletins, handling, storage and installation instructions, and datasheets.

#### **3.2 SITE VERIFICATION OF CONDITIONS**

- .1 Ensure concrete floors are clean and dry by using test methods recommended by flooring manufacturer.

#### **3.3 PREPARATION**

- .1 Clean floor and apply filler; trowel and float to leave smooth, flat hard surface. Prohibit traffic until filler cured and dry.
- .2 Remove sub-floor ridges and bumps. Fill low spots, cracks, joints, holes and other defects with sub-floor filler.
- .3 Prime and seal gypsum underlayment to resilient flooring manufacturer's printed instructions.

#### **3.4 FLOORING APPLICATION**

- .1 Provide high ventilation rate, with maximum outside air, during installation, and for 48 hours after installation. If possible, vent directly to outside. Do not let contaminated air recirculate through district or whole building air distribution system. Maintain extra ventilation for at least one week following building occupation.
- .2 Apply adhesive uniformly using recommended trowel. Do not spread more adhesive than can be covered by flooring before initial set takes place.
- .3 Use a single sheet of material without seams, joints or breaks.
- .4 Run sheet in long direction of room.
- .5 After installation roll flooring with 45 kg minimum roller to ensure full adhesion.
- .6 Cut flooring around fixed objects.
- .7 Install flooring in pan type floor access covers. Maintain floor pattern.
- .8 Continue flooring over areas which will be under built-in furniture.
- .9 Install 150mm feature strip of contrasting colour to resilient sheet vinyl at door frame.

#### **3.5 BASE APPLICATION**

- .1 Install rubber base to primed and sealed gypsum board surface using manufacturer's recommended adhesive.
- .2 Mitre base corners.

- .3 Apply adhesive to back of base.
- .4 Set base against wall and floor surfaces tightly by using 3 kg hand roller.

**3.6 CLEANING**

- .1 Proceed in accordance with Section 01 11 01.
- .2 Remove excess adhesive from floor, base and wall surfaces without damage.
- .3 Clean, seal and wax floor and base surface to flooring manufacturer's printed instructions.

**3.7 PROTECTION**

- .1 Protect new floors from time of final set of adhesive until final inspection.
- .2 Prohibit traffic on floor for 48 hours after installation.

**END OF SECTION**

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**Part 1 GENERAL**

**1.1 WORK OF THIS SECTION**

- .1 The work of this section includes preparation and painting of the following:
  - .1 Existing and new block and gypsum wall surfaces
  - .2 Doors, frames and casing trim.
  - .3 Mechanical and electrical equipment and fittings as per mechanical and electrical drawings.

**1.2 REFERENCES**

- .1 The Master Painters Institute (MPI)
  - .1 Maintenance Repainting Manual 2004, Master Painters Institute (MPI), including Identifiers, Evaluation, Systems, Preparation and Approved Product List.
- .2 Environmental Protection Agency (EPA)
  - .1 Test Method for Measuring Total Volatile Organic Compound Content of Consumer Products, Method 24 (for Surface Coatings).
- .3 Health Canada/Workplace Hazardous Materials Information System (WHMIS)
  - .1 Material Safety Data Sheets (MSDS).

**1.3 QUALITY ASSURANCE**

- .1 Qualifications:
  - .1 Contractor: to have a minimum of five years proven satisfactory experience.
  - .2 Qualified journeypersons as defined by local jurisdiction to be engaged in repainting work.
  - .3 Apprentices: may be employed provided they work under the direct supervision of qualified journeyperson in accordance with applicable trade regulations.
- .2 Conform to latest MPI requirements for interior repainting work including cleaning, preparation and priming.
- .3 Materials (primers, paints, coatings, varnishes, stains, lacquers, fillers, thinners and solvents) shall be in accordance with the latest edition of the MPI Approved Product List and shall be from a single manufacturer for each system used.
- .4 Paint materials such as linseed oil, shellac, reducers and turpentine shall be the highest quality product of an approved manufacturer listed in MPI Maintenance Repainting Manual and shall be compatible with other coating materials as required.
- .5 Retain purchase orders, invoices and other documents to prove conformance with noted MPI requirements when requested by Consultant.
- .6 Standard of Acceptance: when viewed using final lighting source surfaces shall indicate the following:
  - .1 Walls: no defects visible from a distance of 1000 mm at 90 degrees to surface.
  - .2 Ceilings: no defects visible from floor at 45 degrees to surface.
  - .3 Final coat to exhibit uniformity of colour and sheen across full surface area.

#### **1.4 SCHEDULING**

- .1 Submit schedule a minimum of 48 hours in advance of proposed operations.
- .2 Paint occupied facilities in accordance with approved schedule. Schedule operations to approval of Consultant such that painted surfaces will have dried and cured sufficiently before occupants are affected.
- .3 Obtain written authorization from Consultant for changes in work schedule.
- .4 Schedule repainting operations to prevent disruption by other trades if applicable and by occupants in and about building.

#### **1.5 SUBMITTALS**

- .1 Provide product data and manufacturer's installation/application instructions for each paint and coating product to be used in accordance with the requirements of Section 01 11 01.
- .2 Provide samples in accordance with Section 01 11 01.
  - .1 Submit full range colour sample chips for review and selection. Indicate where colour availability is restricted.
  - .2 Submit WHMIS MSDS - Material Safety Data Sheets for paint and coating materials.
- .3 Closeout Submittals:
  - .1 Provide maintenance data for incorporation into manual specified in Section 01 11 01.
    - .1 Submit records of products used. List products in relation to finish system and include following:
      - .1 Product name, type and use (i.e. materials and location).
      - .2 Manufacturer's product number.
      - .3 Colour code numbers.
      - .4 MPI Friendly classification system rating.
      - .5 Manufacturer's Material Safety Data Sheets (MSDS).

#### **1.6 DELIVERY, HANDLING AND STORAGE**

- .1 Deliver, store and handle materials in accordance with Section 01 11 01, supplemented as follows:
  - .1 Deliver and store materials in original containers, sealed, with labels intact.
  - .2 Labels to indicate:
    - .1 Manufacturer's name and address.
    - .2 Type of paint or coating.
    - .3 Compliance with applicable standard.
    - .4 Colour number in accordance with established colour schedule.
  - .3 Remove damaged, opened and rejected materials from site.
  - .4 Store and handle in accordance with manufacturer's recommendations.
  - .5 Store materials and equipment in secure, dry, well-ventilated area with temperature range between 7 degrees C to 30 degrees C. Store materials and supplies away from heat generating devices and sensitive products above minimum temperature as recommended by manufacturer.
  - .6 Keep areas used for storage, cleaning and preparation, clean and orderly to approval of Consultant. After completion of operations, return areas to clean condition to approval of Consultant.
  - .7 Remove paint materials from storage in quantities required for same day use.



- .8 Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling storage, and disposal of hazardous materials.
- .9 Fire Safety Requirements:
  - .1 Provide one 9 kg Type ABC fire extinguisher adjacent to storage area.
  - .2 Store oily rags, waste products, empty containers and materials subject to spontaneous combustion in ULC approved, sealed containers and remove from site daily.
  - .3 Handle, store, use and dispose of flammable and combustible materials in accordance with National Fire Code of Canada.

## 1.7 SITE CONDITIONS

- .1 Heating, Ventilation and Lighting:
  - .1 Do not perform repainting work unless adequate and continuous ventilation and sufficient heating facilities are in place to maintain ambient air and substrate temperatures above 10 degrees C for 24 hours before, during and after paint application and until paint has cured sufficiently.
  - .2 Ventilate enclosed spaces. Where required, provide continuous ventilation for seven days after completion of application of paint.
  - .3 Co-ordinate use of existing ventilation system with Consultant and ensure its operation during and after application of paint as required.
  - .4 Provide temporary ventilating and heating equipment where permanent facilities are not available or supplemental ventilating and heating equipment if ventilation and heating from existing system is inadequate to meet minimum requirements. Use of gas-fired appliances is not permitted.
  - .5 Do not perform painting work unless minimum lighting level of 323 Lux is provided on surfaces to be painted.
- .2 Temperature, Humidity and Substrate Moisture Content Levels:
  - .1 Unless specifically pre-approved by specifying body, Paint Inspection Agency and, applied product manufacturer, do not perform repainting work when:
    - .1 Ambient air and substrate temperatures are below 10 degrees C.
    - .2 Substrate temperature is over 32 degrees C unless paint is specifically formulated for application at high temperatures.
    - .3 Relative humidity within area to be repainted is above 85%.
  - .2 Conduct moisture tests using properly calibrated electronic Moisture Meter, except use simple "cover patch test" on concrete floors to be repainted.
  - .3 Do not perform repainting work when maximum moisture content of substrate exceeds:
    - .1 12% for plaster and gypsum board.
  - .4 Test painted concrete, masonry and plaster surfaces for alkalinity as required.
- .3 Surface and Environmental Conditions:
  - .1 Apply paint finish in areas where dust is no longer being generated by related construction operations or when ventilation conditions are such that airborne particles will not affect quality of finished surface.
  - .2 Apply paint to adequately prepared surfaces and to surfaces within moisture limits noted herein.

- .3 Apply paint when previous coat of paint is dry or adequately cured, unless otherwise pre-approved by specific coating manufacturer.
- .4 Schedule operations to approval of the Consultant such that painted surfaces will have dried and cured sufficiently before occupants are affected.

## 1.8 MAINTENANCE

- .1 Extra Materials:
  - .1 Submit maintenance materials in accordance with Section 01 11 01.
  - .2 Submit one four litre can of each type and colour of finish coating. Identify type and colour in relation to established colour schedule and finish system.

## Part 2 PRODUCTS

### 2.1 MATERIALS

- .1 Paint materials listed in latest edition of MPI Approved Product List (APL) are acceptable for use on this project.
- .2 Paint materials for repaint systems to be products of single manufacturer.
- .3 Paints and coatings must not be formulated or manufactured with formaldehyde, halogenated solvents, mercury, lead, cadmium, hexavalent chromium or their compounds.

### 2.2 COLOURS

- .1 A minimum of five (5) colours will be used in the colour scheme. Refer to interior elevations for colour locations.
- .2 Selection of colours will be from manufacturers full range of colours.
- .3 Where specific products are available in restricted range of colours, selection will be based on limited range.
- .4 First coat in two coat (Premium) repaint system to be tinted slightly lighter colour than top coat to show visible difference between coats.

### 2.3 MIXING AND TINTING

- .1 Perform colour tinting operations prior to delivery of paint to site. On-site tinting of painting materials is allowed with Consultant's written permission.
- .2 Mix paste, powder or catalyzed paint mixes in accordance with manufacturer's written instructions.
- .3 Where thinner is used, addition not to exceed paint manufacturer's recommendations. Do not use kerosene or such organic solvents to thin water-based paints.
- .4 Re-mix paint in containers prior to and during application to ensure break-up of lumps, complete dispersion of settled pigment, and colour and gloss uniformity.

### 2.4 GLOSS/SHEEN RATINGS

- .1 Paint gloss defined as sheen rating of applied paint, in accordance with following MPI gloss/ sheen standard values:

Gloss Level Category	Units @ 60 Degrees	Units @ 85 Degrees
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G1 – matte finish	0 to 5	maximum 10
G2 – velvet finish	0 to 10	10 to 35
G3 – eggshell finish	10 to 25	10 to 35
G4 – satin finish	20 to 35	minimum 35
G5 - semi-gloss finish	35 to 70	
G6 - gloss finish	70 to 85	
G7 - high gloss finish	> 85	

- .2 Gloss level ratings of repainted surfaces shall be as specified herein.

## **2.5 INTERIOR PAINTING SYSTEMS**

- .1 RIN 5.1 – Metal Fabrications on new and existing surfaces
- .1 RIN 5.1N – Latex G4 satin finish on metal doors and frames, and convector covers.
- .2 RIN 9.2 - Gypsum Board and block on new and existing surfaces:
- .1 RIN 9.2B - High Performance Acrylic Latex G3 eggshell finish in all room walls and bulkheads.
- .2 RIN 9.2B - High Performance Acrylic Latex G4 satin finish in new and existing wood doors.

## **Part 3 EXECUTION**

### **3.1 MANUFACTURER'S INSTRUCTIONS**

- .1 Compliance: comply with manufacturer's written recommendations or specifications, including product technical bulletins, handling, storage and installation instructions, and datasheets.

### **3.2 EXAMINATION**

- .1 Interior surfaces requiring repainting: inspected by painting contractor and General Contractor who will notify Consultant in writing of defects or problems, prior to commencing repainting work, or after surface preparation if unseen substrate damage is discovered.
- .2 Where an assessed degree of surface degradation of DSD-1 to DSD-3 before preparation of surfaces for repainting is revealed to be DSD-4 after preparation, repair or replacement of such unforeseen defects discovered are to be corrected, as mutually agreed, before repainting is started.

### **3.3 PREPARATION**

- .1 Perform preparation and operations for interior painting in accordance with MPI Maintenance Repainting Manual requirements except where otherwise specified.
- .2 Apply paint materials in accordance with paint manufacturer's written application instructions.
- .3 Clean and prepare interior surfaces to be repainted in accordance with MPI Maintenance Repainting Manual requirements. Refer to MPI Manual in regard to specific requirements and as follows:
- .1 Remove dust, dirt, and surface debris by vacuuming, wiping with dry, and/or clean cloths.
- .2 Wash surfaces with a biodegradable detergent and clean warm water using stiff bristle brush to remove dirt, oil and surface contaminants.
- .3 Rinse scrubbed surfaces with clean water until foreign matter is flushed from surface.
- .4 Allow surfaces to drain completely and to dry thoroughly. Allow sufficient drying time and test surfaces using an electronic moisture meter before commencing work.

- .5 Use water-based cleaners in place of organic solvents where surfaces will be repainted using water based paints.
- .6 Many water-based paints cannot be removed with water once dried. Minimize use of kerosene or such organic solvents to clean up water-based paints.
- .4 Clean metal surfaces to be repainted by removing rust, dirt, oil, grease and foreign substances in accordance with MPI requirements. Remove such contaminants from surfaces, pockets and corners to be repainted by brushing with clean brushes, blowing with clean dry compressed air, or brushing/vacuum cleaning as required.
- .5 Prevent contamination of cleaned surfaces by salts, acids, alkalis, other corrosive chemicals, grease, oil and solvents before priming and between applications of remaining coats. Touch-up, spot prime, and apply primer, paint, or pre-treatment as soon as possible after cleaning and before deterioration occurs.
- .6 Do not apply paint until prepared surfaces have been accepted by Consultant.
- .7 Sand and dust between coats as required to provide adequate adhesion for next coat and to remove defects visible from distance up to 1000 mm.

### 3.4 EXISTING CONDITIONS

- .1 Prior to commencing work, examine site conditions and existing interior substrates to be repainted. Report in writing to Consultant and General Contractor damages, defects, or unsatisfactory or unfavourable conditions or surfaces that will adversely affect this work.
- .2 Conduct moisture testing of surfaces to be painted using properly calibrated electronic moisture meter, except test concrete floors for moisture using simple "cover patch test" and report findings to Consultant and General Contractor. Maximum moisture content not to exceed specified limits.
- .3 Do not commence until such adverse conditions and defects have been corrected and surfaces and conditions are acceptable to Painting Subcontractor and Inspection Agency.
- .4 Degree of surface deterioration (DSD) to be assessed using MPI Identifiers and Assessment criteria indicated in MPI Maintenance Repainting Manual. MPI DSD ratings and descriptions are as follows:

#### Condition Description

DSD-0 Sound Surface ( includes visual (aesthetic) defects that do not affect film's protective properties).

DSD-1 Slightly Deteriorated Surface (indicating fading; gloss reduction, slight surface contamination, minor pin holes scratches).

DSD-2 Moderately Deteriorated Surface (small areas of peeling, flaking, slight cracking, and staining).

DSD-3 Severely Deteriorated Surface (heavy peeling, flaking, cracking, checking, scratches, scuffs, abrasion, small holes and gouges).

DSD-4 Substrate Damage (repair or replacement of surface required).

### 3.5 PROTECTION

- .1 Protect existing surfaces and adjacent fixtures and furnishings from paint spatters, markings and other damage by suitable non-staining covers or masking. If damaged, clean and restore such surfaces as directed by Consultant.
- .2 Protect items that are permanently attached such as Fire Labels on doors and frames.
- .3 Protect factory finished products and equipment.

- .4 Protect general public and building occupants in and about building.
- .5 Remove electrical cover plates, light fixtures, surface hardware on doors, bath accessories and surface mounted equipment, fittings and fastenings prior to undertaking re-painting operations. Store items and re-install after painting is completed.
- .6 Move and cover furniture and portable equipment as necessary to carry out repainting operations. Replace as painting operations progress.
- .7 As repainting operations progress, place "WET PAINT" signs in occupied areas to approval of Consultant.

### **3.6 APPLICATION**

- .1 Apply paint by method that is best suited for substrate being repainted using brush and or roller. Conform to manufacturer's application instructions unless specified otherwise. Methods of application as pre-approved by Consultant before commencing work.
- .2 Brush and Roller Application:
  - .1 Apply paint in uniform layer using brush and/or roller of types suitable for application.
  - .2 Work paint into cracks, crevices and corners.
  - .3 Paint surfaces and corners not accessible to brush using spray, daubers and/or sheepskins. Paint surfaces and corners not accessible to roller using brush, daubers or sheepskins.
  - .4 Brush and/or roll out runs and sags, and over-lap marks. Rolled surfaces free of roller tracking and heavy stipple unless approved by Consultant.
  - .5 Remove runs, sags and brush marks from finished work and repaint.
- .3 Use dipping, sheepskins or daubers when no other method is practical in places of difficult access and when specifically authorized by Consultant.
- .4 Apply paint coats in continuous manner and allow surfaces to dry and properly cure between coats for minimum time period as recommended by manufacturer. Minimum dry film thickness of coats not less than that recommended by manufacturer. Repaint thin spots or bare areas before next coat of paint is applied.
- .5 Sand and dust between coats to remove visible defects.
- .6 Repaint surfaces both above and below sight lines as specified for surrounding surfaces, including such surfaces as tops of interior cupboards and cabinets and projecting ledges.
- .7 Paint and/or repaint top, bottom, and vertical edges of doors to be repainted.

### **3.7 MECHANICAL AND ELECTRICAL EQUIPMENT**

- .1 Unless otherwise noted, repainting to include exposed to view / previously painted mechanical and electrical equipment and components (panels, conduits, piping, hangers, and ductwork.).
- .2 Touch up scratches and marks and repaint such mechanical and electrical equipment and components with colour, and sheen finish to match existing unless otherwise noted or scheduled.
- .3 Do not paint over name plates or instruction labels.
- .4 Leave unfinished exposed conduits, piping, hangers, ductwork and other mechanical and electrical equipment in original finish.
- .5 Keep sprinkler heads free of paint.
- .6 Do not paint interior transformers and substation equipment.

.7 Standard of Acceptance: when viewed using natural prevailing sunlight at peak period of day (mid-day) on surface viewed, surfaces to indicate following:

- .1 Walls: no defects visible from distance of 1000 mm at 90 degrees to surface.
- .2 Final coat to exhibit uniformity of colour and sheen across full surface area.

### **3.8 FIELD QUALITY CONTROL**

.1 Inspection:

- .1 Advise Consultant when each surface and applied coating is ready for inspection. Do not proceed with subsequent coats until previous coat has been approved.

### **3.9 CLEANING**

.1 Proceed in accordance with Section 01 11 01, supplemented as follows:

- .1 Remove paint where spilled, splashed, splattered or sprayed as work progresses using means and materials that are not detrimental to affected surfaces.
- .2 Keep work area free from unnecessary accumulation of tools, equipment, surplus materials and debris.
- .3 Remove combustible rubbish materials and empty paint cans each day and safely dispose of same in accordance with requirements of authorities having jurisdiction.
- .4 Clean equipment and dispose of wash water used for water borne materials, solvents used for oil based materials as well as other cleaning and protective materials (e.g. rags, drop cloths, and masking papers), paints, thinners, paint removers/strippers in accordance with safety requirements of authorities having jurisdiction and as noted herein.
- .5 Clean painting equipment in leak-proof containers that will permit particulate matter to settle out and be collected. Sediment remaining from cleaning operations to be recycled or disposed of in manner acceptable to authorities having jurisdiction.
- .6 Recycle paint and coatings in excess of repainting requirements as specified.

### **3.10 RESTORATION**

- .1 Clean and re-install hardware items removed before undertaken painting operations.
- .2 Remove protective coverings and warning signs as soon as practical after operations cease.
- .3 Remove paint splashings on affected exposed surfaces. Remove smears and spatter immediately as operations progress, using compatible solvent.
- .4 Protect freshly completed surfaces from paint droppings and dust to approval of Consultant. Avoid scuffing newly applied paint.
- .5 Restore areas used for storage, cleaning, mixing and handling of paint to clean condition as approved by Consultant.

END OF SECTION

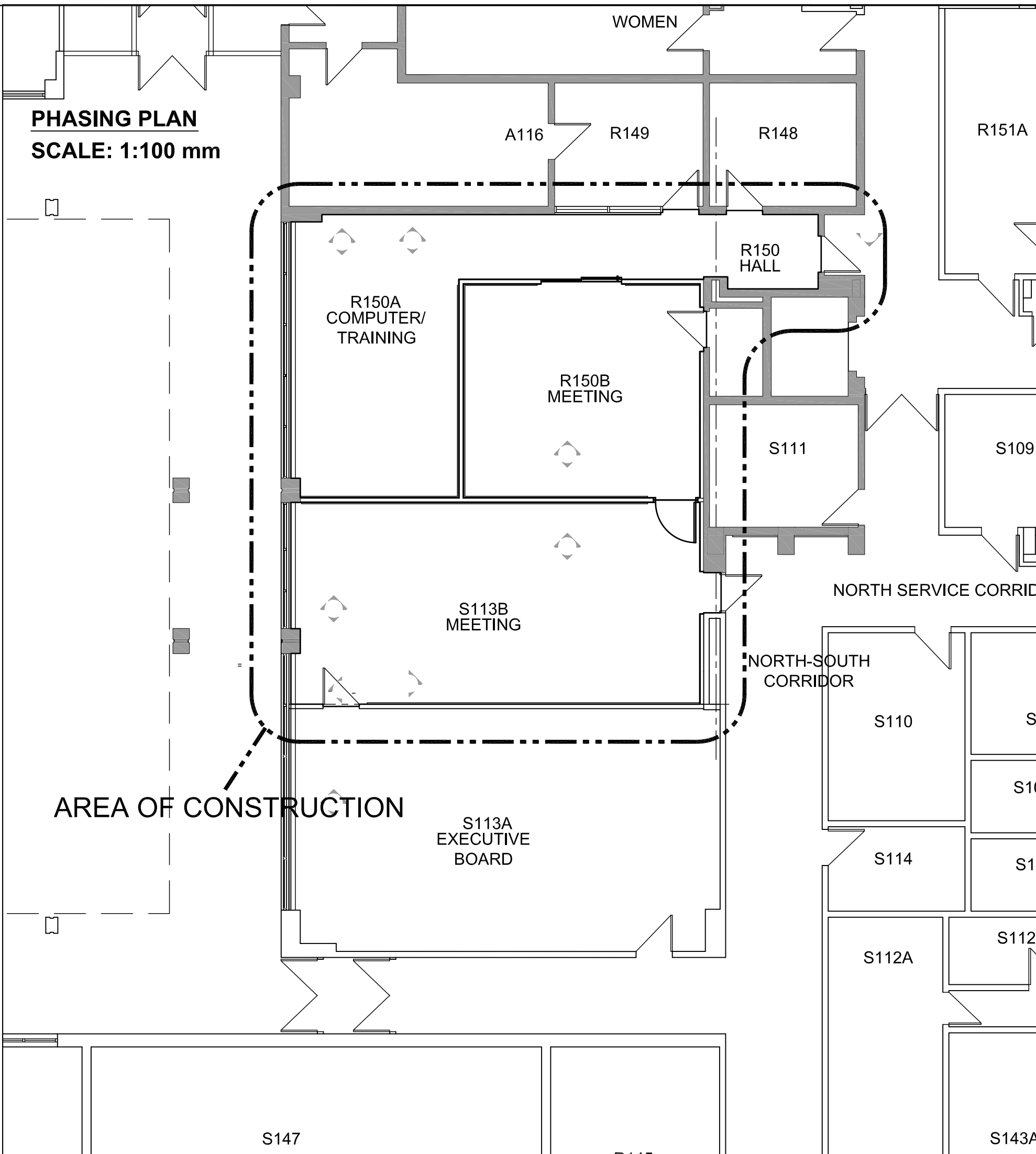
**GENERAL NOTES**

- THE CONTRACTOR IS RESPONSIBLE FOR VISITING THE SITE. VERIFY ALL SITE DIMENSIONS & CONDITIONS AND REPORT ANY DISCREPANCIES TO THE CONSULTANT IMMEDIATELY.
- CONTRACTOR IS RESPONSIBLE TO CONFIRM INFORMATION SHOWN IN DOCUMENTS.
- ALL DRAWINGS AND SPECIFICATIONS ARE THE PROPERTY OF THE ARCHITECT AND MUST BE RETURNED AT THE COMPLETION OF THE WORK.
- DRAWINGS ARE TO BE READ. DO NOT SCALED DRAWINGS UNDER ANY CIRCUMSTANCES. ACCURATE DIMENSIONS ARE TO BE OBTAINED FROM THE SITE.
- UNLESS OTHERWISE INDICATED, DOOR FRAMES ARE TO BE LOCATED 100 MM FROM THE INSIDE CORNER.
- ALL GYPSUM BOARD, BLOCK OR COMBINATION PARTITIONS EXTEND TO THE U/S OF THE ROOF DECK UNLESS STATED AND/OR ILLUSTRATED OTHERWISE.
- REFER TO ROOM FINISH SCHEDULE FOR FINISH ON INTERIOR WALLS AND PARTITIONS.
- PATCH AND MAKE GOOD ALL PARTITIONS & WALLS THAT ARE TO REMAIN AND HAVE HAD FLOOR BASE AND/OR ADJACENT PARTITIONS/DOORS REMOVED.
- SEE DEMOLITION PLANS FOR EXTENT OF EXISTING WALLS/DOORS REMOVED/RELOCATED.
- REFER TO MECHANICAL & ELECTRICAL DRAWINGS FOR LOCATIONS REQUIRING CUTTING & PATCHING OF FLOOR, WALL AND CEILINGS.
- WHERE NEW WALL CONSTRUCTION IS INDICATED, ALIGNING WITH AN EXISTING WALL. PATCH AND MAKE GOOD ADJOINING WORK.
- AT THE EXISTING FLOOR SUBSTRATE, REPAIR BUMPS, RIDGES AND OTHER IRREGULARITIES CAUSED BY DEMOLITION ACTIVITY OR EXPOSED BY DEMOLITION.
- AT EXISTING SERVICES, PIPES, CONDUITS THAT PENETRATE SEPARATIONS, EXTERIOR WALL AND/OR ROOF AND ARE TO BE REMOVED, MAKE GOOD OPENINGS WITH ASSEMBLY TO MATCH EXISTING.
- CONFIRM THE REMOVAL OF ALL MECHANICAL EQUIPMENT WITH MECHANICAL DOCUMENTS.
- CONFIRM THE REMOVAL OF ALL ELECTRICAL EQUIPMENT WITH ELECTRICAL DOCUMENTS.
- WORK SHALL BE PERFORMED BY THE FOLLOWING TERMS:  
 "REMOVE" - ITEM SHALL BE REMOVED AND DEMOLISHED  
 "RELOCATE" - ITEM SHALL BE CAREFULLY REMOVED, PROTECTED & RELOCATED AS INDICATED  
 "SALVAGE" - ITEM SHALL BE CAREFULLY REMOVED & TURNED OVER TO OWNER  
 "REUSE" - ITEM SHALL BE CAREFULLY REMOVED & STORED FOR INCORPORATION INTO NEW CONSTRUCTION.
- WHERE EXISTING FLOOR FINISHES ARE TO BE REMOVED, INCLUDE REMOVAL OF THE EXISTING FLOOR BASE.
- PROTECT EXISTING ACCESSORIES, UNLESS NOTED OTHERWISE, FOR REUSE.
- SEAL ALL SUPPLY AND RETURN LOUVERS AND GRILLES AND MAINTAIN A NEGATIVE PRESSURE IN THE WORK AREA.
- RELOCATE EXISTING FURNITURE AND EQUIPMENT TO ACCOMMODATE WORK AND COVER WITH POLY DURING CONSTRUCTION.
- SALVAGE ALL DOOR HARDWARE REMOVED.
- FIRE STOP ALL PENETRATIONS THROUGH SEPARATIONS.
- FIRE SEPARATIONS TO EXTEND TO THE U/S OF METAL DECK OR U/S OF FIRE RATED GYPSUM CEILING AS NOTED ON DRAWINGS.
- PROVIDE FIRE DAMPERS IN ALL DUCTS PASSING THROUGH SEPARATIONS - REFER TO MECHANICAL DOCUMENTS.
- REMOVE ALL DOOR HARDWARE FOR SALVAGE OR REUSE.

**PHASING NOTES**

- PHASE I: REPLACEMENT OF EX CURTAIN WALL ASSEMBLY AND SOFFIT BOARDS.  
 PHASE II: ALTERATIONS TO COMPUTER/TRAINING ROOM 150A & MEETING ROOM 150B.  
 PHASE III: ALTERATIONS TO MEETING ROOMS 113A & B.

**PHASING PLAN**  
SCALE: 1:100 mm



Revisions ISSUED FOR TENDER Date 2015-11-23



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A	Detail No.
B	No. du détail
C	drawing no. - where detail required dessin no. - ou détail exigé
	drawing no. - where detailed dessin no. - ou détaillé

project title  
titre du projet  
**Harrow** Ontario  
 Agriculture and Agri-Food Canada  
 2585 County Rd. 20

**Meeting Room  
Alterations**

drawing title  
titre du dessin  
**Notes,  
NBC Matrix, and  
Key Plan**

designed by  
conc par DA

drawn by  
dessiné par DA

reviewed by  
examiné par

approved by  
approuvé par

project date  
date du projet 2015-11-23

project no.  
no. du projet 15-06

drawing no.  
dessiné no. A.0

**DRAWING INDEX**

No. Item Description

**ARCHITECTURAL**

- A.0 DRAWING LIST, GENERAL NOTES, KEY & PHASING PLANS & BUILDING CODE ANALYSIS**
- A.1 FLOOR AND DEMOLITION PLANS, SCHEDULES**
- A.2 REFLECTED CEILING AND FLOOR FINISH PATTERN PLANS**
- A.3 SECTIONS**
- A.4 SECTIONS**
- A.5 ROOM ELEVATIONS**
- A.6 ROOM ELEVATIONS**
- A.7 ROOM ELEVATIONS**

**MECHANICAL & ELECTRICAL**

**M.1 FLOOR PLAN MECHANICAL  
M.2 NOTES & SCHEDULES**

**E.1 FLOOR PLAN LIGHTING  
E.2 FLOOR PLAN POWER  
E.3 NOTES & SCHEDULES**

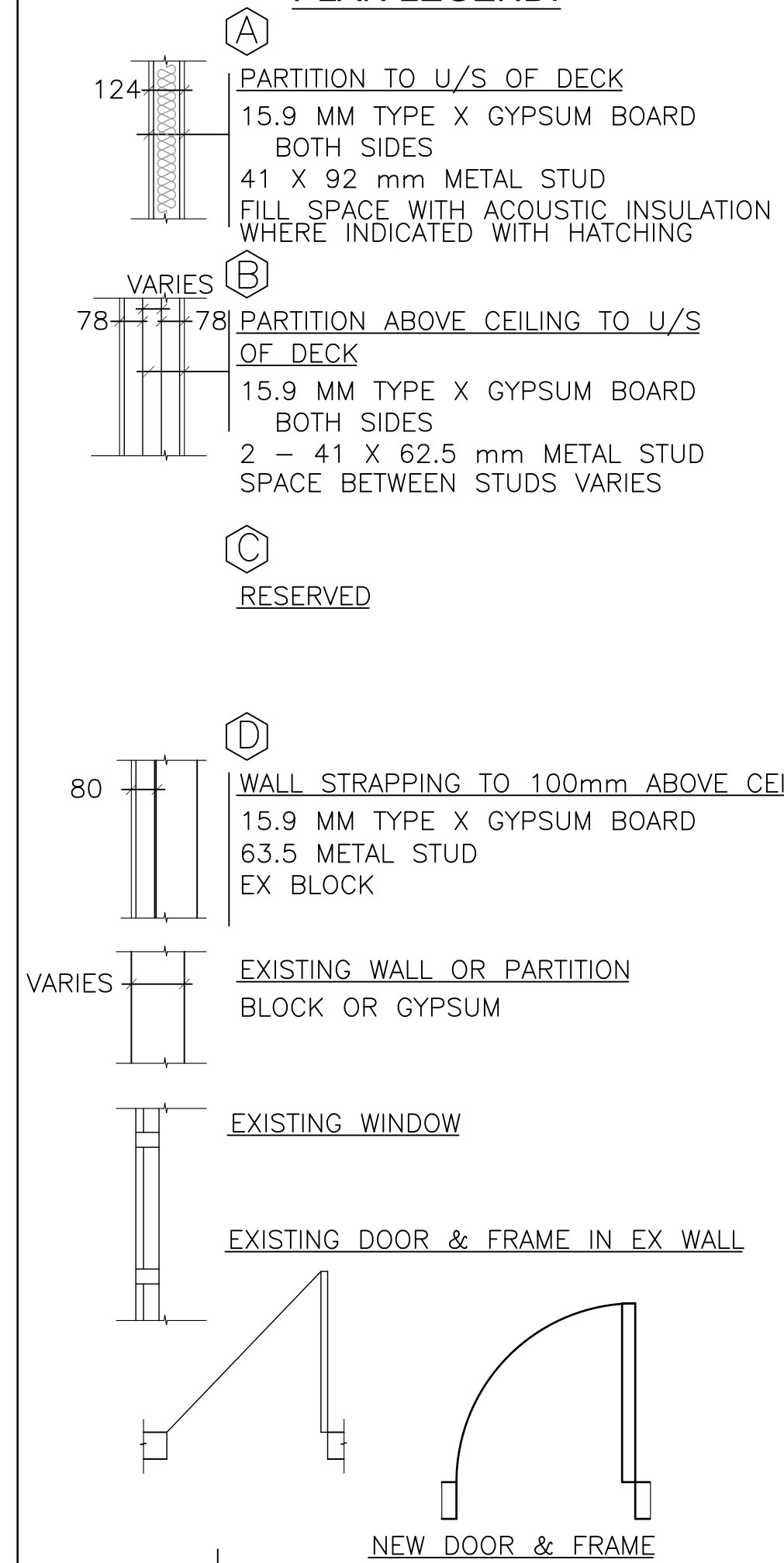
**ABBREVIATIONS LEGEND:**

- ACT - LAY-IN TILE ACOUSTIC CEILING ASSEMBLY
- AFF - ABOVE FINISHED FLOOR
- AL - ALUMINUM
- AN - ANODIZED
- BD - BOARD
- BLK - CONCRETE BLOCK
- B/S - BOTH SIDES
- CEM - CEMENT
- CH - CHANNEL
- CL - CLEAR
- CONC - CONCRETE
- C/W - COMPLETE WITH
- DR - DOOR
- EX - EXISTING
- EXP - EXPOSED STRUCTURE
- EPXY - EPOXY FINISH SYSTEM - FLOOR OR WALL
- F - FINISH
- FF - FINISHED FLOOR
- FRR - FIRE RESISTANCE RATING
- GWG - GEORGIAN WIRE GLASS
- GYP - GYPSUM BOARD
- HDWR - HARDWARE
- HM - HOLLOW METAL
- HT - HEIGHT
- INS - INSULATION
- M - MATERIAL
- MGE - MAKE GOOD EXISTING
- N/A - NOT APPLICABLE
- NFR - NO FINISHING REQUIRED
- OP - OPERABLE PANELS
- OWSJ - OPEN WEB STEEL JOIST
- PT - PAINT
- PREF - PREFINISHED
- RB - RUBBER BASE
- RM - ROOM
- SLR - SEALER
- SS - STAINLESS STEEL
- ST - STEEL
- SV - SHEET VINYL
- TM - TEMPERED
- U/S - UNDERSIDE
- /W - WITH
- WD - WOOD

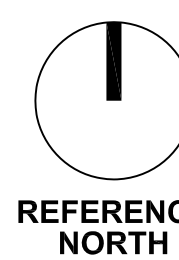
**COMBINED ABBREVIATIONS LEGEND**

- EXAMPLE:  
 EX GYP - EXISTING GYPSUM BOARD  
 CONSTRUCTION  
 EX/GYP - EXISTING CONSTRUCTION  
 & NEW GYPSUM BOARD  
 CONSTRUCTION

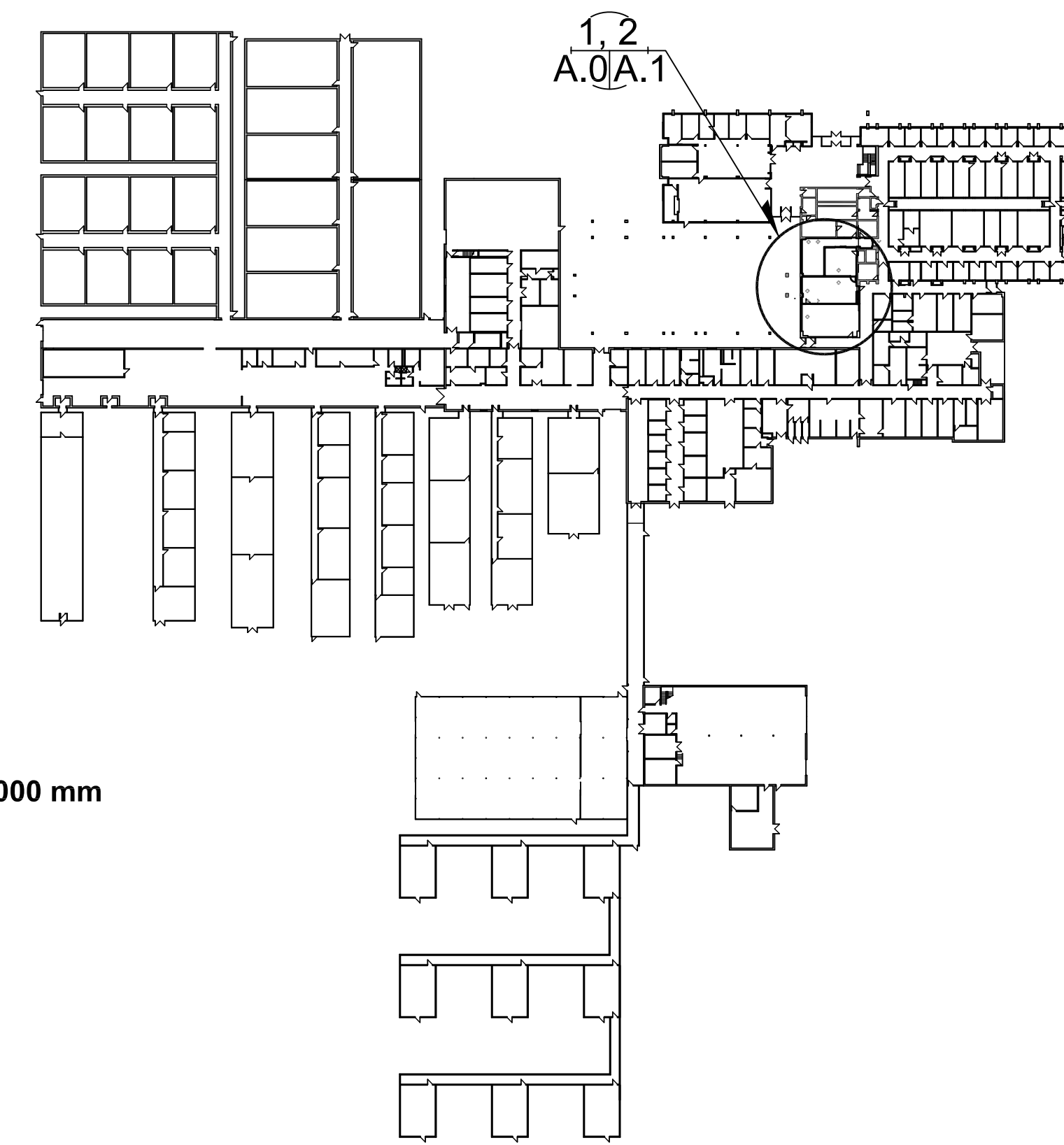
**PLAN LEGEND:**

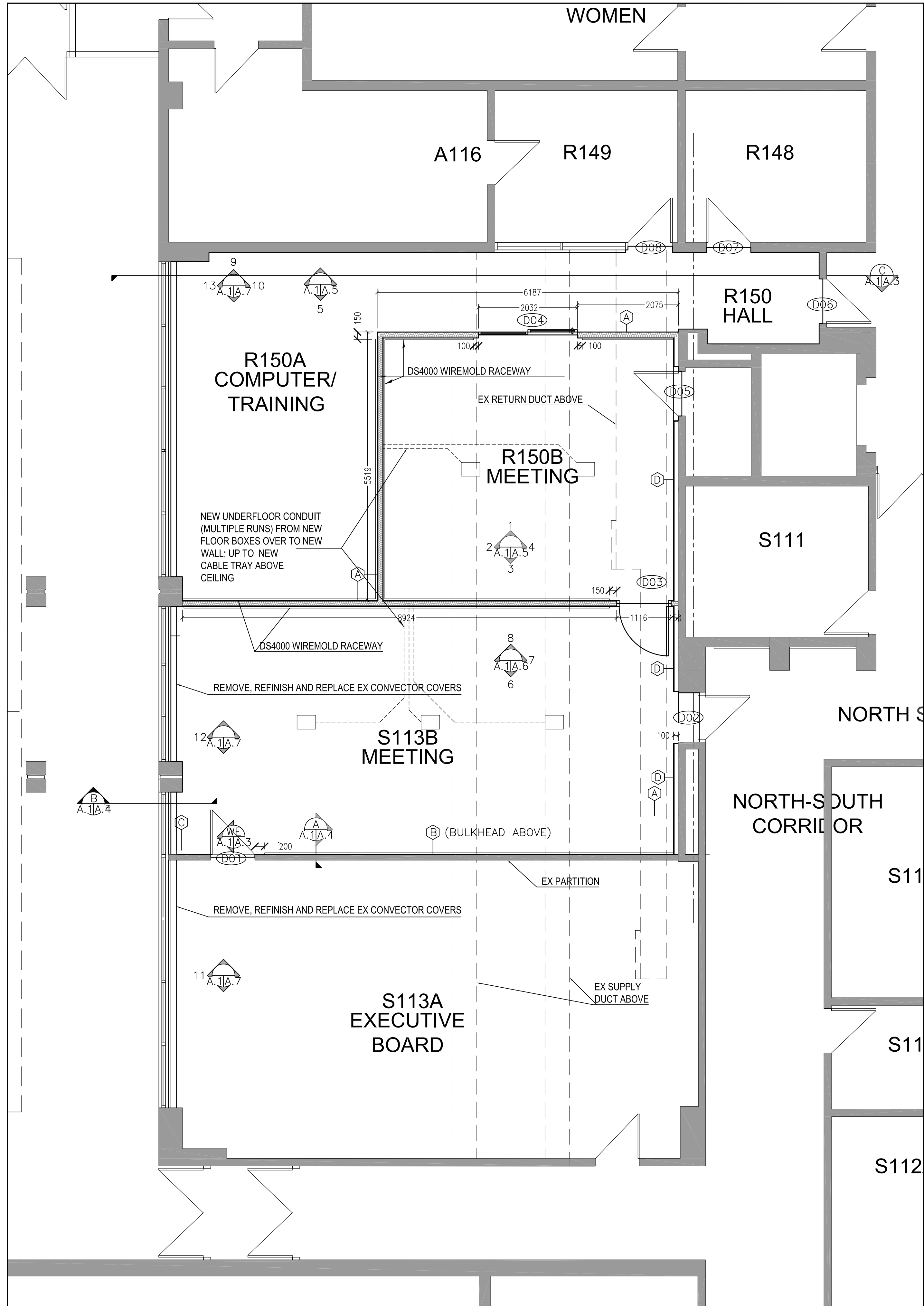


**KEY PLAN**  
SCALE: 1:1000 mm



REFERENCE  
NORTH





**1 FLOOR PLAN**  
A.0/A.2 SCALE: 1 mm = 50 mm

ROOM NO.	ROOM NAME	FLOORS		FLOORS				WALLS				CEILING		REMARKS	
		AREA	PERIM.	FLOOR	BASE	SOUTH	EAST	NORTH	WEST	MATERIAL	HEIGHT				
R150	HALL	15.0	21.9	M EX CONC	GYP/BK	EX BK/GYP	EX BK	EX BK	PT	PT	PT	PT	EX GYP/ACT	2700	CEILING HGT OF BULKHEAD ABOVE DOOR D06 TO REMAIN UNCHANGED.
R150A	COMPUTER/TRAINING ROOM	30.0	22.8	M EX CONC	GYP/BK	GYP	EX BK	GYP	PT	PT	PT	PT	ACT	2700	
R150B	MEETING ROOM	33.1	23.0	M EX CONC	GYP/BK	GYP	EX BK	GYP	EX GYP	PT	PT	PT	ACT	2700	

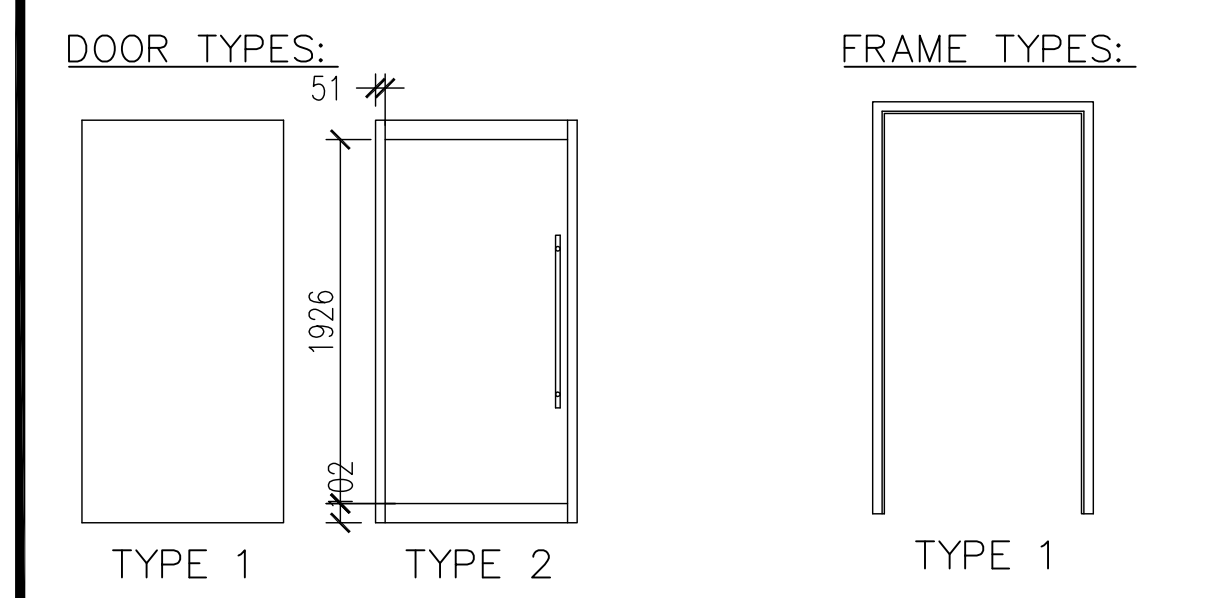
**MATERIAL & FINISH SCHEDULE NOTES:**

- THE MATERIAL AND FINISH SCHEDULE IS INTENDED TO ASSIST THE CONTRACTOR WITH TENDERING AND THE WORK. INFORMATION PERTAINING TO SUBSTRATE MATERIALS AND FINISHES ELSEWHERE IN THE CONTRACT DOCUMENTS SHALL BE INCLUDED IN THE WORK.
- FINISH MATERIAL FLAME SPREAD RATINGS SHALL CONFORM TO THE REQUIREMENTS OF THE ONTARIO BUILDING CODE.
- ALL WORK TO BE IN CONFORMANCE WITH THE REQUIREMENTS OF THE NATIONAL AND ONTARIO BUILDING CODES.
- UNLESS SPECIFICALLY STATED TO BE EXISTING, FINISHED SHALL BE NEW.
- IN LOCATIONS WHERE MATERIAL SUBSTRATES ARE SHOWN AS EXISTING, PATCHING OF EXISTING MATERIALS IS TO BE WITH NEW MATERIALS.
- REFER TO SPECIFICATION SECTIONS FOR FLOOR, BASE, WALL AND CEILING FINISHES MATERIALS.
- WHERE NEW FINISHES ARE APPLIED TO EXISTING SUBSTRATES, THE FINISHING SECTION RESPONSIBLE FOR THE NEW FINISH SHALL PROVIDE ALL PREPARATION INCLUDING, BUT NOT LIMITED TO, ALL GRINDING, PATCHING, AND CHIPPING TO MAKE SURFACE SUITABLY LEVEL AND TRUE TO ACCEPT THE NEW FINISH. THE FINISHING SECTION SHALL ALSO STRIP ANY EXISTING FINISH BY MEANS OF POWER-WASHING ETCHING, SANDBLASTING OR OTHER APPROVED MEANS TO RENDER THE SURFACE CAPABLE OF COMPLETE AND PERMANENT FINISHING.
- COLOURS, PATTERNS, ACCENTS FOR WALLS AND FLOOR FINISHES SHALL BE PROVIDED AT A LATER DATE BY THE CONSULTANT. REFER TO SPECIFICATIONS FOR PRODUCT RANGES.
- SEE FLOOR PLANS FOR DETAIL LOCATIONS OF FLOOR FINISHES.

DOOR NO.	DOOR						FRAME				FRR (MIN.)	REMARKS		
	QUAN	TYPE	MATERIAL	WIDTH	HEIGHT	THICK	FINISH	GLAZING	TYPE	JAMB TYPE			HEAD TYPE	MATERIAL
D01	1	1	EX WD	915	2134		PT		1			EX WD	PT	EX DOOR AND FRAME TO BE REFINISHED AND PAINTED
D02	1	1	EX HM	915	2134		PT		1			EX HM	PT	EX DOOR AND FRAME TO BE REFINISHED AND PAINTED
D03	1	1	WD	1016	2134	45	CL F		1			HM	PT	
D04	1	2	AL	1016	2286	45	PREF					PREF		NEW PREF AL DOOR AND FRAME SYSTEM
D05	1	1	EX HM	915	2134		PT		1			EX HM	PT	EX DOOR AND FRAME TO BE REFINISHED AND PAINTED
D06	1	1	EX HM	915	2134		PT	EX	1			EX HM	PT	EX DOOR AND FRAME TO BE REFINISHED AND PAINTED
D07	1	1	EX HM	915	2134		PT	EX	1			EX HM	PT	EX DOOR AND FRAME TO BE REFINISHED AND PAINTED
D08	1	1	EX HM	915	2134		PT	EX	1			EX HM	PT	EX DOOR AND FRAME TO BE REFINISHED AND PAINTED

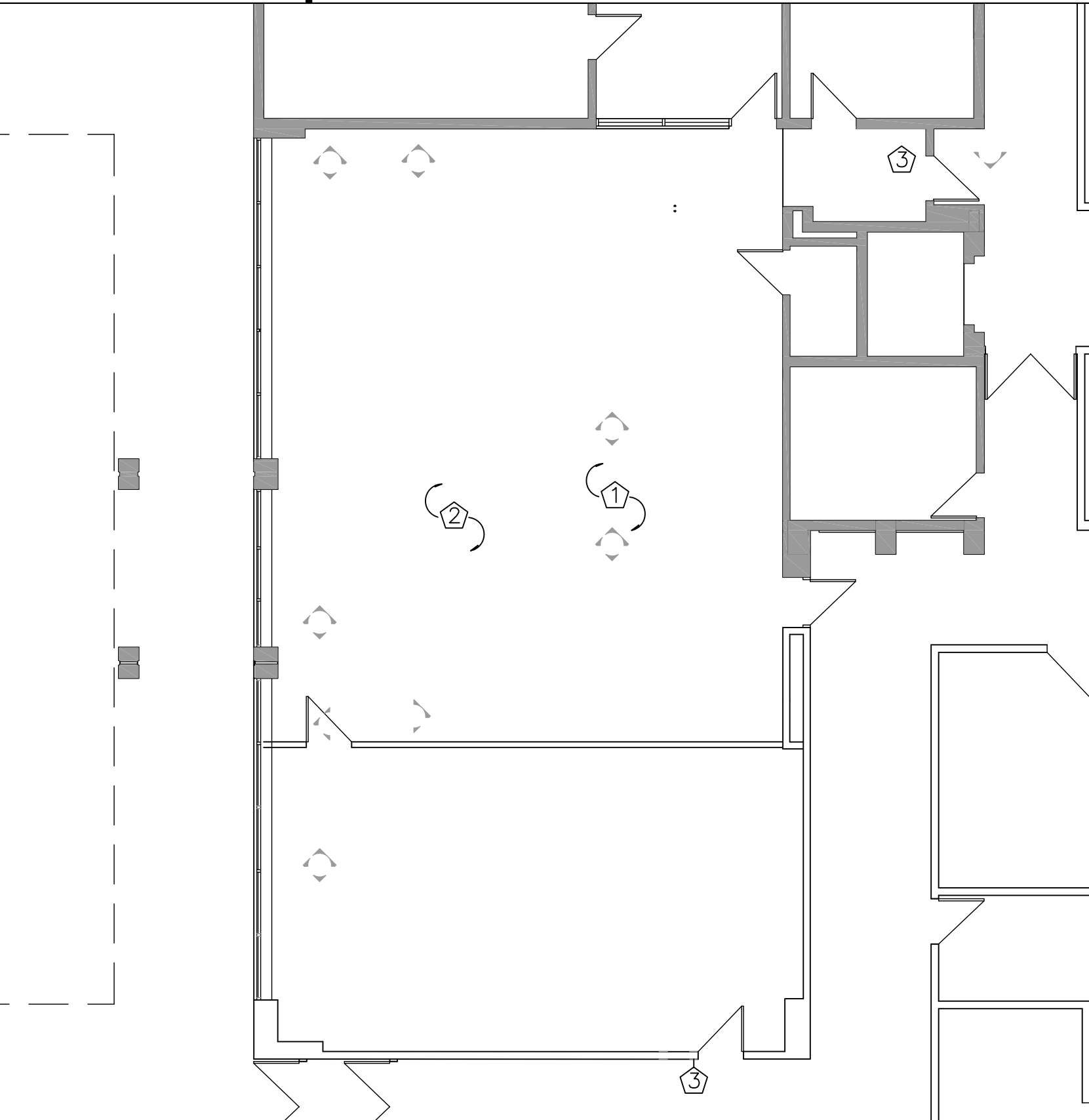
**DOOR & FRAME SCHEDULE NOTES:**

- THE DOOR AND FRAME SCHEDULE IS INTENDED TO ASSIST THE CONTRACTOR WITH TENDERING AND THE WORK. INFORMATION PERTAINING TO DOORS AND FRAMES ELSEWHERE IN THE CONTRACT DOCUMENTS SHALL BE INCLUDED IN THE WORK.
- ALL DOORS AND FRAMES SHALL BE PREPARED FOR SPECIFIED HARDWARE.
- THE WORK OF THESE SECTIONS SHALL CONFORM TO THE NATIONAL BUILDING CODE AND ONTARIO BUILDING CODE.
- MANUFACTURER'S DOOR AND FRAME SCHEDULE SHALL HAVE NOMENCLATURE CORRESPONDING TO CONSULTANT'S SCHEDULE. SUBMIT SCHEDULE FOR REVIEW BY ARCHITECT.



**DEMOLITION NOTES**

- REMOVE EX CEILING TILES, GRID, LIGHT FIXTURES, DIFFUSERS AND OTHER ATTACHED DEVICES. NOTE ELECTRICAL AND MECHANICAL DRAWINGS FOR DEVICES TO BE REMOVED AND SAVED FOR REINSTALLATION.
- REMOVE EX VAT TILE AND ADHESIVE. GRIND FLOOR SMOOTH TO RECEIVE LATEX UNDERLAYMENT AND NEW TILE.
- DO NOT REMOVE THE EX BULKHEAD AT DOOR O6.
- REFER TO MECHANICAL AND ELECTRICAL DRAWINGS FOR ADDITIONAL DEMOLITION INFORMATION.



**2 DEMOLITION PLAN**  
A.0/A.1 SCALE: 1 mm = 100 mm

Agriculture and Agri-Food Canada  
Agriculture et Agroalimentaire Canada

**Greenhouse and Processing Crops Research Centre**  
Centre de recherches sur les cultures abritées et industrielles

Revisions: ISSUED FOR TENDER Date: 2015-11-23

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A Detail No.  
B No. du détail  
C drawing no. - where detail required  
dessin no. - ou détail exigé

project title  
titre du projet  
**HARROW ONTARIO**  
AGRICULTURE AND AGRI-FOOD CANADA  
2585 COUNTY ROAD 20

drawing title  
titre du dessin  
**MEETING ROOM ALTERATIONS**  
PLANS, SCHEDULE & NOTES

designed by  
conc par DA

drawn by  
dessiné par DA

reviewed by  
examiné par

approved by  
approuvé par -

project date  
date du projet 2015-11-23

project no.  
no. du projet 15-06

drawing no.  
dessiné no. A.1





2015-11-23

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- |   |  |
|---|--|
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|   | drawing no. - where detailed / dessin no. - ou détaillé            |

project title / titre du projet  
**HARROW** ONTARIO  
 AGRICULTURE AND AGRI-FOOD CANADA  
 2585 COUNTY RD. 20

**MEETING ROOM  
 ALTERATION**

drawing title / titre du dessin  
**REFLECTED CEILING &  
 FLOOR FINISH  
 PLANS**

designed by / conçu par DA

drawn by / dessiné par DA

reviewed by / examiné par




approved by / approuvé par






project date / date du projet 2015-11-23

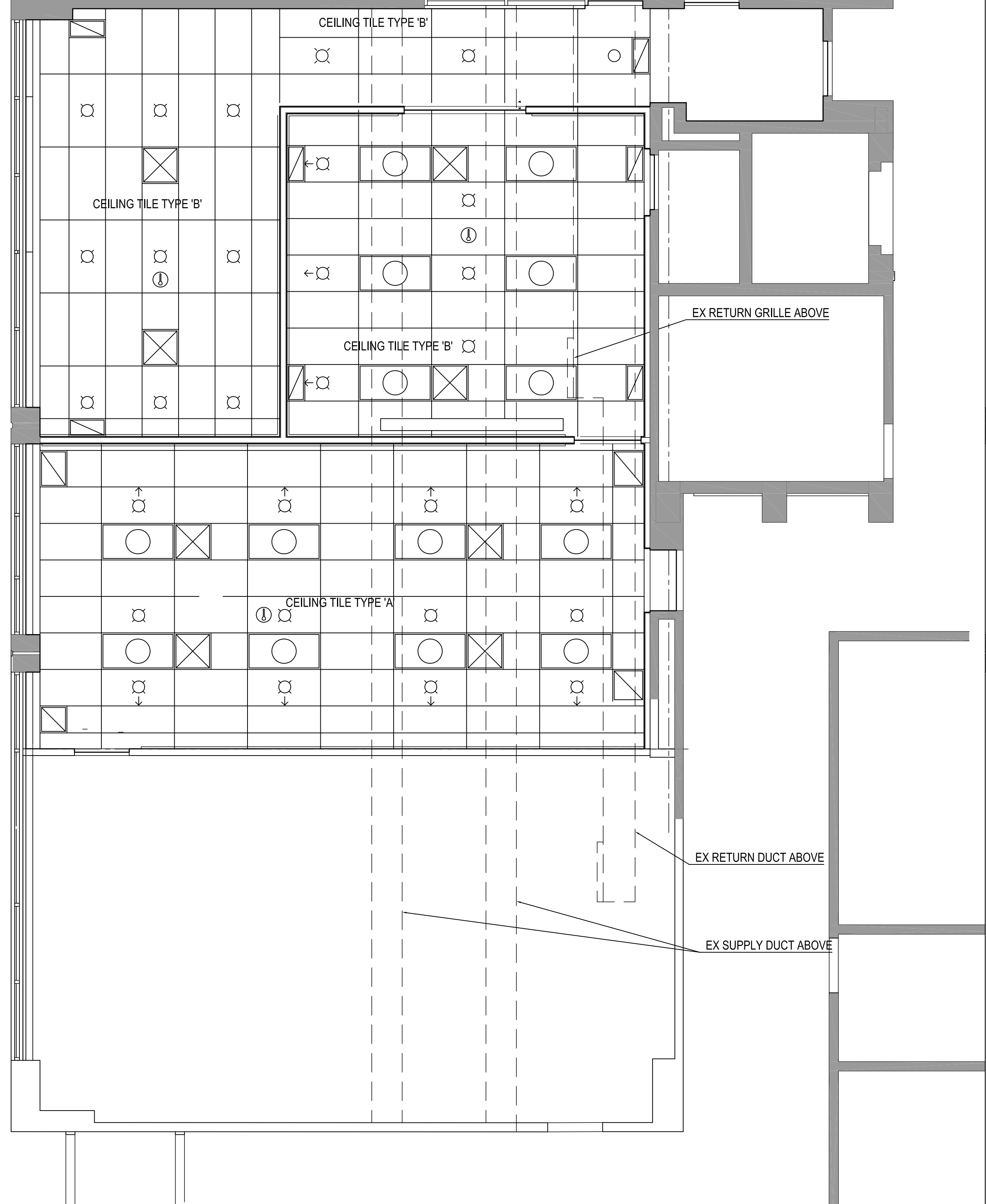
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drawing no. / dessin no. A.2

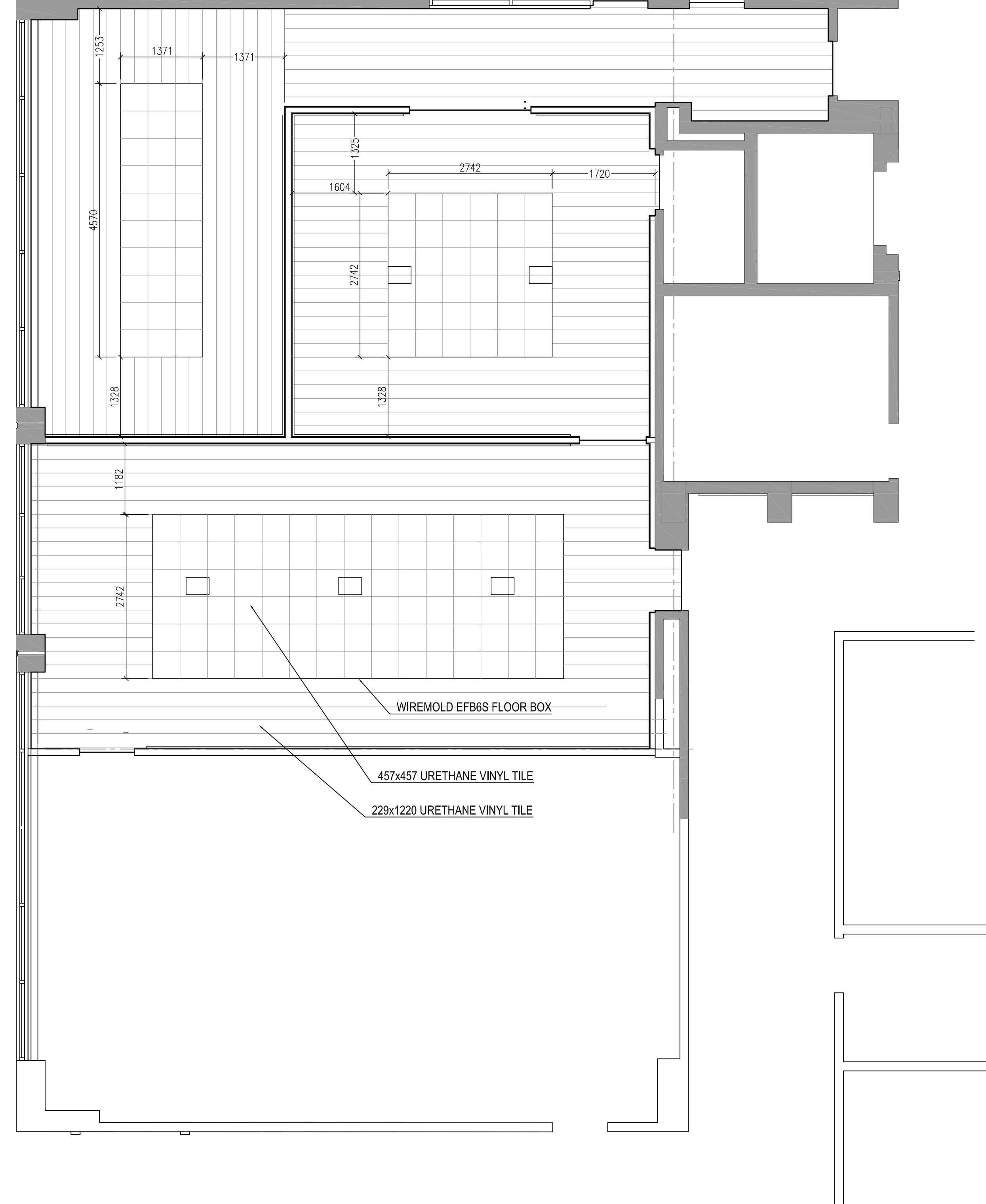
**CEILING LEGEND**

-  RECESSED CEILING FIXTURE
-  DIRECTIONAL RECESSED CEILING FIXTURE
-  HEAT DETECTOR

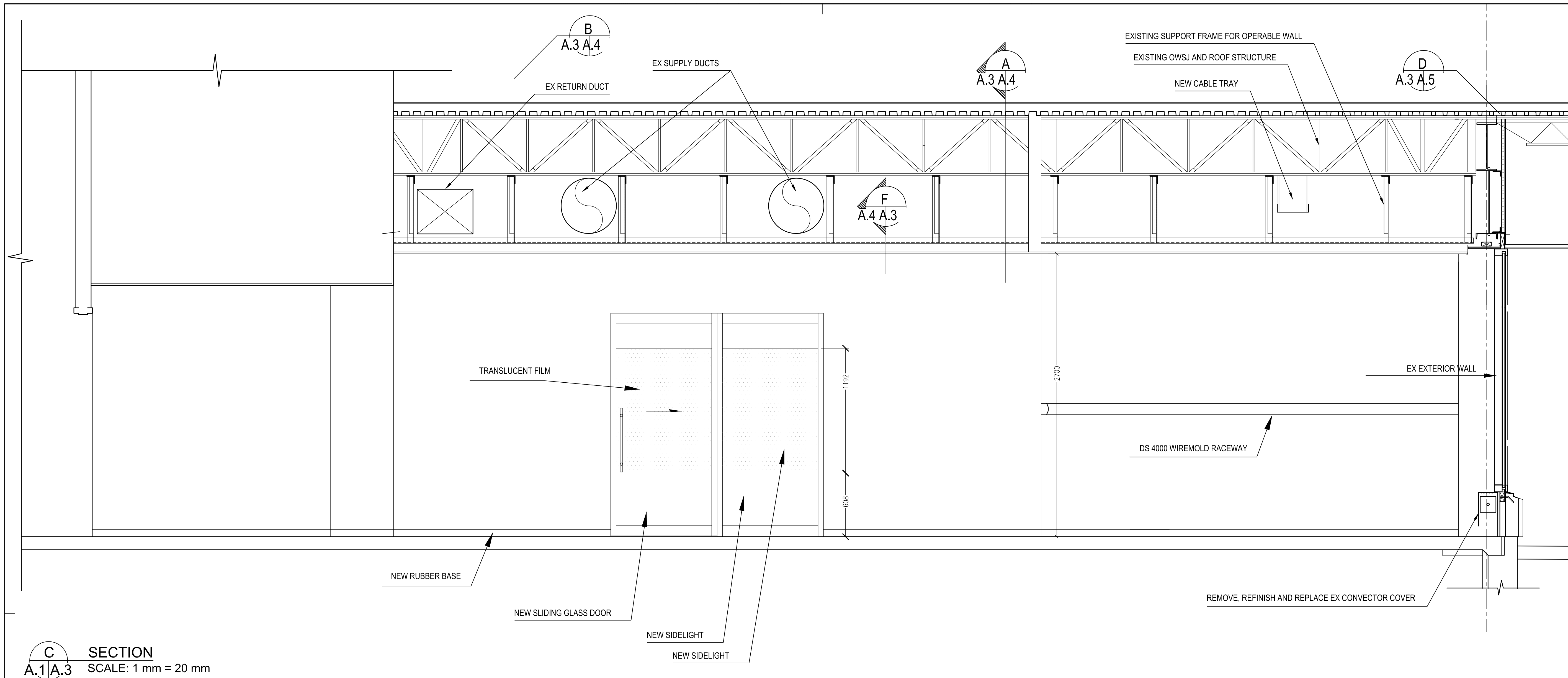
-  FLORESCENT FIXTURE
-  CEILING MOUNTED SPEAKER
-  SUPPLY AIR DIFFUSER
-  RETURN AIR DIFFUSER
-  CEILING MOUNTED DIGITAL PROJECTOR



**3**  
 A.0/A.2 REFLECTED CEILING PLAN  
 SCALE: 1 mm = 50 mm

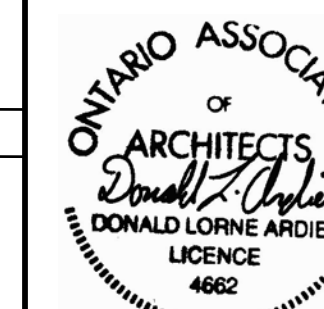


**3**  
 A.0/A.2 FLOOR MATERIAL PATTERN PLAN  
 SCALE: 1 mm = 50 mm



**C**  
SECTION  
A.1 A.3 SCALE: 1 mm = 20 mm

Revisions	Date
ISSUED FOR TENDER	2015-11-23



2015-11-23

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project title  
titre du projet  
**HARROW** ONTARIO  
AGRICULTURE AND AGRI-FOOD CANADA  
2585 COUNTY RD. 20

**MEETING ROOM  
ALTERATION**

drawing title  
titre du dessin  
**ROOM  
SECTION**

designed by  
conc par **DA**

drawn by  
dessiné par **DA**

reviewed by  
examiné par

approved by  
approuvé par

project date  
date du projet **2015-11-23**

project no.  
no. du projet **15-06**

drawing no.  
dessiné no. **A.3**



2015-11-23

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- B drawing no. - where detail required
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project title  
titre du projet  
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AGRICULTURE AND AGRI-FOOD CANADA  
2585 COUNTY RD. 20

MEETING ROOM  
MODERNIZATION

drawing title  
titre du dessin  
SECTIONS

designed by  
conc par DA

drawn by  
dessine par DA

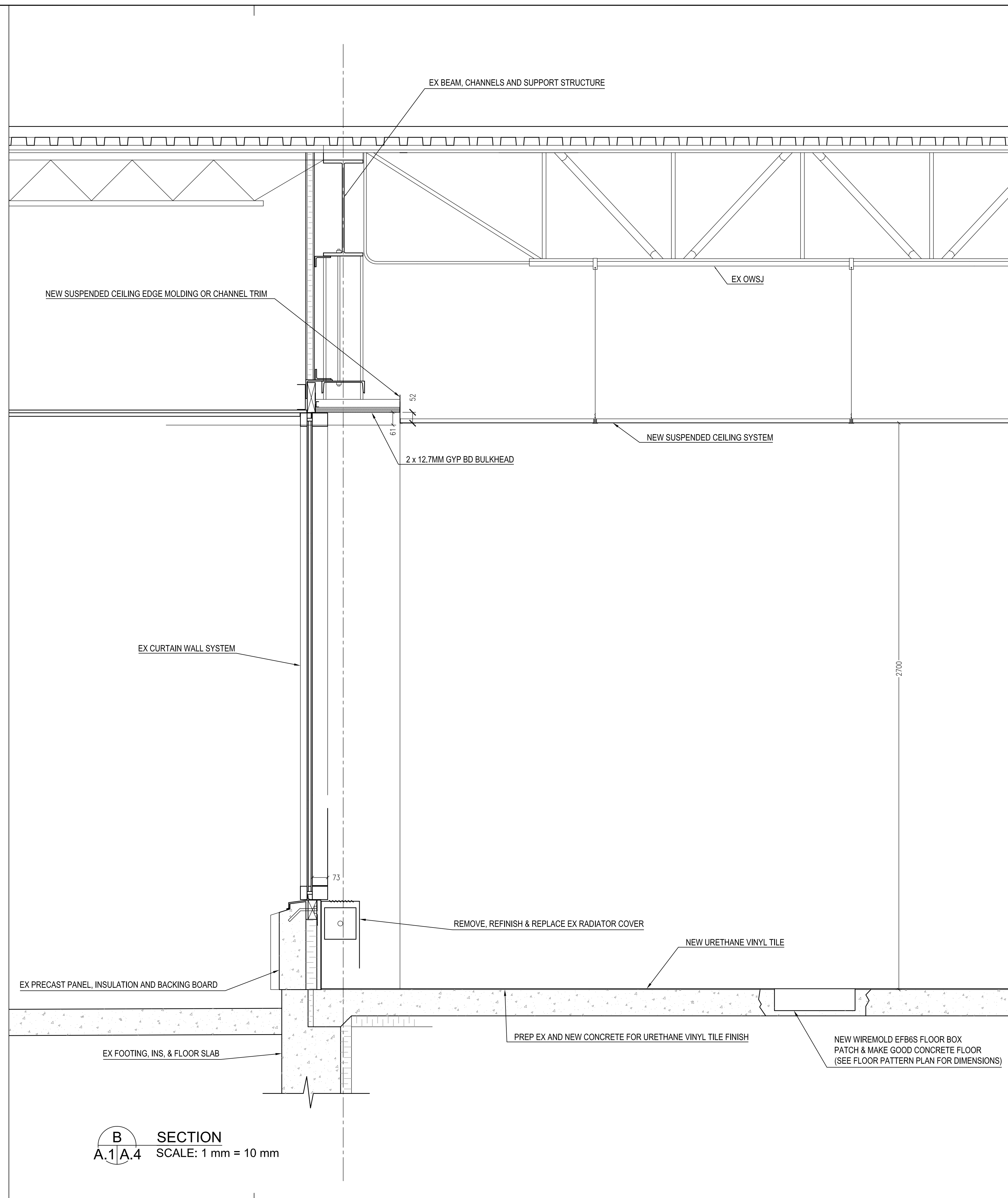
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examine par

approved by  
approuve par

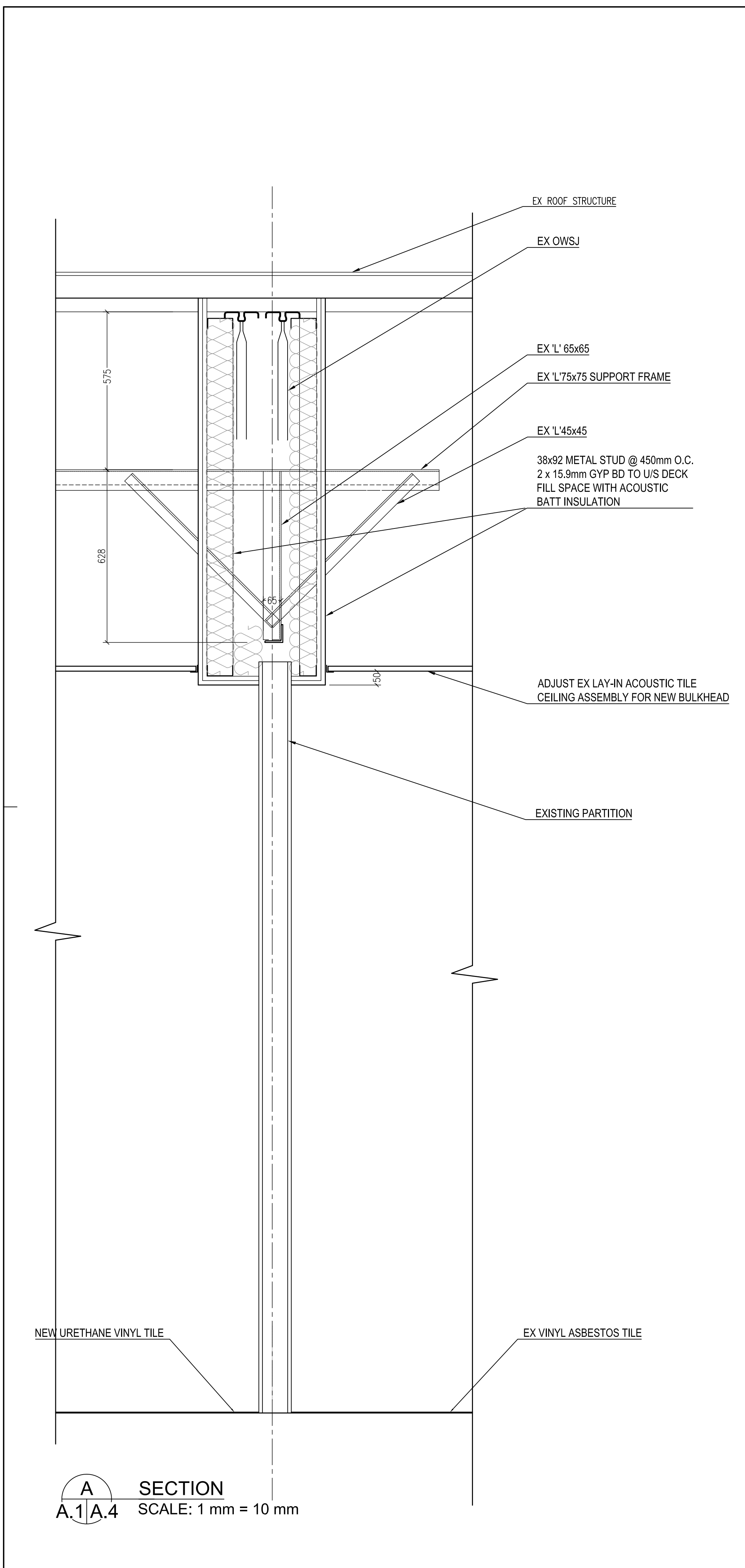
project date  
date du projet 2015-11-23

project no.  
no. du projet 15-06

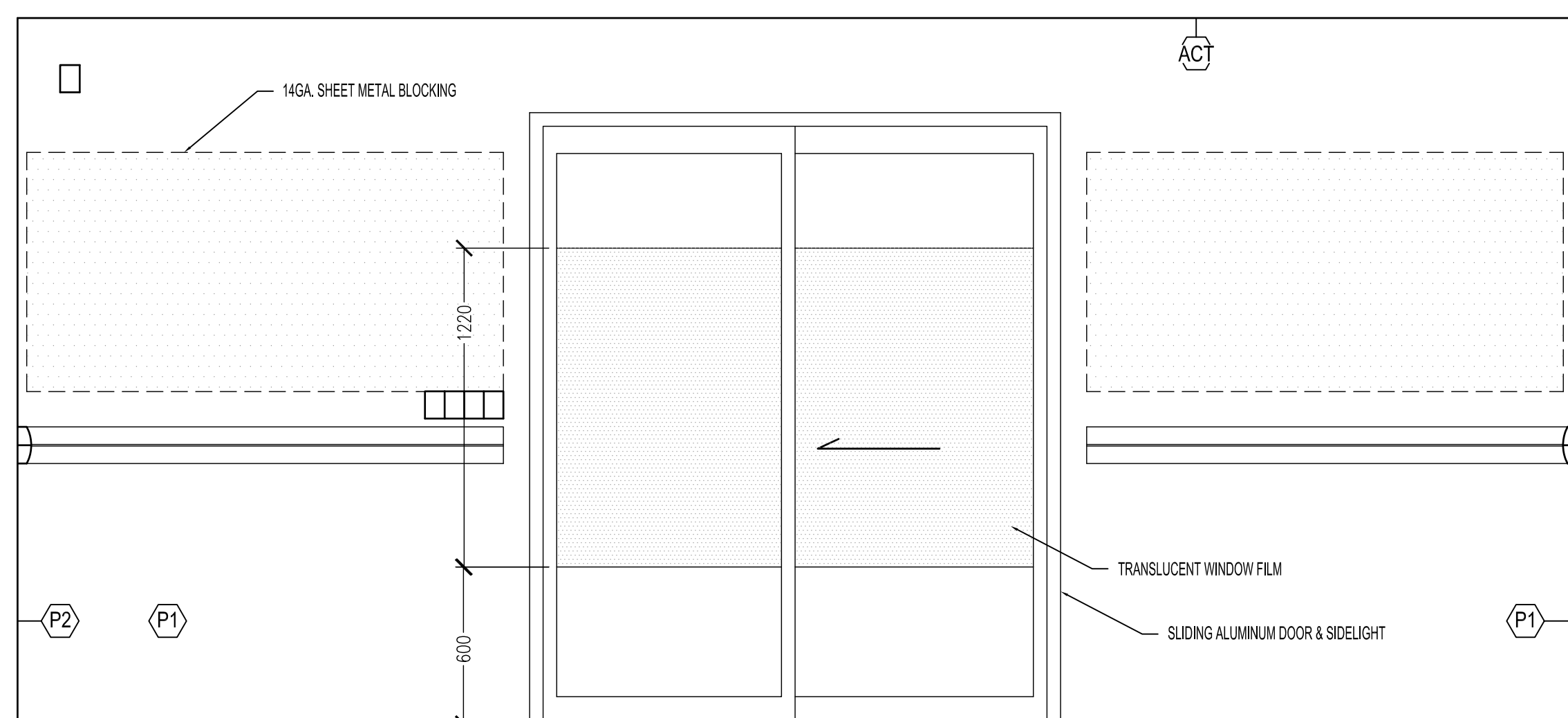
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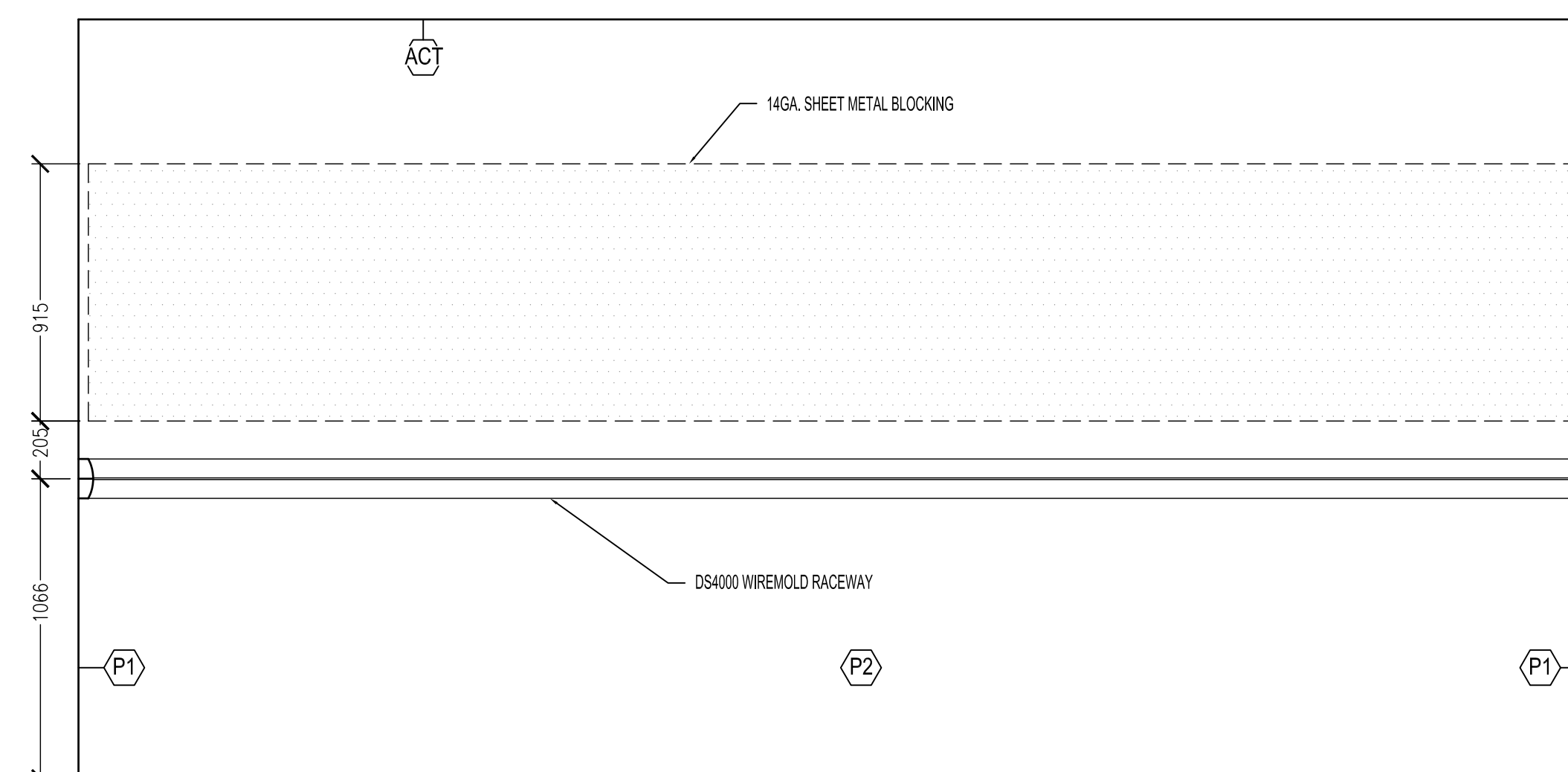
**B** SECTION  
A.1/A.4 SCALE: 1 mm = 10 mm



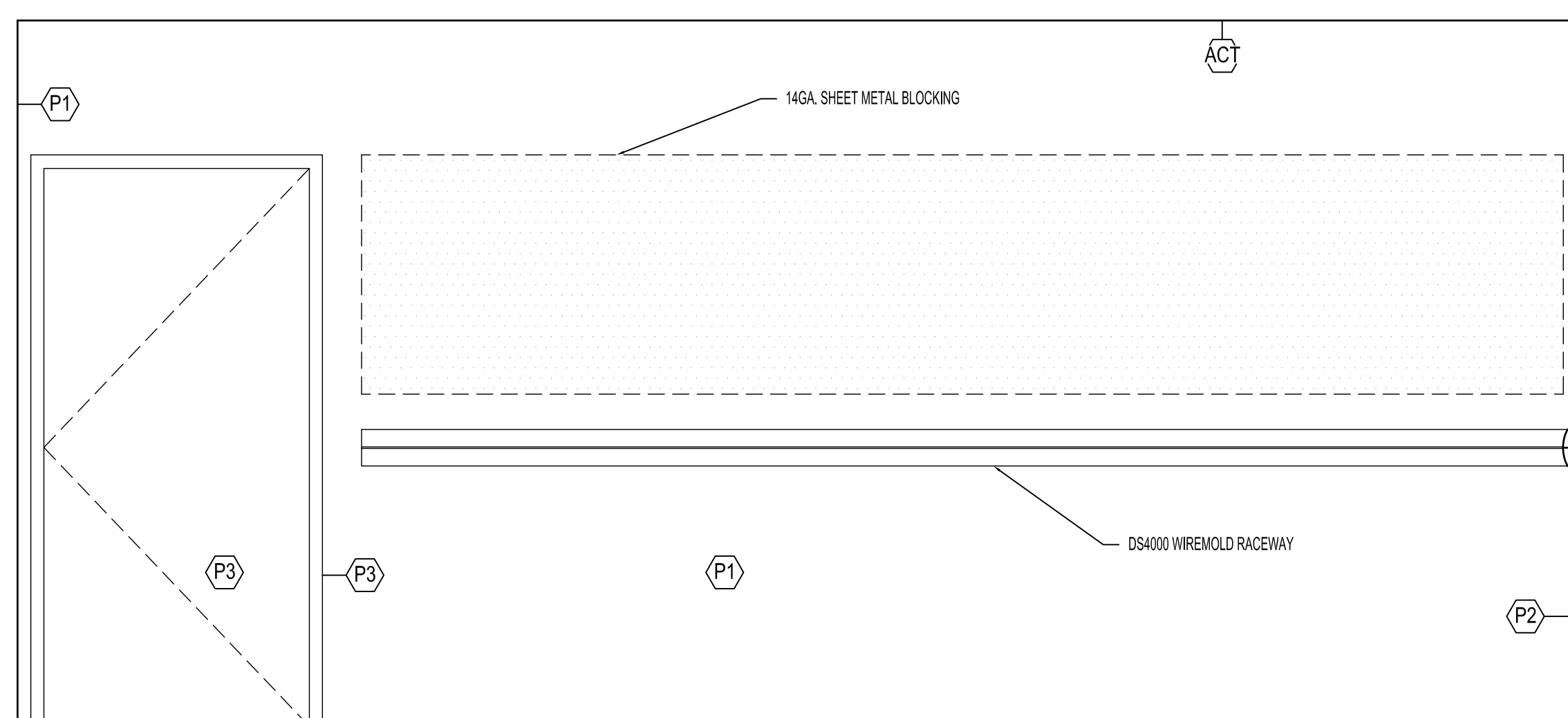
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A.1/A.4 SCALE: 1 mm = 10 mm



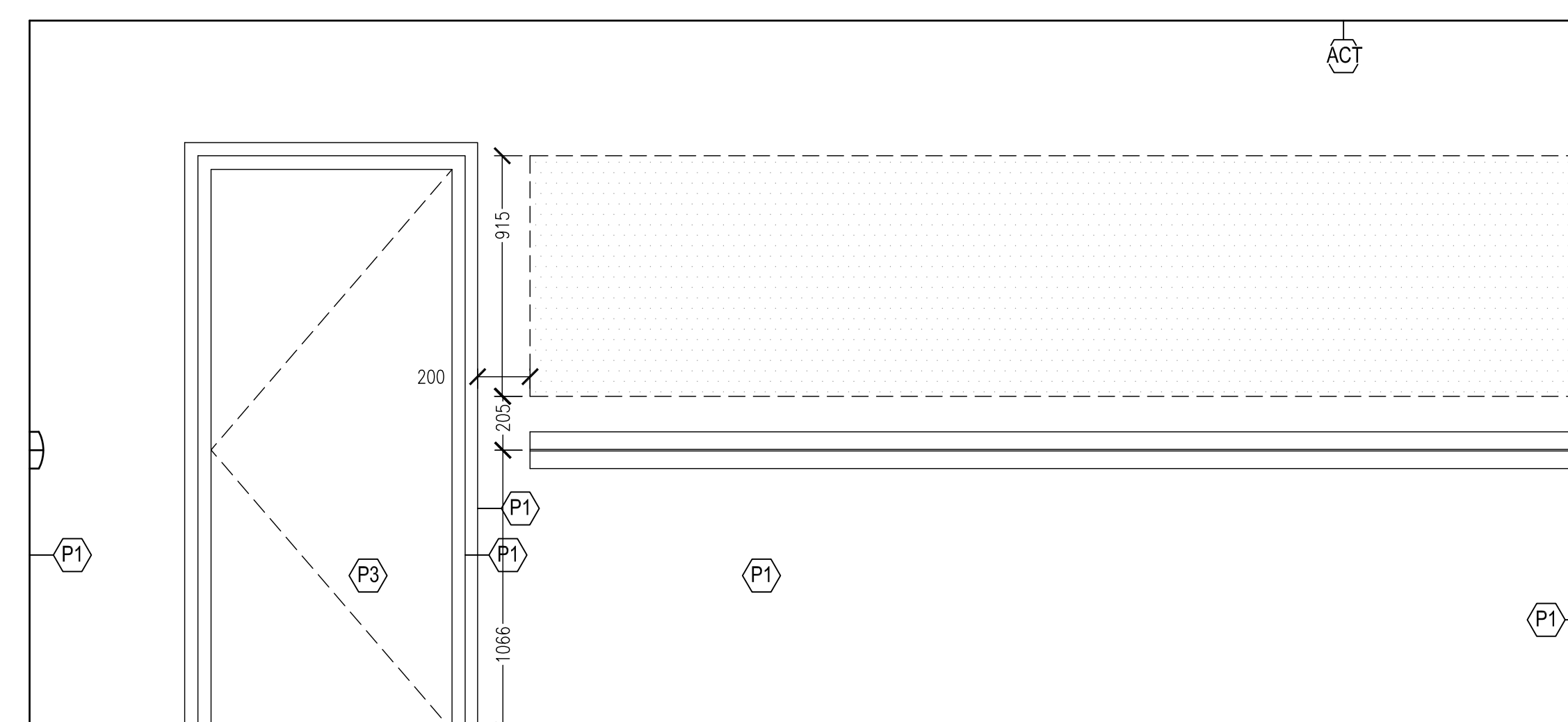
1 ROOM 150B NORTH ELEVATION  
A.1/A.5 SCALE: 1mm = 20mm



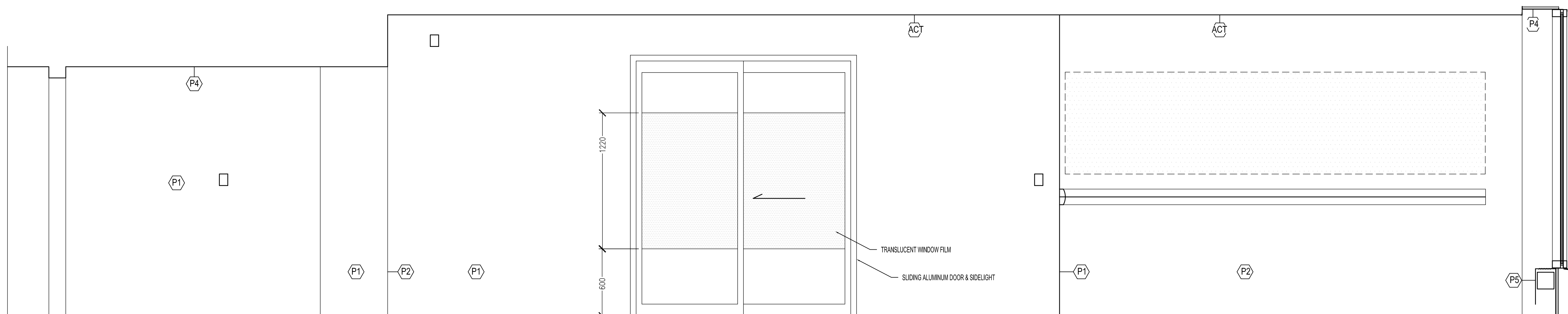
2 ROOM 150B WEST ELEVATION  
A.1/A.5 SCALE: 1mm = 20mm



3 ROOM 150B SOUTH ELEVATION  
A.1/A.5 SCALE: 1mm = 20mm



4 ROOM 150B EAST ELEVATION  
A.1/A.5 SCALE: 1mm = 20mm



5 ROOM 150B NORTH ELEVATION  
A.1/A.5 SCALE: 1mm = 20mm



2015-11-23

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B	No. du detail
C	drawing no. - where detail required dessin no. - ou detail exigé
	drawing no. - where detailed dessin no. - ou detaille

project title  
titre du projet  
**HARROW** ONTARIO  
AGRICULTURE AND AGRI-FOOD CANADA  
2585 COUNTY RD. 20

MEETING ROOM  
ALTERATION

drawing title  
titre du dessin  
ROOM  
ELEVATIONS

designed by  
conç par DA

drawn by  
dessiné par DA

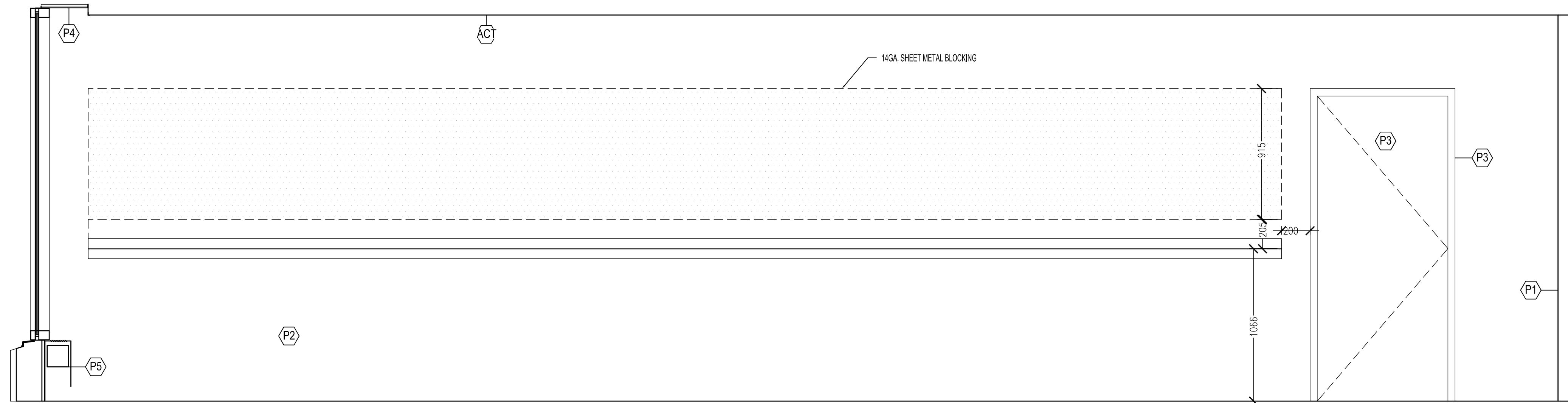
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approved by  
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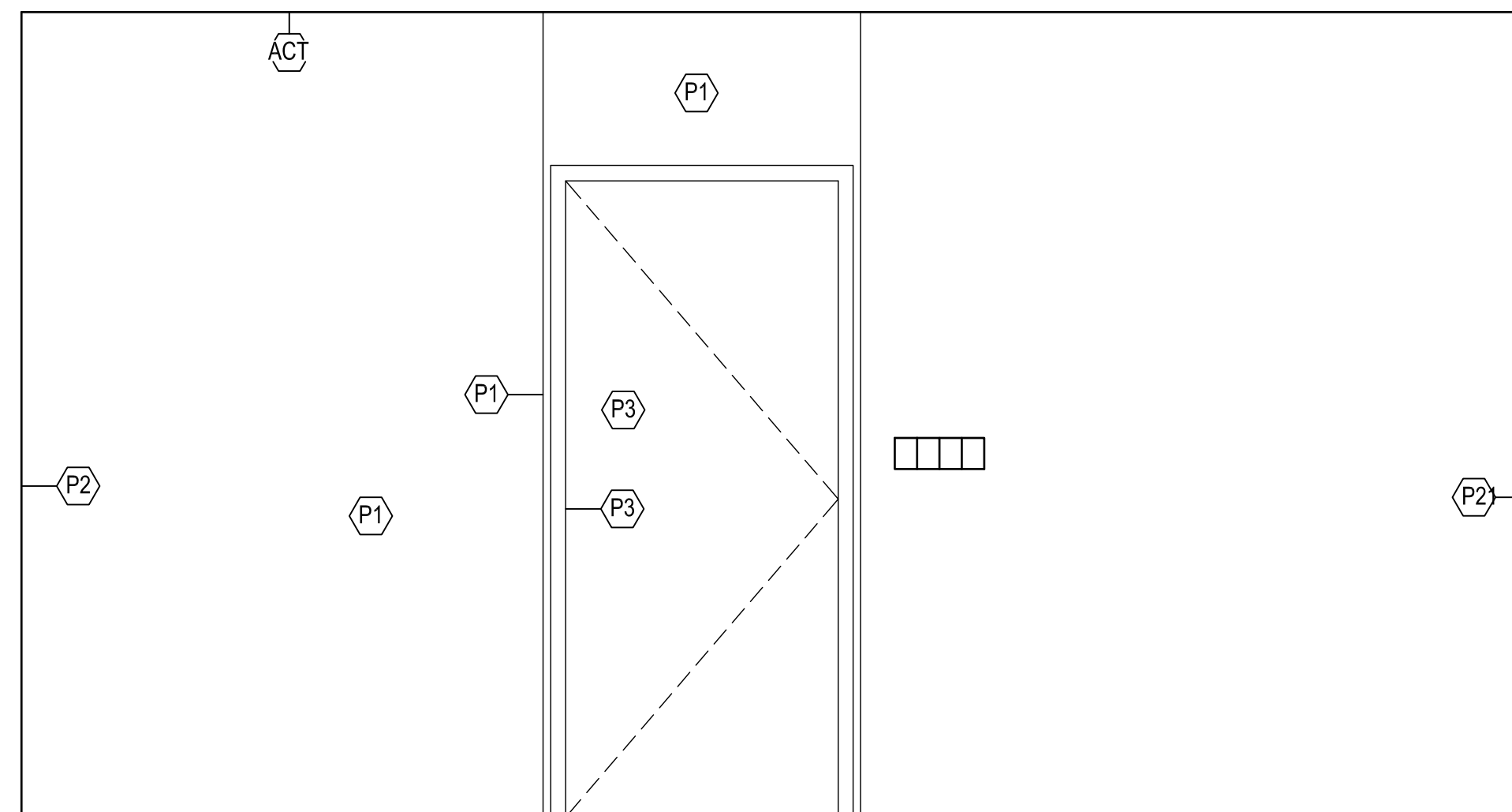
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date du projet 2015-11-23

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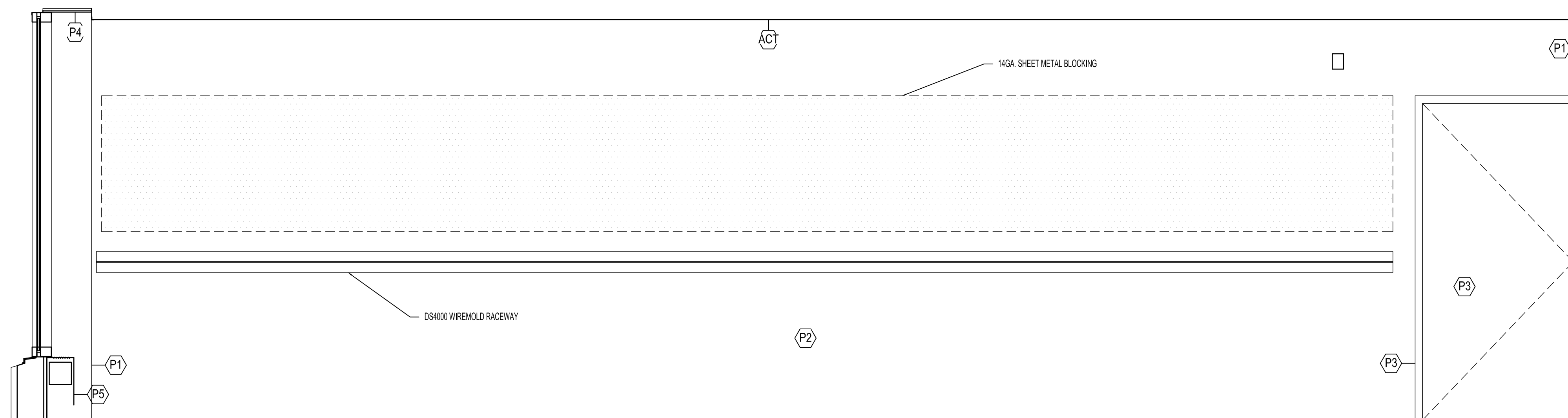
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dessiné no. A.5



6 ROOM 150B WEST ELEVATION  
A.1/A.6 SCALE: 1mm = 20mm



7 ROOM 150B EAST ELEVATION  
A.1/A.6 SCALE: 1mm = 20mm



8 ROOM 150B SOUTH ELEVATION  
A.1/A.6 SCALE: 1mm = 20mm

Revisions	Date
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A	Detail No. No. du détail
B	drawing no. - where detail required dessin no. - ou détail exigé
C	drawing no. - where detailed dessin no. - ou détaillé

project title  
titre du projet  
**HARROW** ONTARIO  
AGRICULTURE AND AGRI-FOOD CANADA  
2585 COUNTY RD. 20

MEETING ROOM  
ALTERATION

drawing title  
titre du dessin  
**ROOM  
ELEVATIONS**

designed by  
conç par DA

drawn by  
dessiné par DA

reviewed by  
examiné par

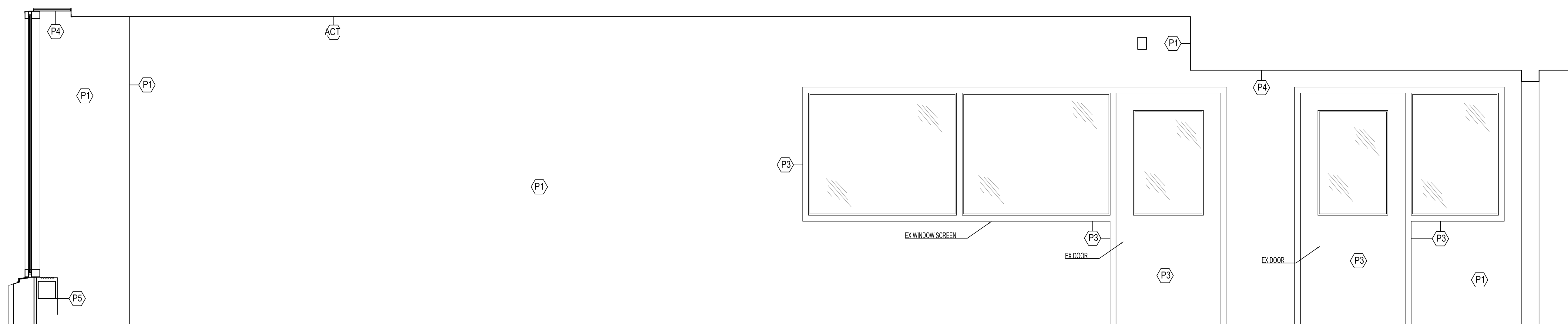
approved by  
approuvé par

project date  
date du projet 2015-11-23

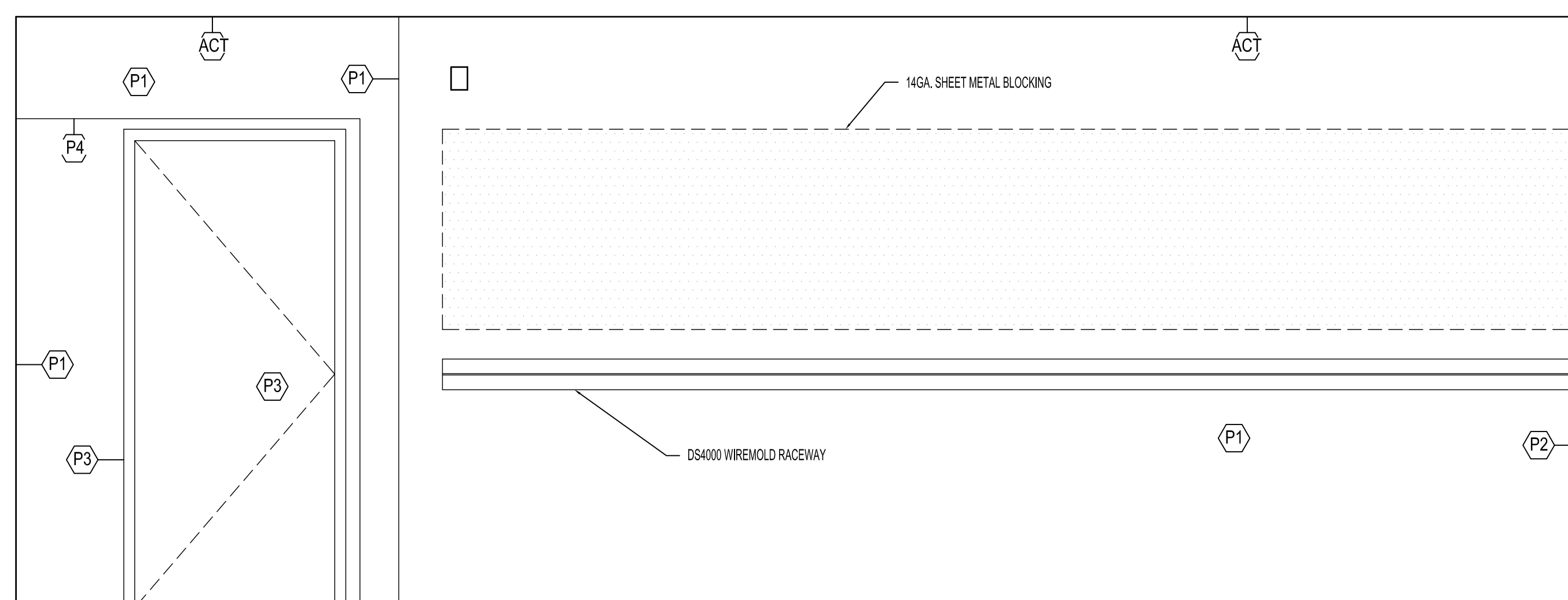
project no.  
no. du projet 15-06

drawing no.  
dessiné no. A.6

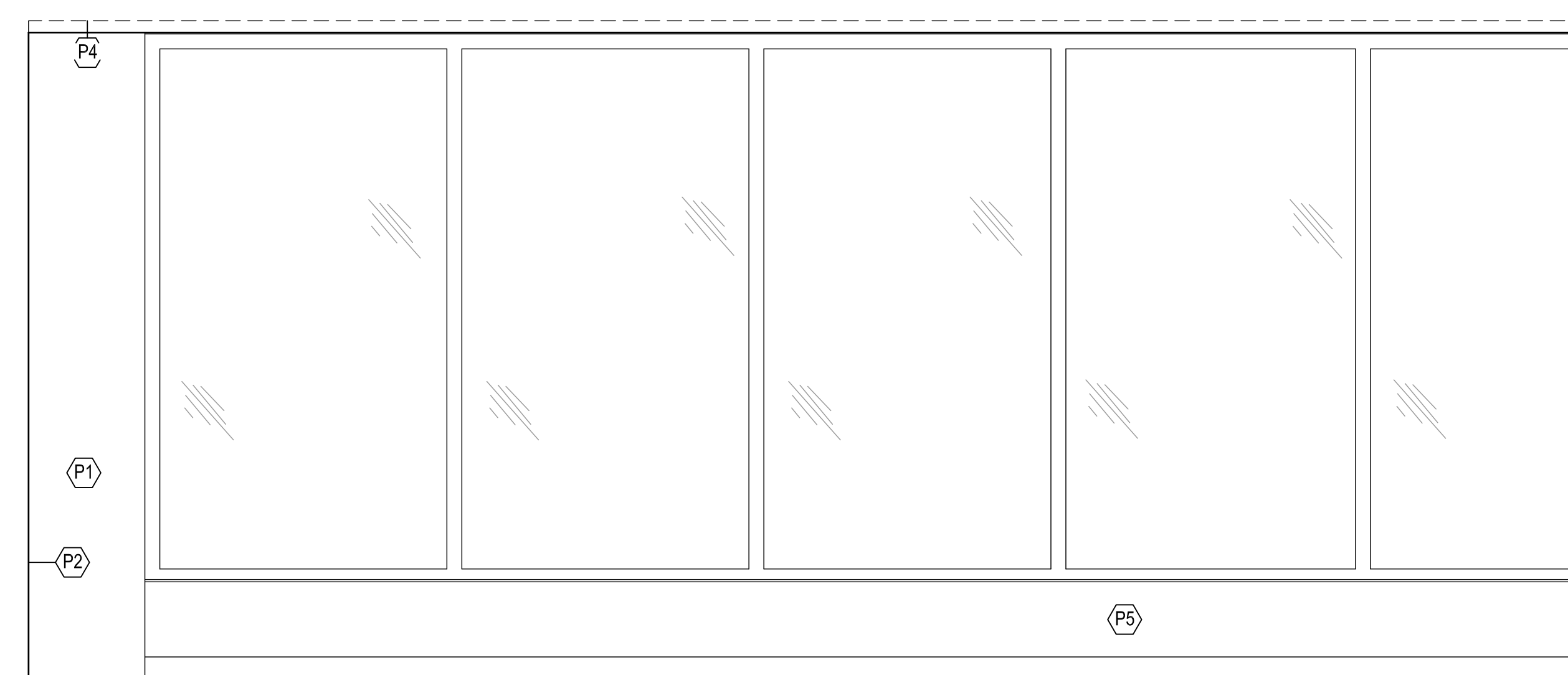
Revisions	Date
ISSUED FOR TENDER	2015-11-23



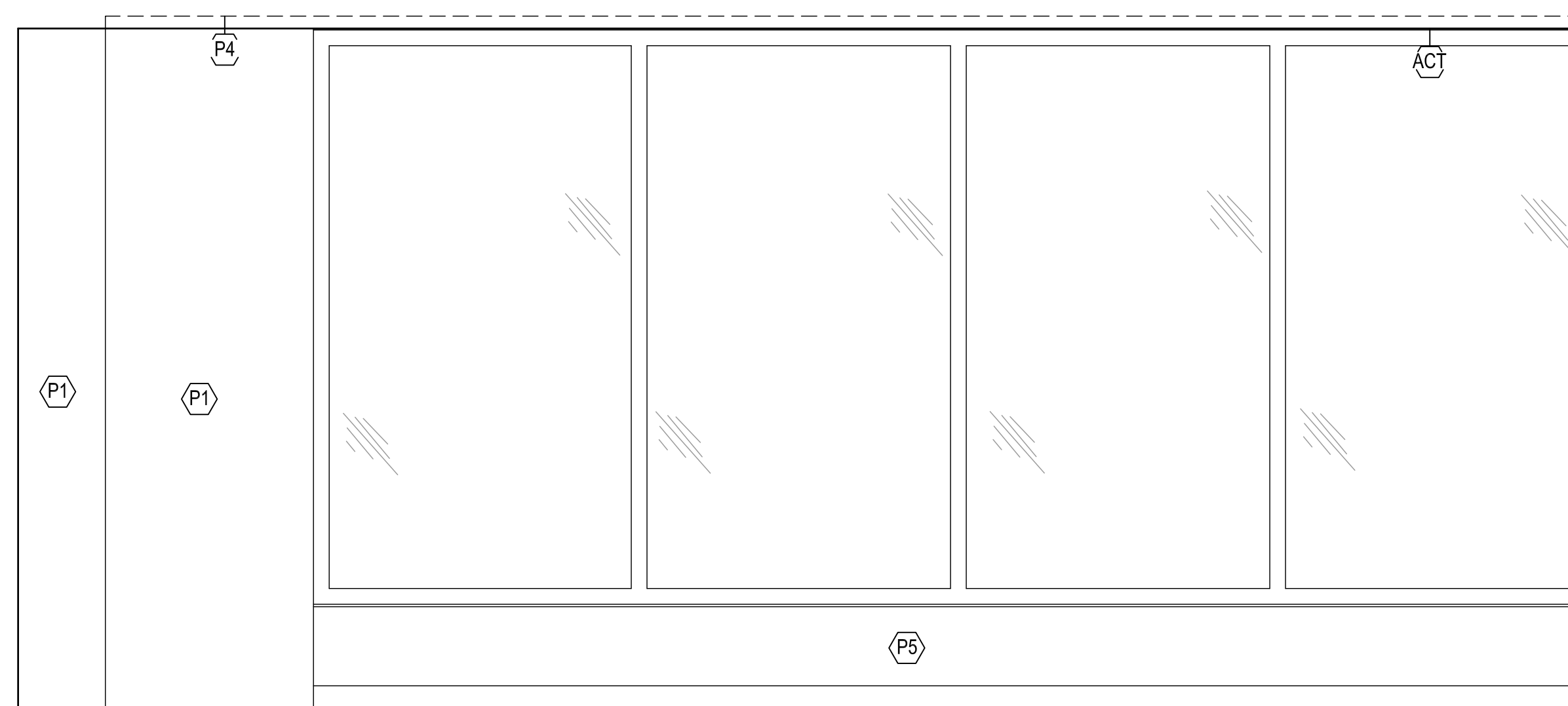
**9 ROOM 150B NORTH ELEVATION**  
 A.1/A.7 SCALE: 1mm = 20mm



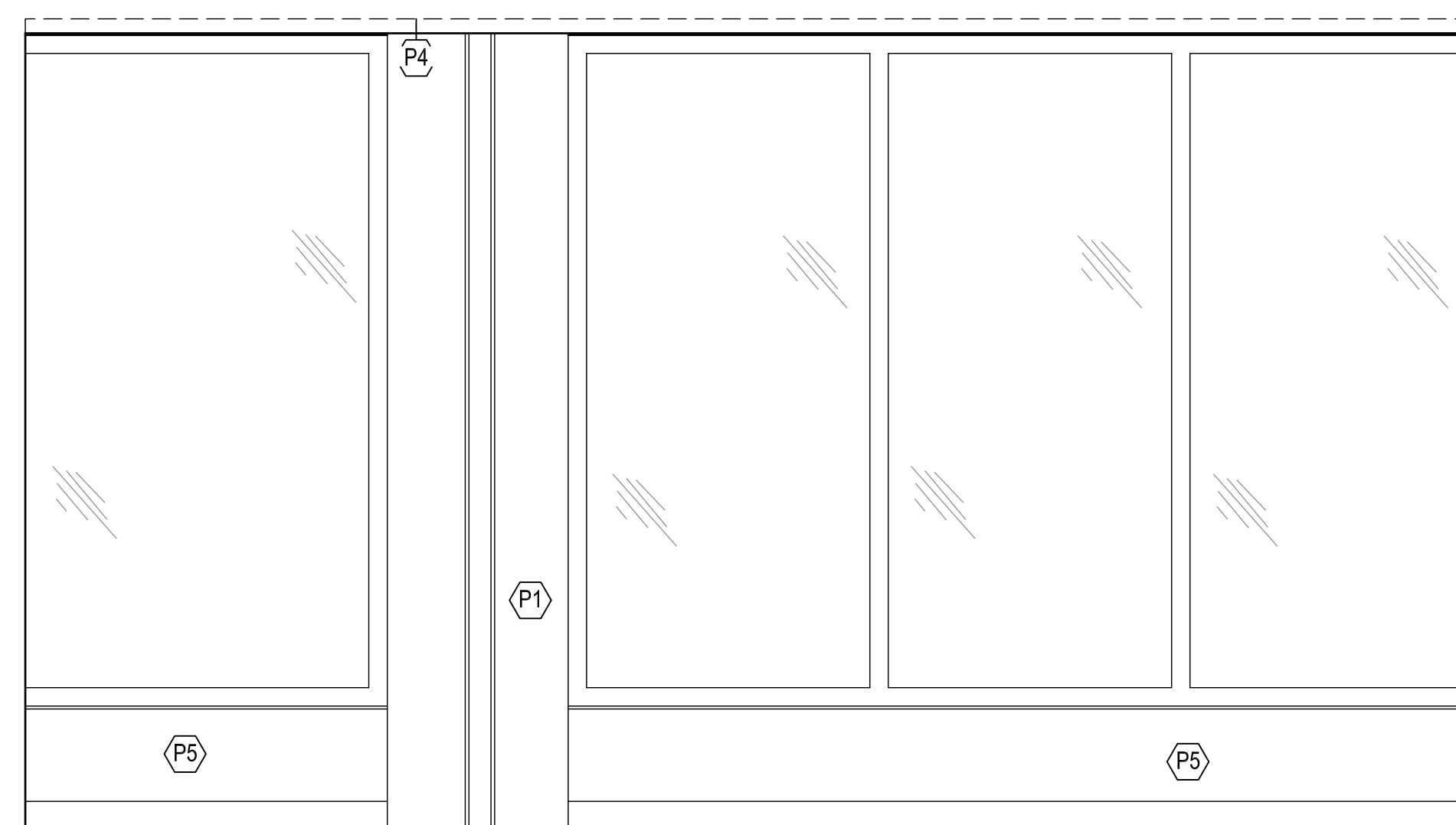
**10 ROOM 150B EAST ELEVATION**  
 A.1/A.7 SCALE: 1mm = 20mm



**11 ROOM 150A WEST ELEVATION**  
 A.1/A.7 SCALE: 1mm = 20mm



**12 ROOM 113A WEST ELEVATION**  
 A.1/A.7 SCALE: 1mm = 20mm



**13 ROOM 113B WEST ELEVATION**  
 A.1/A.7 SCALE: 1mm = 20mm



2015-11-23

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project title  
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**HARROW** ONTARIO  
 AGRICULTURE AND AGRI-FOOD CANADA  
 2585 COUNTY RD. 20

**MEETING ROOM  
 ALTERATION**

drawing title  
 titre du dessin  
**AUDIOVISUAL SYSTEM  
 LAYOUT**

designed by / conçu par DA

drawn by / dessiné par DA

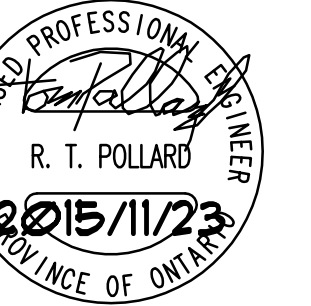
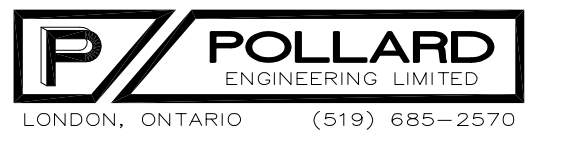
reviewed by / examiné par

approved by / approuvé par

project date / date du projet 2015-11-23

project no. / no. du projet 15-06

drawing no. / dessin no. A.7



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C	drawing no. - where detailed dessin no. - où détaillé

project title / titre du projet  
**Harrow** Ontario  
Agriculture and Agri-Food Canada  
2585 County Rd. 20

Meeting Room Alterations

drawing title / titre du dessin  
**FLOOR PLANS MECHANICAL**

designed by / conçu par RTP

drawn by / dessiné par RTP

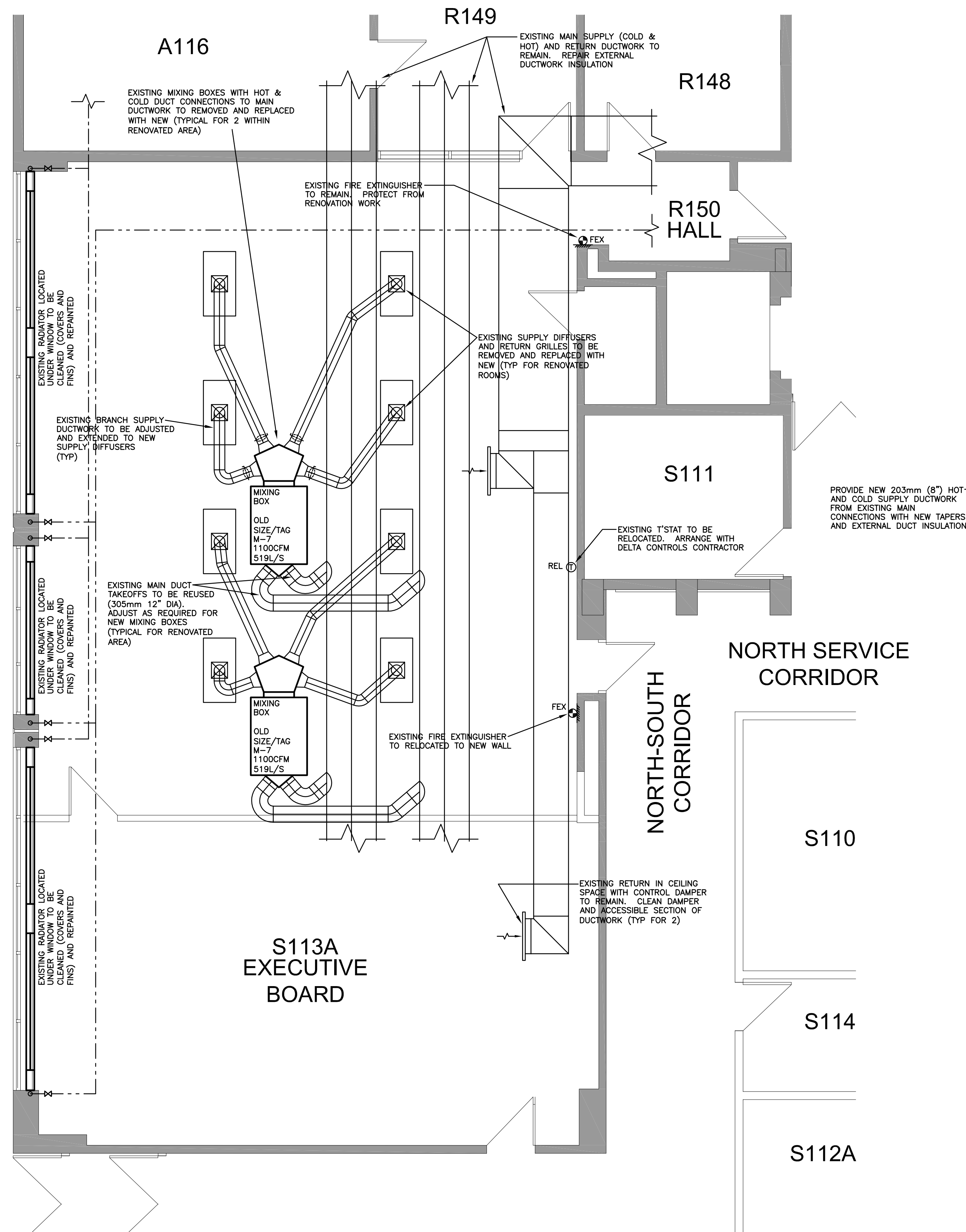
reviewed by / examiné par

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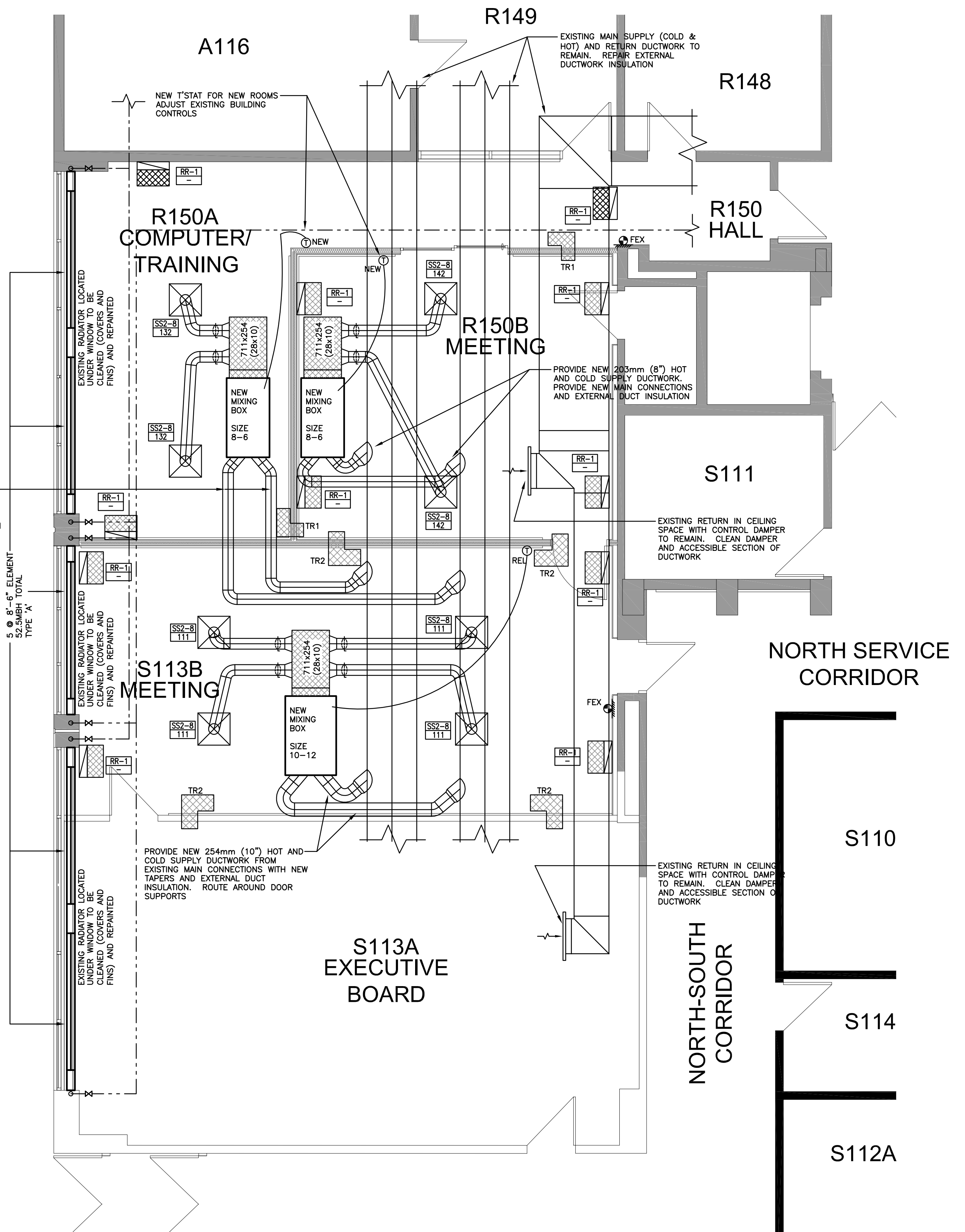
project date / date du projet NOV 23/2015

project no. / no. du projet 14-02

drawing no. / dessiné no. M.1



PROJECT NORTH  
**DEMOLITION PLAN - MECHANICAL**  
SCALE: 1:50



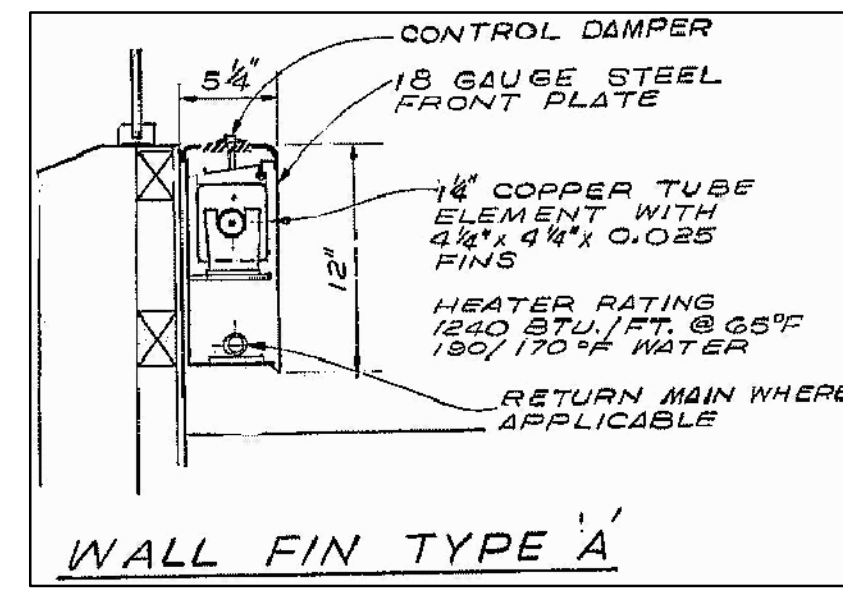
PROJECT NORTH  
**NEW FLOOR PLAN - MECHANICAL**  
SCALE: 1:50

**BUILDING AUTOMATION SYSTEM (BAS)**  
ADJUST EXISTING WALL T'STATS, CONTROL WIRING AND PROGRAMMING FOR EXISTING DELTA SYSTEM FOR RENOVATED AREAS AND NEW ROOM LAYOUT

BAS CONTRACTOR WILL BE WORKING DIRECTLY FOR OWNER AFTER HVAC EQUIPMENT AND DUCTWORK ADJUSTMENTS COMPLETED

### MECHANICAL SPECIFICATIONS

1. GENERAL
  - 1.1. PROVIDE ALL ITEMS, MATERIALS, EQUIPMENT, LABOUR, AND INCIDENTALS NECESSARY TO COMPLETELY SUPPLY, INSTALL, TEST, AND PUT INTO OPERATION ALL WORK INDICATED. USE ONLY NEW MATERIALS AND EQUIPMENT.
  - 1.2. ALL WORK SHALL BE IN ACCORDANCE WITH THE ONTARIO BUILDING CODE AND LOCAL STANDARDS OF THE AUTHORITY HAVING JURISDICTION.
  - 1.3. OBTAIN ALL NECESSARY PERMITS AND PAY ALL FEES AS REQUIRED FOR WORK BY THIS DIVISION.
  - 1.4. VISIT AND INSPECT THE EXISTING BUILDING AND SYSTEMS. MAKE ALL ALLOWANCES FOR EXISTING SITE CONDITIONS BEFORE SUBMITTING PRICING (FAILURE TO DO SO WILL NOT RELIEVE THE CONTRACTOR OF HIS FAILURE AND RESPONSIBILITY IN THIS REGARD). NOTIFY CONSULTANT/OWNER OF ANY DISCREPANCIES BEFORE SUBMITTING PRICING.
  - 1.5. THE CONTRACTOR SHALL GUARANTEE ALL EQUIPMENT, MATERIALS, AND WORKMANSHIP FOR A PERIOD OF ONE YEAR. MAKE GOOD ALL DEFECTS AT NO COST TO THE OWNER.
2. SUBMITTALS
  - 2.1. SUBMIT CERTIFICATES AS EVIDENCE THAT WORK INSTALLED COMPLIES WITH REGULATIONS AND LOCAL REQUIREMENTS.
  - 2.2. SUBMIT SHOP DRAWINGS FOR NEW GRILLES AND DIFFUSERS FOR CONSULTANT REVIEW.
  - 2.3. AT COMPLETION OF PROJECT, SUBMIT:
    - 2.3.1. OPERATION AND MAINTENANCE MANUALS IN HARD COVER BINDERS THAT CONTAIN:
      - 2.3.1.1. COPIES OF ALL EQUIPMENT SHOP DRAWINGS
      - 2.3.1.2. MAINTENANCE AND REPLACEMENT ITEMS
      - 2.3.1.3. LIST OF NAMES, ADDRESSES, AND TELEPHONE NUMBERS OF EQUIPMENT SUPPLIERS
      - 2.3.1.4. LIST OF NAMES, ADDRESSES, AND TELEPHONE NUMBERS OF SERVICE DEPARTMENTS ON NORMAL AND EMERGENCY CALL
    - 2.3.1.4. TESTING AND VERIFICATION REPORTS AND CERTIFICATES
3. DEFINITIONS
  - 3.1. "CONCEALED" - HIDDEN FROM NORMAL SITE IN FURRED SPACES, SHAFTS, CEILING SPACES WALLS, AND PARTITIONS
  - 3.2. "EXPOSED" - ALL WORK VISIBLE TO BUILDING OCCUPANTS
  - 3.3. "PROVIDE" - SUPPLY, INSTALL, AND CONNECT COMPLETE
  - 3.4. "INSTALL" - INSTALL AND CONNECT ONLY
  - 3.5. "SUPPLY" - SUPPLY ONLY
4. HVAC
  - 4.1. DUCTWORK
    - 4.1.1. CONFORM TO ASHRAE AND SMACNA STANDARDS.
    - 4.1.2. DUCTWORK CONSTRUCTED TO WITHSTAND 1/2 TIME WORKING STATIC PRESSURE AND DESIGNED FOR 2" OPERATING PRESSURE. HANGERS TO BE SAME MATERIAL AS DUCTWORK. DUCT SEAL ALL JOINTS.
  - 4.2. DUCTWORK INSULATION
    - 4.2.1. ALL INSULATION SHALL BE FIBREGLASS LOW PRESSURE PIPE COVERING AND FIRE RESISTANT VAPOUR BARRIER.
    - 4.2.2. PROVIDE EXHAUST DUCTWORK C/W EXTERNAL INSULATION (MIN = 1" THICK) FOR FULL LENGTH FROM EXTERIOR WALL/ROOF TO EXHAUST FAN HOUSING.
  - 4.3. AIR BALANCING
    - 4.3.1. FINAL HVAC SYSTEM BALANCING SHALL BE PERFORMED BY FIRM NORMALLY EMPLOYED IN THIS FIELD
    - 4.3.2. SUBMIT WRITTEN REPORTS INDICATING FINAL BALANCED CONDITIONS OF SYSTEMS (HVAC UNITS AND EXHAUST FANS).
    - 4.3.3. CONTRACTOR TO ADJUST AND BALANCE SYSTEM TO WITHIN 5% OF DESIGNED AIR QUANTITIES. MAKE ALL MODIFICATIONS AS REQUIRED.



THIS DETAIL TAKEN FROM EXISTING ORIGINAL BUILDING DRAWINGS.  
 WALL FIN UNITS UNDER WINDOWS WITHIN RENOVATED AREAS TO BE CLEANED BY HVAC CONTRACTOR  
 REMOVE FRONT COVERS  
 CLEAN AND STRAIGHTEN FINNS (USE HVAC FIN COMB)  
 CLEAN AND REINSTALL COVERS  
 GENERAL TRADES TO REPAINT COVERS AFTER HVAC COMPLETED

### PERIMETER HEATER

### CEILING SPACE PLENUM

THE HVAC SYSTEMS UTILIZE THE CEILING SPACE PLENUM AS A RETURN AIR SPACE. ALL MATERIALS (INCLUDING PIPING AND INSULATION) TO HAVE A FLAME SPREAD RATING OF NOT MORE THAN 25 AND A SMOKE DEVELOPMENT RATING OF NOT MORE THAN 50. ALL EXPOSED WIRING AND CABLES SHALL BE FT6 RATED. ALL WORK IN ACCORDANCE WITH OBC 3.6.4.3. SUBMIT MANUFACTURER'S DOCUMENTATION TO CONSULTANT BEFORE STARTING ANY WORK.

### GRILLES & DIFFUSERS

TAG	SIZE	FEATURES
SS-2 L/S	610x610 X = SIZE	SUPPLY DIFFUSER C/W PERFORATED FACE PANEL, WHITE COLOUR EH PRICE# PDM/B12 OR EQUAL
RR-1 L/S	610x152	NEW WHITE RETURN EGG CRATE WITH INTERNALLY LINED RETURN BOOT FOR NOISE CONTROL EH PRICE #80/F/B12 OR EQUAL

PROVIDE NEW BRANCH DUCTWORK TO NEW CEILING SUPPLY DIFFUSERS  
 NEW AIR FLOW RATES ARE BASED ON ASSUMED VALUES FOR EACH NEW ROOM.  
 AIR BALANCING WILL REQUIRE MEASUREMENT AND CONFIRMING EXISTING AIR FLOW RATED AND THEN ADJUSTING TO BALANCE AIR FLOWS ACROSS NEW SUPPLY DIFFUSERS.

### MIXING BOX

TAG	RATING	BOX INFO	INLETS	OUTLET
8-6	189 TO 378 L/S 400 TO 800 L/S	1.5mLx0.81mWx0.31mD 59"Lx32"Wx12"D	0.20m 8"	0.71mWx0.23H 28"x9"
10-12	330 TO 566 L/S 700 TO 1200 L/S	1.5mLx0.97mWx0.36mD 59"Lx38"Wx14"D	0.25m 10"	0.71mWx0.31H 28"x12"

PROVIDE NEW DUAL DUCT MIXING BOXES WITH MECHANICAL TYPE ACTUATOR FOR CONSTANT SUPPLY AIR VOLUME OVER ITS OPERATING RANGE.  
 EH PRICE #DL SERIES OR EQUAL

COORDINATE CONTROLS ON SITE

PROVIDE INTERNALLY SUPPLY AIR DUCT FROM MIXING BOX OUTLET FOR BRANCH DUCTWORK CONNECTIONS WITH INTERNAL LINING (FOR SOUND CONTROL)

### TRANSFER SLEEVES

TAG	OPEN SIZE	FEATURES
TR1	254x203 10"x8"	TRANSFER SLEEVE WITHIN CEILING SPACE FOR RETURN AIR C/W INTERNAL LINING. LOCATE TO ALLOW RETURN AIR THRU WALL BACK TO MAIN RETURN - MINIMUM LEG LENGTH TO BE NOT LESS THEN LARGER DUCT OPENING SIZE
TR2	305x254 12"x10"	

### GENERAL NOTES

1. DO NOT SCALE DRAWINGS. OBTAIN ALL DIMENSIONS FROM ARCHITECTURAL PLANS, SITE INSPECTIONS AND MEASUREMENTS, AND MANUFACTURER'S DRAWINGS.
2. PRIOR TO INSTALLATION OF DEVICES WITHIN WALLS, VERIFY THAT NO INTERFERENCES EXIST. REFER TO ARCHITECTURAL PLANS AND ELEVATIONS BEFORE STARTING WORK. COORDINATE WITH OTHER TRADES.
3. MECHANICAL ELECTRICAL AND OTHER TRADES SHALL WORK IN CONJUNCTION WITH ONE ANOTHER SO AS TO AVOID CONFLICTS BETWEEN SERVICES.
4. MAKE GOOD ALL BUILDING COMPONENTS DAMAGED BY WORK OF THIS TRADE.
5. ALL MATERIALS AND WORKMANSHIP SHALL BE NEW, FREE OF DEFECTS, AND COMPLY WITH ALL APPLICABLE STANDARDS.
6. CONTRACTORS SHALL VISIT THE SITE TO DETERMINE THE FULL EXTENT OF THE WORK BEFORE SUBMITTING PRICING. MAKE ALL ALLOWANCES FOR SITE CONDITIONS.

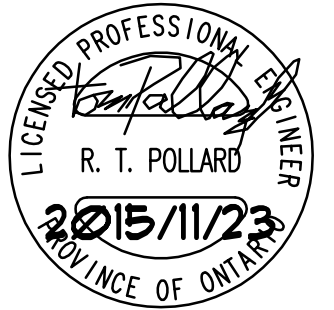
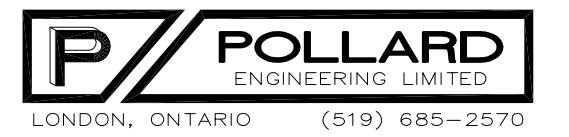
### FIRE STOPPING

1. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING ALL FIRE STOPPING FOR ALL PENETRATIONS CREATED BY THE INSTALLATION OF ANY NEW SYSTEMS.
2. GENERAL: ULC LISTED, INTUMESCENT MATERIAL, SYNTHETIC ELASTOMERS, CAPABLE OF EXPANDING UP TO 8 TIMES WHEN EXPOSED TO TEMPERATURES OF 250 F OR HIGHER.
3. ACCEPTABLE PRODUCTS: HILTI FS-ONE. 3M #CP-25 CAULK OR #303 PUTTY. DOW CORNING FIRE STOP FOAM #RTV, T&B BURNDY
4. APPLICATIONS:
  - 4.1. CUL SYSTEM #SP731 - METAL PIPING OR CONDUIT THRU GYPSUM WALL ASSEMBLY (F RATING UP TO 1 HR OR 2 HR)
  - 4.2. CUL SYSTEM #SP717 - METAL PIPING OR CONDUIT THRU WOOD FLOOR ASSEMBLY (F RATING UP TO 1 HR OR 2 HR)
  - 4.3. CUL SYSTEM #WLS029 - INSULATED METAL PIPING THROUGH GYPSUM WALL ASSEMBLY (F RATING UP TO 1HR OR 2HR)
5. CONTRACTOR TO PROVIDE SHOP DRAWINGS WITH DETAILED MATERIAL INFORMATION INDICATING ULC OR CUL RATINGS AS WELL AS APPLICATION INSTRUCTIONS.



Greenhouse and Processing Crops  
 Research Centre  
 Centre de recherches sur les cultures  
 abritées et industrielles

Revisions  
 ISSUED FOR TENDER  
 Date  
 2012-11-23



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project title  
 titre du projet  
**Harrow** Ontario  
 Agriculture and Agri-Food Canada  
 2585 County Rd. 20

Meeting Room  
 Alterations

drawing title  
 titre du dessin  
**NOTES & SCHEDULES**  
**MECHANICAL**

designed by  
 conc par RTP

drawn by  
 dessine par RTP

reviewed by  
 examine par

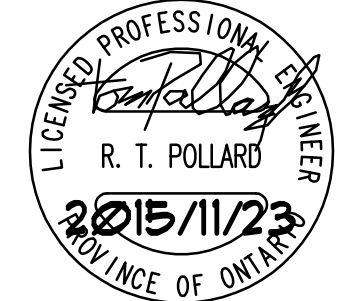
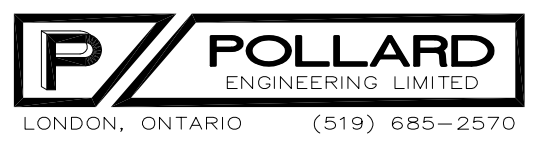
approved by  
 approuve par

project date  
 date du projet NOV 23/2015

project no.  
 no. du projet 14-02

drawing no.  
 dessine no. M.2





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Agriculture and Agri-Food Canada  
2585 County Rd. 20

Meeting Room Alterations

drawing title  
titre du dessin  
**FLOOR PLANS LIGHTING**

designed by  
conc par  
RTP

drawn by  
dessine par  
RTP

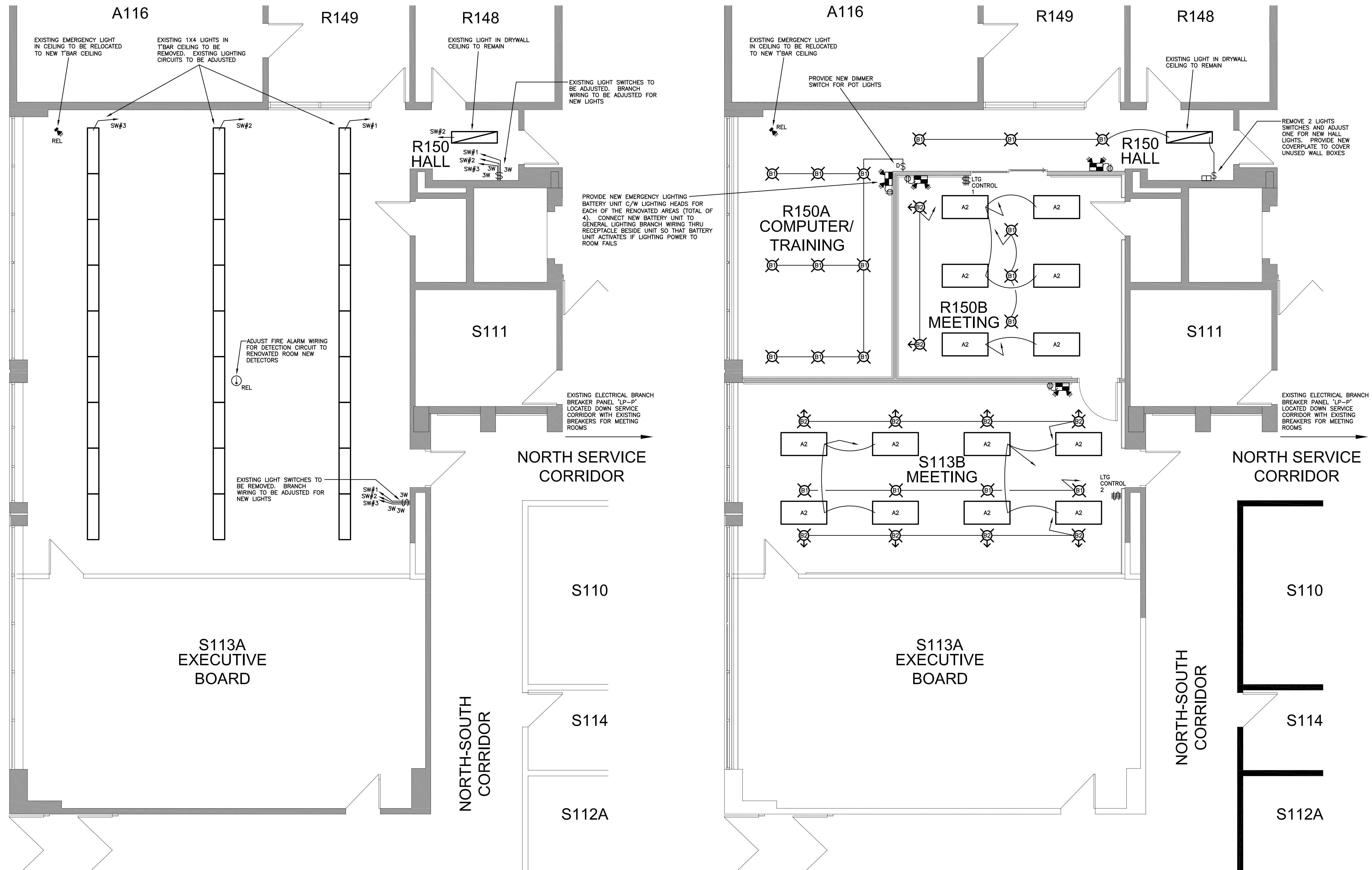
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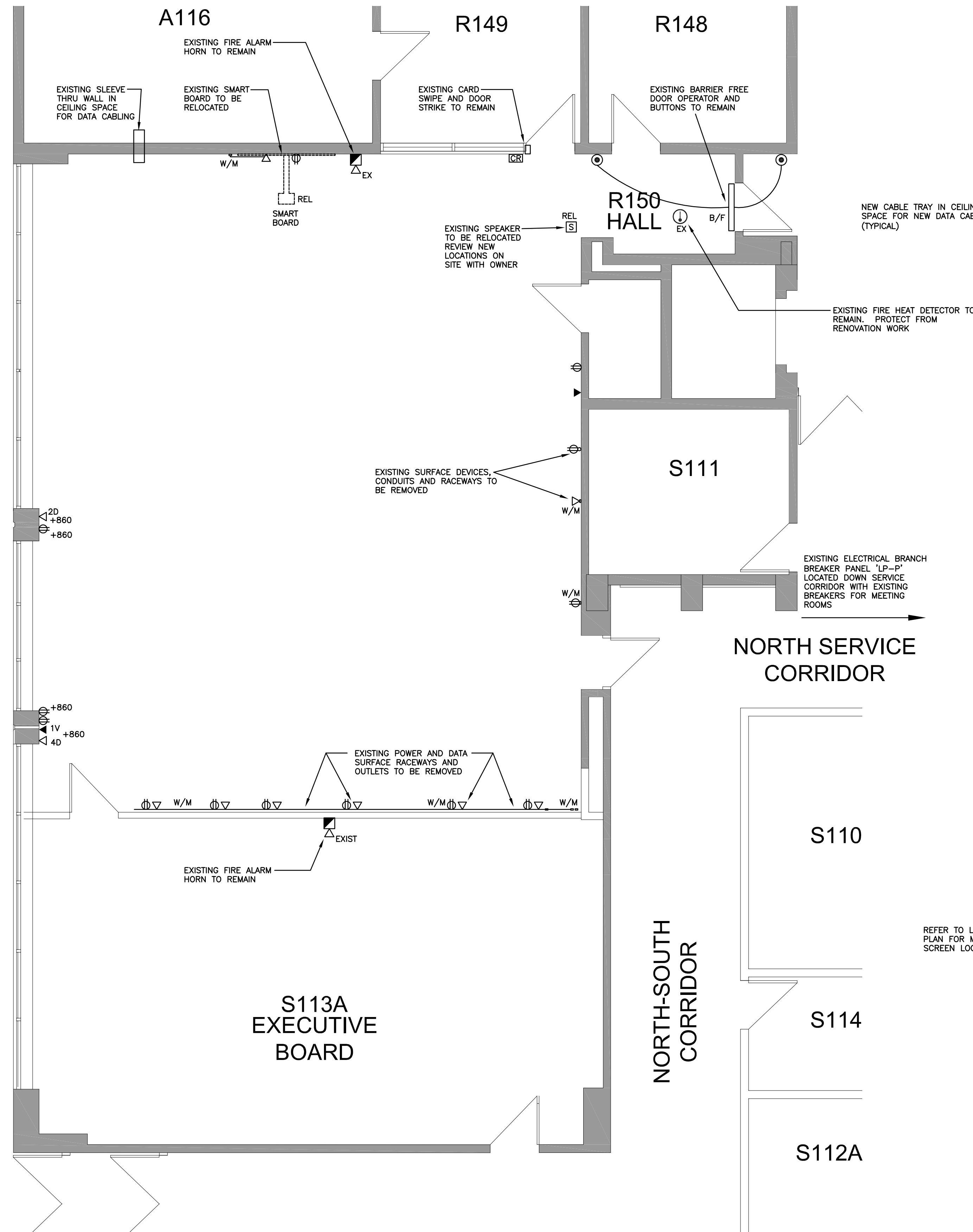
project no.  
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14-02

drawing no.  
dessine no.  
E.1

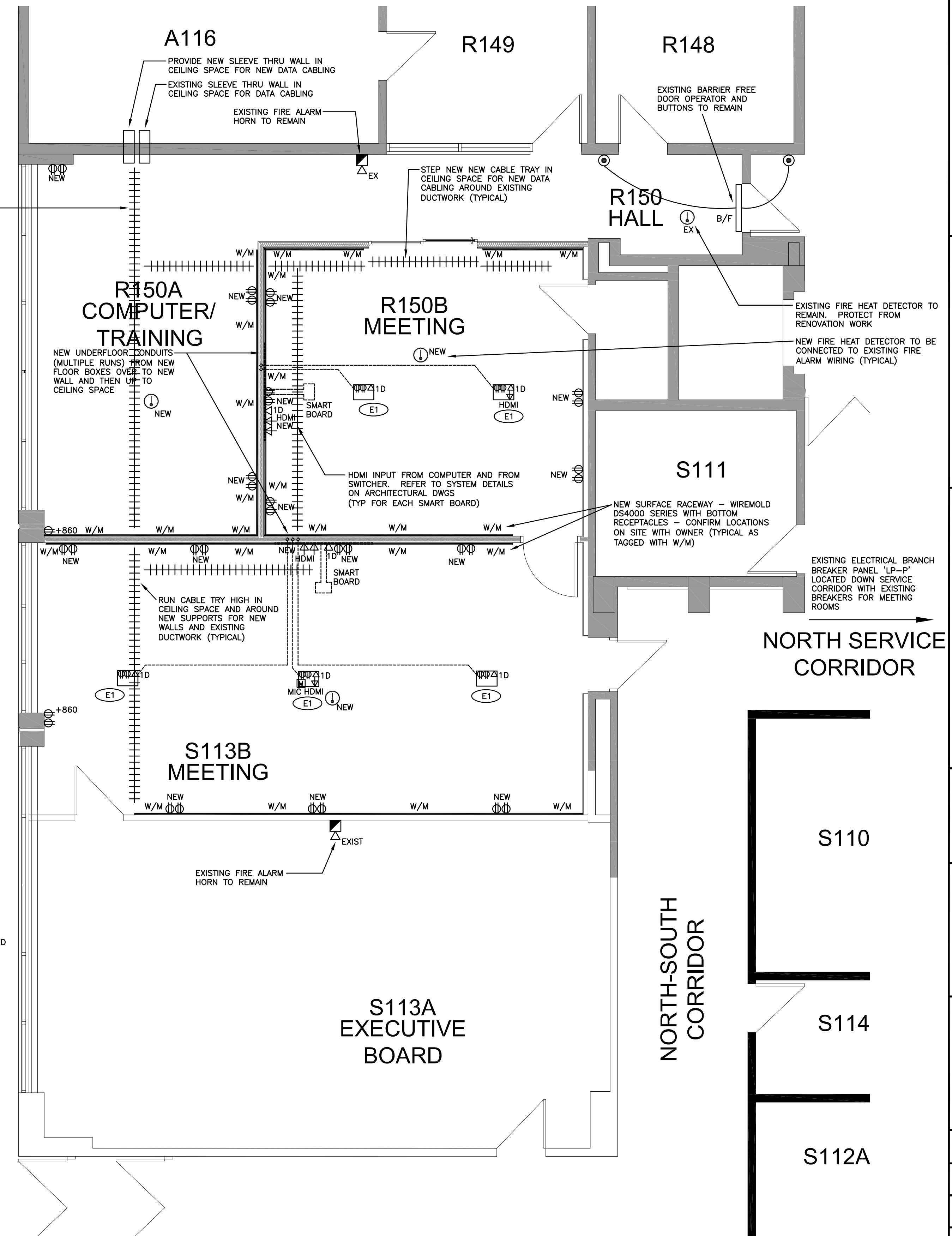


PROJECT NORTH  
**DEMOLITION PLAN - LIGHTING**  
SCALE: 1:50

PROJECT NORTH  
**NEW FLOOR PLAN - LIGHTING**  
SCALE: 1:50



PROJECT NORTH  
DEMOLITION PLAN - POWER  
SCALE: 1:50



PROJECT NORTH  
NEW FLOOR PLAN - POWER  
SCALE: 1:50

(E1) NEW IN-FLOOR BOX C/W RECEPTACLES, DATA AND HDMI AS INDICATED. PROVIDE NEW CONDUITS IN-FLOOR OVER TO WALL AND UP TO CEILING SPACE. CONFIRM IN-FLOOR BOX LOCATIONS ON-SITE WITH OWNER FURNITURE LAYOUT AND ORIENTATION FOR ACCESS DOOR AND DEVICE LAYOUT. (REFER TO DETAIL)

**ELECTRICAL SPECIFICATIONS**

1. GENERAL
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  - 1.2. ALL WORK SHALL BE IN ACCORDANCE WITH THE ONTARIO BUILDING CODE AND LOCAL STANDARDS OF THE AUTHORITY HAVING JURISDICTION.
  - 1.3. OBTAIN ALL NECESSARY PERMITS AND PAY ALL FEES AS REQUIRED FOR WORK BY THIS DIVISION.
  - 1.4. VISIT AND INSPECT THE EXISTING BUILDING AND SYSTEMS. MAKE ALL ALLOWANCES FOR EXISTING SITE CONDITIONS BEFORE SUBMITTING PRICING (FAILURE TO DO SO WILL NOT RELIEVE THE CONTRACTOR OF HIS FAILURE AND RESPONSIBILITY IN THIS REGARD). NOTIFY CONSULTANT/OWNER OF ANY DISCREPANCIES BEFORE SUBMITTING PRICING.
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  - 2.3. AT COMPLETION OF PROJECT, SUBMIT:
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      - 2.3.1.1. COPIES OF ALL EQUIPMENT SHOP DRAWINGS
      - 2.3.1.2. MAINTENANCE AND REPLACEMENT ITEMS
      - 2.3.1.3. LIST OF NAMES, ADDRESSES, AND TELEPHONE NUMBERS OF EQUIPMENT SUPPLIERS INSTALLING CONTRACTORS, AND GENERAL CONTRACTOR. INCLUDE SPECIAL TELEPHONE NUMBERS FOR SERVICE DEPARTMENTS ON NORMAL AND EMERGENCY CALL
      - 2.3.1.4. TESTING AND VERIFICATION REPORTS AND CERTIFICATES
3. DEFINITIONS
  - 3.1. "CONCEALED" – HIDDEN FROM NORMAL SITE IN FURRED SPACES, SHAFTS, CEILING SPACES WALLS, AND PARTITIONS
  - 3.2. "EXPOSED" – ALL WORK VISIBLE TO BUILDING OCCUPANTS
  - 3.3. "PROVIDE" – SUPPLY, INSTALL, AND CONNECT COMPLETE
  - 3.4. "INSTALL" – INSTALL AND CONNECT ONLY
  - 3.5. "SUPPLY" – SUPPLY ONLY
4. ELECTRICAL MATERIALS AND WORK
  - 4.1. ALL EQUIPMENT SHALL BE NEW AND CSA APPROVED. AT COMPLETION OF PROJECT SUBMIT FINAL COMPLETION LETTER FROM ELECTRICAL SAFETY AUTHORITY.
  - 4.2. CONCEAL ALL NEW WIRING WITHIN WALLS AND ABOVE CEILING. NEW WIRING FOR DROPS FROM JUNCTION BOXES TO LIGHT FIXTURES MAY BE AC-90 (ARMORED 'BX' CABLE) WHEN LESS THAN 8'-0" LONG. ALL BRANCH WIRING FOR SHALL BE T90 IN CONDUIT AND COMPLY WITH OESC 24-104. MINIMUM WIRE SIZES: #12 FOR 15AMP BRANCH CIRCUITS LESS THAN 100FT TO NEAREST OUTLET, #10 TO NEAREST OUTLET FARTHER THAN 100FT. ALL WIRING SHALL BE COPPER WITH 90°C RATING.
  - 4.3. SWITCHES: TO MATCH EXISTING (BROWN).
  - 4.4. RECEPTACLES: TO MATCH EXISTING.
  - 4.5. COVER PLATES: TO MATCH EXISTING (STAINLESS STEEL)
  - 4.6. PANELS: PROVIDE NEW BRANCH BREAKERS AS REQUIRED. MULTI POLE BREAKERS SHALL OPERATE WITH A COMMON HANDLE (GANGED 1 POLE BREAKERS WITH TIE HANDLE WILL NOT BE ACCEPTABLE). PROVIDE UPDATED PANEL DIRECTORY CARD.
  - 4.7. FLUORESCENT LAMPS: WARM WHITE (3500°C) COLOUR, HIGH EFFICIENCY ELECTRONIC BALLAST (ASHRAE 90.1). PHILIPS/ADVANCED OR OTHER APPROVED COMBINATION
  - 4.8. AT COMPLETION OF PROJECT SUBMIT FINAL COMPLETION LETTER FROM ELECTRICAL SAFETY AUTHORITY TO INDICATE ANY ELECTRICAL WORK COMPLIES WITH ONTARIO ELECTRICAL SAFETY CODE.
  - 4.9. PROVIDE CONDUITS, BOXES, COVERPLATES AND CABLING FOR VOICE (PHONE) AND DATA CABLING ADJUSTMENTS AS INDICATED ON FLOOR PLANS AND DETAILS.
  - 4.10. PROVIDE NEW LIGHTING DIMMER UNITS AS DETAILED. CONFIRM DIMMER REQUIREMENTS WITH LED LIGHT FIXTURES TO ENSURE PROPER OPERATION.
  - 4.11. PROVIDE NEW SURFACE RACEWAYS ALONG WALLS WITHIN RENOVATED AREAS AS NOTED ON FLOOR PLANS. RACEWAYS TO BE WIREMOLD DESIGNER SERIES LARGE RACEWAY #DS4000 WITH BOTTOM MOUNTED DUPLEX RECEPTACLES (#DSDWINDQ), CENTRE BARRIER TO ALLOW FOR SEPARATE COMPARTMENT FOR DATA/VOICE CABLING, CROSSOVER KITS (#DSDWNK) AND ALL NECESSARY ACCESSORIES. REVIEW LOCATIONS OF RECEPTACLES AND VOICE/DATA JACKS ON SITE WITH OWNER BEFORE ORDER OF MATERIALS.
  - 4.12. FIRE ALARM
    - 4.12.1. EXISTING FIRE ALARM CONTROL PANEL AND DEVICES TO REMAIN UNLESS SPECIFICALLY NOTED OTHERWISE.
    - 4.12.2. ALL NEW COMPONENTS AND WIRING SHALL BE LISTED TO BE COMPATIBLE WITH EXISTING SYSTEM.
    - 4.12.3. PROVIDE ALL NEW DEVICES, WIRING, CONDUITS AS REQUIRED FOR NEW AND RELOCATED DEVICES NOTED.
    - 4.12.4. PROVIDE VERIFICATION REPORT AND CERTIFICATION OF ANY FIRE ALARM WORK.
    - 4.12.5. SATISFY THE REQUIREMENTS OF THE OBC, CAN/ULC-5524 AND CAN/ULC-5537.

**CEILING SPACE PLENUM**

THE HVAC SYSTEMS UTILIZE THE CEILING SPACE PLENUM AS A RETURN AIR SPACE. ALL MATERIALS (INCLUDING PIPING AND INSULATION) TO HAVE A FLAME SPREAD RATING OF NOT MORE THAN 25 AND A SMOKE DEVELOPMENT RATING OF NOT MORE THAN 50. ALL EXPOSED WIRING AND CABLES SHALL BE FT6 RATED. ALL WORK IN ACCORDANCE WITH OBC 3.6.4.3. SUBMIT MANUFACTURER'S DOCUMENTATION TO CONSULTANT BEFORE STARTING ANY WORK.

**ELECTRICAL SERVICE NOTES**

1. PRIOR TO THE INSTALLATION OF FUSES, CONDUCTORS, STARTERS, RECEPTACLES, ETC. FOR EQUIPMENT SUPPLIED BY OTHERS, VERIFY ALL NAMEPLATE RATINGS ON SITE.
2. GROUNDING OF ALL EQUIPMENT TO BE TO ELECTRICAL INSPECTION DEPART. APPROVAL AND IN ACCORDANCE WITH THE ONTARIO ELECTRICAL SAFETY CODE, DIVISION 16 TO PROVIDE GROUND TO ALL BUILDING SERVICES (WATER, GAS, WASTE, HVAC, ETC.) AS REQUIRED.
3. ALL WIRING SHALL BE COPPER R90 (UNLESS NOTED OTHERWISE). ALL OUTDOOR WIRING SHALL BE COPPER, RW90-XLPE.
4. MAIN DISTRIBUTION BOARDS SHALL HAVE FULL HEIGHT BUS WITH SPACE FOR FUTURE BREAKERS.
5. MINIMUM WIRE AND CONDUIT SIZES ARE INDICATED. INCREASE SIZES FOR VOLTAGE DROP AND CABLE PULL FORCE.

**GENERAL NOTES**

1. DO NOT SCALE DRAWINGS. OBTAIN ALL DIMENSIONS FROM ARCHITECTURAL PLANS, SITE INSPECTIONS AND MEASUREMENTS, AND MANUFACTURER'S DRAWINGS.
2. PRIOR TO INSTALLATION OF DEVICES WITHIN WALLS, VERIFY THAT NO INTERFERENCES EXIST. REFER TO ARCHITECTURAL PLANS AND ELEVATIONS BEFORE STARTING WORK. COORDINATE WITH OTHER TRADES.
3. MECHANICAL, ELECTRICAL AND OTHER TRADES SHALL WORK IN CONJUNCTION WITH ONE ANOTHER SO AS TO AVOID CONFLICTS BETWEEN SERVICES.
4. MAKE GOOD ALL BUILDING COMPONENTS DAMAGED BY WORK OF THIS TRADE.
5. ALL MATERIALS AND WORKMANSHIP SHALL BE NEW, FREE OF DEFECTS, AND COMPLY WITH ALL APPLICABLE STANDARDS.
6. CONTRACTORS SHALL VISIT THE SITE TO DETERMINE THE FULL EXTENT OF THE WORK BEFORE SUBMITTING PRICING. MAKE ALL ALLOWANCES FOR SITE CONDITIONS.

**FIRE STOPPING**

1. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING ALL FIRE STOPPING FOR ALL PENETRATIONS CREATED BY THE INSTALLATION OF ANY NEW SYSTEMS.
2. GENERAL: ULC LISTED, INTUMESCENT MATERIAL, SYNTHETIC ELASTOMERS, CAPABLE OF EXPANDING UP TO 8 TIMES WHEN EXPOSED TO TEMPERATURES OF 250 F OR HIGHER.
3. ACCEPTABLE PRODUCTS: HILTI FS-ONE. 3M #CP-25 CAULK OR #303 PUTTY. DOW CORNING FIRE STOP FOAM #FRV, T&B BURNDY
4. APPLICATIONS:
  - 4.1. CUL SYSTEM #SP731 – METAL PIPING OR CONDUIT THRU GYPSUM WALL ASSEMBLY (F RATING UP TO 1 HR OR 2 HR)
  - 4.2. CUL SYSTEM #SP717 – METAL PIPING OR CONDUIT THRU WOOD FLOOR ASSEMBLY (F RATING UP TO 1 HR OR 2 HR)
  - 4.3. CUL SYSTEM #WLS029 – INSULATED METAL PIPING THROUGH GYPSUM WALL ASSEMBLY (F RATING UP TO 1HR OR 2HR)
5. CONTRACTOR TO PROVIDE SHOP DRAWINGS WITH DETAILED MATERIAL INFORMATION INDICATING ULC OR CUL RATINGS AS WELL AS APPLICATION INSTRUCTIONS.

**ELECTRICAL LEGEND**

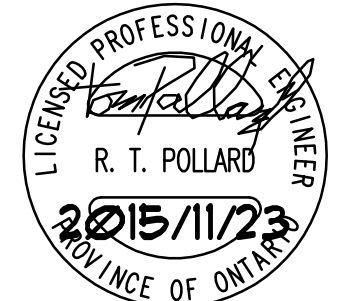
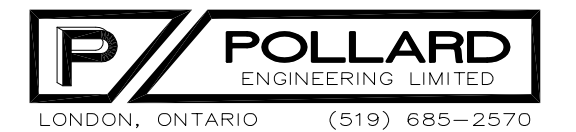
SYMBOL		DESCRIPTION	MTG	SYMBOL		DESCRIPTION	MTG
		FLUORESCENT LIGHT				GROUND FAULT INTERRUPT	
		LIGHT SWITCH	1.1m			OVER COUNTER	
		15A DUPLEX RECEPTACLE	0.46m			PHONE OUTLET – 1 GANG BOX C/W 19mmC TO CEILING SPACE	0.46m
						DATA OUTLET – 1 GANG BOX C/W 19mmC TO CEILING SPACE	0.46m
						HDMI OUTLET – 1 GANG BOX C/W 19mmC TO CEILING SPACE	
						MIC & AUX LINE INPUT C/W 19mmC TO CEILING SPACE	

REFER TO ARCHITECTURAL DRAWINGS FOR ADDITIONAL INFORMATION ON EQUIPMENT AND CABLING REQUIREMENTS FOR HDMI, MIC, AUX LINE INPUTS



**Greenhouse and Processing Crops Research Centre**  
Centre de recherches sur les cultures abritées et industrielles

Revisions Date  
ISSUED FOR TENDER 2012-11-23



**DONALD ARDIEL ARCHITECT**  
470 Ambleside Drive  
London, Ontario N6G 4W9  
Tele: 519-850-0792  
Email: don@ardiel.ca

A	Detail No.
B	No. du détail
C	drawing no. - where detail required dessin no. - ou detail exigé
	drawing no. - where detailed dessin no. - ou detaille

project title  
titre du projet  
**Harrow** Ontario  
Agriculture and Agri-Food Canada  
2585 County Rd. 20

drawing title  
titre du dessin  
**Meeting Room Alterations**  
**NOTES & SCHEDULES ELECTRICAL**

designed by  
conc par  
**RTP**

drawn by  
dessine par  
**RTP**

reviewed by  
examine par

approved by  
approuve par

project date  
date du projet  
**NOV 23/2015**

project no.  
no. du projet  
**14-02**

drawing no.  
dessine no.  
**E.3**

**EMERGENCY LIGHTING**

ALL ITEMS TO MEET OBC 3.2.7 AND 3.4.5

- EMERGENCY LIGHTING BATTERY UNIT, 120VOLT INPUT AND 12 VOLT OUTPUT, WATTAGE AS TAGGED FOR 30 MINUTES, TOTALLY SEALED 10 YEAR MAINTENANCE FREE LIFE EXPECTANCY WITH HEADS MOUNTED ON UNIT SHOWN ON PLANS AND DESCRIBED BELOW
- EMERG-LITE #12ELS SERIES LUMACELL #R012S SERIES  
UNIGLO #12US-X-C-10YEAR SERIES STANDPRO #SLA-12-x SERIES
- EMERGENCY LIGHTING LIGHTING HEADS, 12 VOLT, 9 WATT, HIGH INTENSITY TUNGSTEN WITH MOUNTING PLATE IF WALL OR CEILING INSTALLED – SINGLE OR DOUBLE HEADED AS INDICATED BY SYMBOL. CONNECT TO EMERGENCY LIGHTING BATTERY UNIT

**LIGHT FIXTURES**

LIGHT FIXTURES SIMILAR IN APPEARANCE AND PERFORMANCE ALSO ACCEPTABLE SUBJECT TO ARCHITECT AND CONSULTANT REVIEW

TAG	SIZE	MOUNTING	LAMPS	BALLAST	DESCRIPTION
A2	2'x4'	RECESSED	3xT8	120V	FLUORESCENT DIRECT/INDIRECT STYLE C/W MICROPERFORATED LAMP SHIELD
					LIGHTOLIER #QVS2GPFO332-UNV-03 OR APPROVED EQUAL
B1		RECESSED		120V	DOWNLIGHT (DIMMABLE) C/W LED LAMP, COMFORT CLEAR DIFFUSER, WHITE TRIM RING, 3500K COLOUR TEMP, DIMMABLE POWER SUPPLY/DRIVER COMPATIBLE WITH LIGHTING CONTROLLER
					LIGHTOLIER #C4L10N1-LD+ C4L10DL35KCCDW OR APPROVED EQUAL
B2		RECESSED		120V	WALL WASH (DIMMABLE) SIMILAR APPEARANCE TO TYPE B1
					LIGHTOLIER #C4L10N1-LD+ C4L10W35KCCDW OR APPROVED EQUAL

**LTC CONTROL 1 MEETING ROOM R150B**



- TOGGLE SWITCH – BACK FLUORESCENT LIGHTS
- TOGGLE SWITCH – FRONT FLUORESCENT LIGHTS
- DIMMER SWITCH – WEST POT LIGHTS
- DIMMER SWITCH – CENTRE POT LIGHTS

**LTC CONTROL 2 MEETING ROOM S113B**

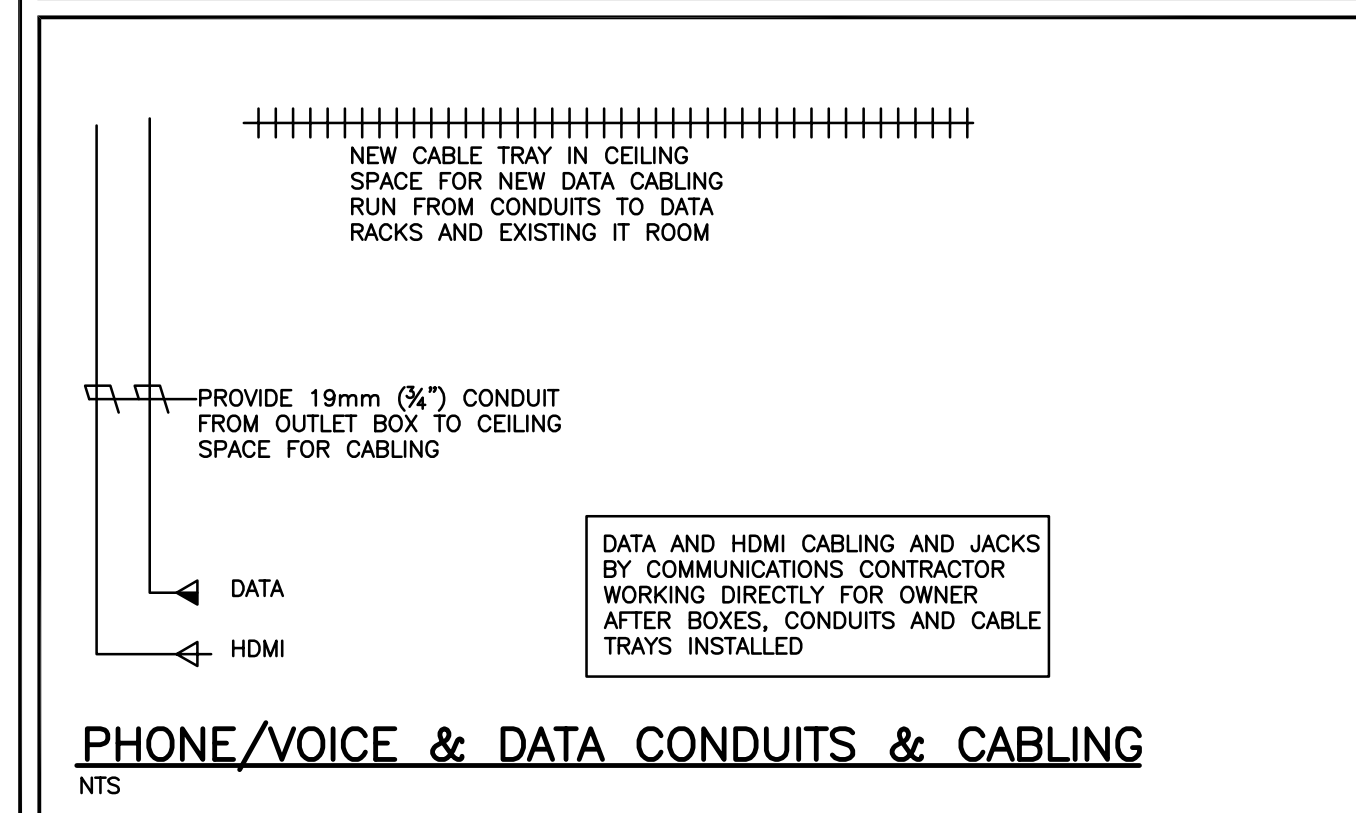
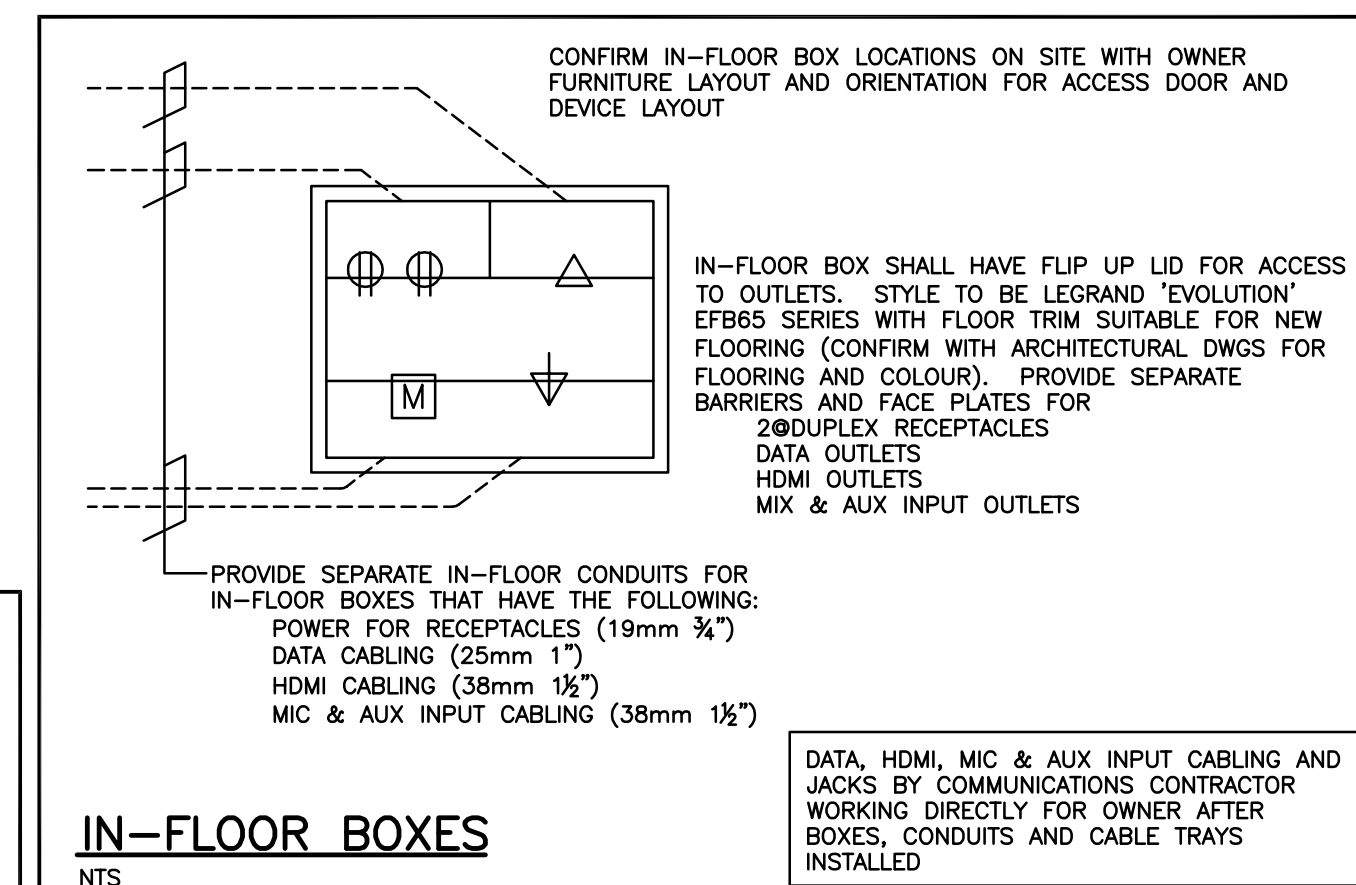


- TOGGLE SWITCH – BACK FLUORESCENT LIGHTS
- TOGGLE SWITCH – FRONT FLUORESCENT LIGHTS
- DIMMER SWITCH – NORTH POT LIGHTS
- DIMMER SWITCH – CENTRE POT LIGHTS
- DIMMER SWITCH – SOUTH POT LIGHTS

**NOTE**  
NEW DIMMERS SHALL BE CHECKED FOR COMPATIBILITY WITH LED POT LIGHTS. CHECK AND CONFIRM IF FORWARD PHASE OR REVERSE PHASE CONTROL REQUIRED AND PROVIDE MATCHING DIMMERS AS REQUIRED

**LIGHT CONTROLS**

NTS





## Appendix "F"

### INSURANCE TERMS

## INSURANCE TERMS

### IN1 GENERAL

- IN1.1 Worker's Compensation
- IN1.2 Indemnification
- IN1.3 Proof of Insurance
- IN1.4 Insured
- IN1.5 Payment of Deductible

### IN2 COMMERCIAL GENERAL LIABILITY

- IN2.1 Scope of Policy
- IN2.2 Period of Insurance

### IN3 AUTOMOBILE INSURANCE

- IN3.1 Scope of Policy

### IN4 BUILDER'S RISK / INSTALLATION FLOATER

- IN4.1 Scope of Policy
- IN4.2 Amount of Insurance
- IN4.3 Period of Insurance
- IN4.4 Insurance Proceeds

### IN1 GENERAL

#### IN1.1 Worker's Compensation

- 1) The Contractor shall provide and maintain Worker's Compensation Insurance in accordance with the legal requirements of the Province or Territory where the work is being carried out.

#### IN1.2 Indemnification

- 1) The insurance required by the provisions of these Insurance Terms shall in no way limit the Contractor's responsibility under the Indemnification clause of the General Conditions of the contract. Any additional coverage the Contractor may deem necessary to fulfill his obligations under the aforesaid clause shall be at his own discretion and expense.

#### IN1.3 Proof of Insurance

- 1) Before commencement of the Work, and within thirty (30) days after acceptance of its bid, the Contactor shall deposit with Canada a CERTIFICATE OF INSURANCE (form AAFC / AAC5314) available upon request.
- 2) Upon request by Canada, the Contractor shall provide originals or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the provisions contained herein.

#### IN1.4 Insured

- 1) Each policy shall insure the Contractor and shall include Her Majesty the Queen in right of Canada, represented by the Minister of Agriculture & Agri-Food Canada as an additional Insured, with respect

## **INSURANCE TERMS (Continued)**

### **IN1.5 Payment of Deductible**

- 1) The payment of monies up to the deductible amount made in satisfaction of a claim shall be borne by the Contractor.

## **IN2 COMMERCIAL GENERAL LIABILITY**

### **IN2.1 Scope of Policy**

- 1) The insurance coverage provided shall not be less than that provided by IBC Form 2100, as amended from time to time, and shall have:
  - (a) an Each Occurrence Limit of not less than \$5,000,000.00 ;
  - (b) a Products/Completed Operations Aggregate Limit of not less than \$5,000,000.00 ; and
  - (c) a General Aggregate Limit of not less than \$10,000,000.00 per policy year, if the policy is subject to such a limit.
- 2) The policy shall 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 building or land whether such support be natural or otherwise if the work is performed by the insured contractor.
  - (e) Asbestos.
  - (f) Non-owed Automobile Policy.

### **IN2.2 Period of Insurance**

- 1) Unless otherwise directed in writing by Canada, or, otherwise stipulated elsewhere herein, the policy required herein shall be in force and be maintained from the date of contract award until the day of issue of the Certificate of Completion except that the coverage for Completed Operations Liability shall, in any event, be maintained for a period of at least six (6) years beyond the date of the CERTIFICATE OF SUBSTANTIAL PERFORMANCE.

## **IN3 AUTOMOBILE INSURANCE**

### **IN3.1 Scope of Policy**

- 1) Automobile Liability Insurance in respect of licensed vehicles shall have limits of not less than one

## **INSURANCE TERMS (Continued)**

### **IN4 BUILDER'S RISK / INSTALLATION FLOATER**

#### **IN4.1 Scope of Policy**

- 1) The insurance coverage provided by a Builder's Risk policy or an Installation Floater policy shall not be less than that provided by IBC Forms 4042 and 4047, as amended from time to time.
- 2) The policy shall permit use and occupancy of the project, or any part thereof, where such use and occupancy is for the purposes for which the project is intended upon completion.
- 3) The policy may exclude or be endorsed to exclude coverage for loss or damage caused by any of the following:
  - (a) Asbestos.
  - (b) Fungi or spores.
  - (c) Cyber.
  - (d) Terrorism.

#### **IN4.2 Amount of Insurance**

- 1) The amount of insurance shall not be 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 shall be changed to reflect the revised contract value.

#### **IN4.3 Period of Insurance**

- 1) Unless otherwise directed in writing by Canada, or, stipulated elsewhere herein, the policy required herein shall be in force and be maintained from prior to the commencement of work until the day of issue of the CERTIFICATE OF SUBSTANTIAL PERFORMANCE.

#### **IN4.4 Insurance Proceeds**

- 1) The policy shall provide that the proceeds thereof are payable to Her Majesty or as Canada may direct in accordance with
- 2) The Contractor shall, without delay, do such things and execute such documents as are necessary to effect payment of the proceeds.



## Appendix "G"

### CONTRACT DOCUMENTS



## MAJOR WORKS - CONTRACT DOCUMENTS

### SC01 CONTRACT DOCUMENTS

- 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) AAFC General Conditions form AAFC / AAC5321-E:
    - (i) GC1 General Provisions
    - (ii) GC2 Administration of the Contract
    - (iii) GC3 Execution and Control of the Work
    - (iv) GC4 Protective Measures
    - (v) GC5 Terms of Payment
    - (vi) GC6 Delays and Changes in the Work
    - (vii) GC7 Default, Suspension or Termination of Contract
    - (viii) GC8 Dispute Resolution
    - (ix) GC9 Contract Security
    - (x) GC10 Insurance
  - (e) Supplementary Conditions, if any;
  - (f) Insurance Terms form AAFC / AAC5315-E;
  - (g) Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
  - (h) Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and
  - (i) Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
- 2) The language of the contract documents shall be the language of the Bid and Acceptance Form submitted.

### SC02 ACCEPTANCE AND CONTRACT

- 1) 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 referred to in SC01 CONTRACT DOCUMENTS.



## Appendix "H"

## CONTRACT

## CONTRACT

### PURCHASING OFFICE

Agriculture and Agri-Food Canada  
 Eastern Service Centre  
 Tender Receiving Unit  
 2001 Robert-Bourassa Boulevard, Suite 671-TEN  
 Montréal, Quebec  
 H3A 3N2

**Your tender is accepted** 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 construction listed herein and on any attached sheets at the price or prices set out therefor.

Comments

Vendor / Firm Name and Address

Title		
Solicitation / Contract No.		Date
Client Reference No.		
File No.		
Financial Code(s)		<input type="radio"/> GST <input type="radio"/> HST <input type="radio"/> QST
F.O.B Destination		
Applicable Taxes Included		
Destination		
Invoices - Original and two copies to be sent to :		
Address Enquiries to:		
Telephone No.	Ext.	Fax No.
Total Estimated Cost		Currency Type CAD
For the Minister		
_____ Signature		_____ Date



## FORMS

- Bid Bond
- Certificate of Insurance
- Labour and Material Payment Bond
- Performance Bond
- T4-A Certification
- Personnel Screening, Consent and Authorization Form

## BID BOND

**BOND NUMBER:** \_\_\_\_\_

**AMOUNT:** \_\_\_\_\_

KNOW ALL PERSONS BY THESE PRESENTS, that \_\_\_\_\_ as Principal,  
hereinafter called the Principal, and \_\_\_\_\_ as Surety,

hereinafter called the Surety, are, subject to the conditions hereinafter contained, held and firmly bound unto Her Majesty the Queen in right of Canada as represented by the Minister of Agriculture and Agri-Food, as Oblige, hereinafter called the Crown, in the amount of

\_\_\_\_\_ dollars (\$ \_\_\_\_\_), lawful money of Canada, for the payment of which sum, well and truly to be made, the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

SIGNED AND SEALED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

WHEREAS, the Principal has submitted a written tender to the Crown, dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_,

for \_\_\_\_\_

NOW, THEREFORE, THE CONDITIONS OF THIS OBLIGATION are such that if:

- (a) the Principal, should his tender be accepted within the period specified by the Crown, or, if no period be specified, within sixty (60) days after closing date of the tender, does execute within a period specified by the Crown, or, if no period be specified therein, within fourteen (14) days after the prescribed forms are presented to him for signature, execute such further contractual documents, if any, as may be required by the terms of the tender as accepted, and does furnish a Performance Bond and a Labour and Material Payment Bond, each in the amount of 50% of the Contract price and satisfactory to the Crown, or other security acceptable to the Crown, or
- (b) the Principal does pay to the Crown the difference between the amount of the Principal's tender and the amount of the Contract entered into by the Crown for the work, supplies and services which were specified in the said tender, if the latter amount be in excess of the former,

then this obligation shall be void; otherwise it shall remain in full force and effect.

PROVIDED, HOWEVER, that the Surety and the Principal shall not be liable to the Crown for an amount greater than the amount specified in this bond.

PROVIDED FURTHER that the Surety shall not be subject to any suit or action unless such suit or action is instituted and process therefore served upon the Surety at its Head Office in Canada, within twelve (12) months from the date of this bond.

IN TESTIMONY WHEREOF, the Principal has hereto set its hand and affixed its seal, and the Surety has caused these presents to be sealed with its corporate seal duly attested by the signature of its authorized signing authority, the day and year first above written.

SIGNED, SEALED AND DELIVERED in the presence of:

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Surety

Note: Affix Corporate seal if applicable.

## CERTIFICATE OF INSURANCE

To be completed by the Insurer

CONTRACT					
Description and location of work					Contract No.
					Project No.
INSURER			BROKER		
Company name			Company name		
Unit/Suite/Apt.	Street number	Number suffix	Unit/Suite/Apt.	Street number	Number suffix
Street name			Street name		
Street type	Street direction	PO Box or Route Number	Street type	Street direction	PO Box or Route Number
Municipality (City, Town, etc.)			Municipality (City, Town, etc.)		
Province/State	Postal/ZIP code		Province/State	Postal/ZIP code	
INSURED			ADDITIONAL INSURED		
Contractor name			Her Majesty the Queen in right of Canada as represented by the Minister of Agriculture and Agri-Food Canada.		
Unit/Suite/Apt.	Street number	Number suffix			
Street name					
Street type	Street direction	PO Box or Route Number			
Municipality (City, Town, etc.)					
Province/State	Postal/ZIP code				
<b>This insurer certifies that the following policies of insurance are at present in force covering all operations of the Insured, in connection with the contract made between the named insured and Her Majesty the Queen in right of Canada, represented by the Minister of Agriculture and Agri-Food Canada.</b>					
POLICY					
Type	Number	Inception date	Expiry date	Limit of liability (\$)	
Commercial General Liability					
Builder's Risk "All Risks"					
Installation Floater "All Risks"					
Other (list)					
Each of these policies includes the coverages and provisions as specified in Insurance Terms and each policy has been endorsed to cover Her Majesty as an Additional Insured. The Insurer agrees to notify Her Majesty and the Named insured in writing thirty (30) days prior to any material change in, or cancellation of any policy or coverage.					
Name of Insurer's Officer or Authorized Employee		Telephone number		Ext.	
Signature		Date			

## LABOUR AND MATERIAL PAYMENT BOND

BOND NUMBER: \_\_\_\_\_

AMOUNT: \_\_\_\_\_

KNOW ALL PERSONS BY THESE PRESENTS, that \_\_\_\_\_ as Principal,  
hereinafter called the Principal, and \_\_\_\_\_ as Surety,

hereinafter called the Surety, are, subject to the conditions hereinafter contained, held and firmly bound unto Her Majesty the Queen in right of Canada as represented by the Minister of Agriculture and Agri-Food, as Obligee, hereinafter called the Crown, in the amount of

\_\_\_\_\_ dollars (\$ \_\_\_\_\_), lawful money of Canada, for the payment of which sum, well and truly to be made, the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

SIGNED AND SEALED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

WHEREAS, the Principal has entered into a Contract with the Crown dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_,  
for \_\_\_\_\_

which contract is by reference made a part hereof, and is hereinafter referred to as the Contract.

NOW, THEREFORE, THE CONDITIONS OF THIS OBLIGATION are such that, if payment is promptly made to all Claimants who have performed labour or services or supplied material in connection with the Contract and any and all duly authorized modifications and extensions of the Contract that may hereafter be made, notice of which modifications and extensions to the Surety being hereby waived, then this obligation shall be void; otherwise it shall remain in full force and effect, subject, however, to the following conditions:

1. For the purpose of this bond, a Claimant is defined as one having a direct contract with the Principal or any Sub-Contractor of the Principal for labour, material or both, used or reasonably required for use in the performance of the Contract, labour and material being construed to include that part of water, gas, power, light, heat, oil, gasoline, telephone services or rental of equipment (but excluding rental of equipment where the rent pursuant to an agreement is to be applied towards the purchase price thereof) directly applicable to the Contract.
2. For the purpose of this Bond, no payment is required to be made in respect of a claim for payment for labour or services performed or material supplied in connection with the Contract that represents a capital expenditure, overhead or general administration costs incurred by the Principal during the currency or in respect of the Contract.
3. The Principal and the Surety hereby jointly and severally agree with the Crown that if any Claimant has not been paid as provided for under the terms of his contract with the Principal or a Sub-Contractor of the Principal before the expiration of a period of ninety (90) days after the date on which the last of such Claimant's labour or service was done or performed or materials were supplied by such Claimant, the Crown may sue on this bond, have the right to prosecute the suit to final judgment for such sum or sums as may be due and have execution thereon; and such right of the Crown is assigned by virtue of Part VIII of the *Financial Administration Act* to such Claimant.
4. For the purpose of this bond the liability of the Surety and the Principal to make payment to any claimant not having a contract directly with the Principal shall be limited to that amount which the Principal would have been obliged to pay to such claimant had the provisions of the applicable provincial or territorial legislation on lien or privileges been applicable to the work. A claimant need not comply with provisions of such legislation setting out steps by way of notice, registration or otherwise as might have been necessary to preserve or perfect any claim for lien or privilege which the claimant might have had. Any such claimant shall be entitled to pursue a claim and to recover judgment hereunder subject to the terms and notification provisions of the Bond.
5. Any material change in the Contract between the Principal and the Crown shall not prejudice the rights or interest of any Claimant under this Bond who is not instrumental in bringing about or has not caused such change.

6. No suit or action shall be commenced hereunder by any Claimant:

- (a) Unless such Claimant shall have given written notice within the time limits hereinafter set forth to the Principal and the Surety above named, stating with substantial accuracy the amount claimed. Such notice shall be served by mailing the same by registered mail to the Principal and the Surety at any place where an office is regularly maintained for the transaction of business by such persons or served in any manner in which legal process may be served in the Province or other part of Canada in which the subject matter of the Contract is located. Such notice shall be given
  - (i) in respect of any claim for the amount or any portion thereof required to be held back from the Claimant by the Principal or by the Sub-Contractor of the Principal under either the terms of the Claimant's Contract with the Principal or the Claimant's Contract with the Sub-Contractor of the Principal within one hundred and twenty (120) days after such Claimant should have been paid in full under this Contract;
  - (ii) in respect of any claim other than for the holdback or portion thereof referred to above within one hundred and twenty (120) days after the date upon which such Claimant did or performed the last of the service, work or labour or furnished the last of the materials for which such claim is made under the Claimant's Contract with the Principal or a Sub-Contractor of the Principal;
- (b) After the expiration of one (1) year following the date on which the Principal ceased work on the said Contract, including work performed under the guarantees provided in the Contract;
- (c) Other than in a court of competent jurisdiction in the province or district of Canada in which the subject matter of the Contract or any part thereof is situated and not elsewhere, and the parties hereto hereby agree to submit to the jurisdiction of such court.

7. The amount of this bond shall be reduced by and to the extent of any payment or payments made in good faith hereunder.

8. The Surety shall not be entitled to claim any moneys relating to the Contract and the liability of the Surety under this Bond shall remain unchanged and, without restricting the generality of the foregoing, the Surety shall pay all valid claims of Claimants under this Bond before any moneys relating to the Contract held by the Crown are paid to the Surety by the Crown.

9. The Surety shall not be liable for a greater sum than the amount specified in this bond.

IN TESTIMONY WHEREOF, the Principal has hereto set its hand and affixed its seal, and the Surety has caused these presents to be sealed with its corporate seal duly attested by the signature of its authorized signing authority, the day and year first above written.

SIGNED, SEALED AND DELIVERED in the presence of:

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Surety

Note: Affix Corporate seal if applicable.



## PERFORMANCE BOND

**BOND NUMBER:** \_\_\_\_\_

**AMOUNT:** \_\_\_\_\_

KNOW ALL PERSONS BY THESE PRESENTS, that \_\_\_\_\_ as Principal,  
hereinafter called the Principal, and \_\_\_\_\_ as Surety,

hereinafter called the Surety, are, subject to the conditions hereinafter contained, held and firmly bound unto Her Majesty the Queen in right of Canada as represented by the Minister of Agriculture and Agri-Food, as Obligee, hereinafter called the Crown, in the amount of

\_\_\_\_\_ dollars (\$ \_\_\_\_\_), lawful money of Canada, for the payment of which sum, well and truly to be made, the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

SIGNED AND SEALED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

WHEREAS, the Principal entered into a Contract with the Crown dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_,  
for \_\_\_\_\_

which Contract is by reference made a part hereof, and is hereinafter referred to as the Contract.

NOW, THEREFORE, THE CONDITIONS OF THIS OBLIGATION are such that, if the Principal shall well and faithfully observe and perform all the obligations on the part of the Principal to be observed and performed in connection with the Contract, then this obligation shall be void, otherwise it shall remain in full force and effect, subject, however, to the following conditions:

1. Whenever the Principal shall be, and declared by the Crown to be, in default under the Contract, the Surety shall:
  - (a) if the work is not taken out of the Principal's hands, remedy the default of the Principal,
  - (b) if the work is taken out of the Principal's hands and the Crown directs the Surety to undertake the completion of the work, complete the work in accordance with the Contract provided that if a contract is entered into for the completion of the work,
    - (i) it shall be between the Surety and the completing contractor, and
    - (ii) the selection of such completing contractor shall be subject to the approval of the Crown,
  - (c) if the work is taken out of the Principal's hands and the Crown, after reasonable notice to the Surety, does not direct the Surety to undertake the completion of the work, assume the financial responsibility for the cost of completion in excess of the moneys available to the Crown under the Contract,
  - (d) be liable for and pay all the excess costs of completion of the Contract, and
  - (e) not be entitled to any Contract moneys earned by the Principal, up to the date of his default on the Contract and any holdbacks relating to such earned Contract moneys held by the Crown, and the liability of the Surety under this Bond shall remain unchanged provided, however, and without restricting the generality of the foregoing, upon the completion of the Contract to the satisfaction of the Crown, any Contract moneys earned by the Principal or holdbacks related thereto held by the Crown may be paid to the Surety by the Crown.
2. The Surety shall not be liable for a greater sum than the amount specified in this Bond.
3. No suit or action shall be instituted by the Crown herein against the Surety pursuant to these presents after the expiration of two (2) years from the date on which final payment under the Contract is payable.

IN TESTIMONY WHEREOF, the Principal has hereto set its hand and affixed its seal, and the Surety has caused these presents to be sealed with its corporate seal duly attested by the signature of its authorized signing authority, the day and year first above written.

SIGNED, SEALED AND DELIVERED in the presence of:

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Surety

Note: Affix Corporate seal if applicable.



**T4-A CERTIFICATION**

The Contractor shall complete and submit this T4-A Certification within fourteen (14) calendar days of Notification of Contract award and within fourteen (14) calendar days immediately following any change to the information already provided under the Contract. Failure to provide this information or failure to provide the correct information shall result in a fundamental breach of the Contract.

1. **The Contractor shall enter a [ x ] in one of the boxes below opposite the description that best describes its status.**

- A business incorporated either federally or provincially;
- An unincorporated business, either as a sole proprietor or a partnership; or
- An individual.

**Note:** The information provided in Section 2 must correspond with that provided in Section 1.

**Corporate or unincorporated business or individual's name:** \_\_\_\_\_

Street Name or Box #: \_\_\_\_\_

City, Town or Village: \_\_\_\_\_

Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

2. **Contractor shall complete Section 2(a) or 2(b) or 2(c), whichever is applicable to its situation.**

(a) If incorporated:

Business Number (BN): \_\_\_\_\_, or  
GST / HST Number: \_\_\_\_\_, or  
T2 Corporation Tax Number (T2N): \_\_\_\_\_, whichever is applicable

(b) If unincorporated:

Social Insurance Number (SIN): \_\_\_\_\_, and  
Business Number (BN): \_\_\_\_\_, or  
GST / HST Number: \_\_\_\_\_, whichever is applicable

**Note:** The Unincorporated Business Name must be the same as the name associated with the Revenue Canada Business Number or the GST Number.

(c) If individual:

Social Insurance Number (SIN): \_\_\_\_\_, and  
Business Number (BN): \_\_\_\_\_, or  
GST / HST Number: \_\_\_\_\_, whichever is applicable

**Note:** The Individual's Name must be the same as the name associated with the Social Insurance Number.

3. **WE HEREBY CERTIFY** that I/We have examined the information provided above, including the legal name, address and Revenue Canada identifier (SIN, BN, GST / HST No., T2N), as applicable, and that it is correct and complete, and fully discloses my/our identification.

Contractor's signature	Title of Signatory	Date
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**PERSONNEL SCREENING, CONSENT AND AUTHORIZATION FORM**

OFFICE USE ONLY		
Reference number	Department/Organization number	File number

NOTE: For Privacy Act Statement refer to Section C of this form and for completion instructions refer to attached instructions. Please typewrite or print in block letters.

**A ADMINISTRATIVE INFORMATION (To be completed by the Authorized Departmental/Agency/Organizational Official)**

New   
  Update   
  Upgrade   
  Transfer   
  Supplemental   
  Re-activation

The requested level of reliability/security check(s)

Reliability Status   
  Level I (CONFIDENTIAL)   
  Level II (SECRET)   
  Level III (TOP SECRET)

Other \_\_\_\_\_

**PARTICULARS OF APPOINTMENT/ASSIGNMENT/CONTRACT**

Indeterminate   
  Term   
  Contract   
  Industry   
  Other (specify secondment, assignment, etc.) \_\_\_\_\_

Justification for security screening requirement

Position/Competition/Contract number	Title	Group/Level (Rank if applicable)	
Employee ID number/PRI/Rank and Service number (if applicable)	If term or contract, indicate duration period ▶	From	To
Name and address of department / organization / agency	Name of official	Telephone number ( )	Facsimile number ( )

**B BIOGRAPHICAL INFORMATION (To be completed by the applicant)**

Surname (Last name) \_\_\_\_\_ Full given names (no initials) underline or circle usual name used \_\_\_\_\_ Family name at birth \_\_\_\_\_

All other names used (i.e. Nickname) \_\_\_\_\_

Sex:  Male  Female

Date of birth: Y | M | D \_\_\_\_\_ Country of birth \_\_\_\_\_ Date of entry into Canada if born outside Canada: Y | M | D \_\_\_\_\_

RESIDENCE (provide addresses for the last five years, starting with the most current)

Home address \_\_\_\_\_ Daytime telephone number ( ) \_\_\_\_\_ E-mail address \_\_\_\_\_

1	Apartment number	Street number	Street name	Civic number (if applicable)	From Y   M	To present
	City		Province or state	Postal code	Country	Telephone number ( )

2	Apartment number	Street number	Street name	Civic number (if applicable)	From Y   M	To Y   M
	City		Province or state	Postal code	Country	Telephone number ( )

Have you previously completed a Government of Canada security screening form?  Yes  No

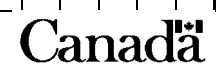
If yes, give name of employer, level and year of screening. \_\_\_\_\_ Y

**CRIMINAL CONVICTIONS IN AND OUTSIDE OF CANADA (see instructions)**

Have you ever been convicted of a criminal offence for which you have not been granted a pardon?  Yes  No

If yes, give details. (charge(s), name of police force, city, province/state, country and date of conviction) \_\_\_\_\_

Charge(s)	Name of police force	City
Province/State	Country	Date of conviction ▶ Y   M   D





PERSONNEL SCREENING, CONSENT AND AUTHORIZATION FORM

Surname and full given names	Date of birth	Y	M	D
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**C CONSENT AND VERIFICATION (To be completed by the applicant and authorized Departmental/Agency/Organizational Official)**

Checks Required (See Instructions)	Applicant's initials	Name of official (print)	Official's initials	Official's Telephone number
1. <input type="checkbox"/> Date of birth, address, education, professional qualifications, employment history, personal character references				( )
2. <input type="checkbox"/> Criminal record check				( )
3. <input type="checkbox"/> Credit check (financial assessment, including credit records check)				( )
4. <input type="checkbox"/> Loyalty (security assessment only)				
5. <input type="checkbox"/> Other (specify, see instructions)				( )

**The Privacy Act Statement**

The information on this form is required for the purpose of providing a security screening assessment. It is collected under the authority of subsection 7(1) of the *Financial Administration Act* and the Government Security Policy (GSP) of the Government of Canada, and is protected by the provisions of the *Privacy Act* in institutions that are covered by the *Privacy Act*. Its collection is mandatory. A refusal to provide information will lead to a review of whether the person is eligible to hold the position or perform the contract that is associated with this Personnel Screening Request. Depending on the level of security screening required, the information collected by the government institution may be disclosed to the Royal Canadian Mounted Police (RCMP) and the Canadian Security Intelligence Service (CSIS), which conduct the requisite checks and/or investigation in accordance with the GSP and to entities outside the federal government (e.g. credit bureaus). It is used to support decisions on individuals working or applying to work through appointment, assignment or contract, transfers or promotions. It may also be used in the context of updating, or reviewing for cause, the reliability status, security clearance or site access, all of which may lead to a re-assessment of the applicable type of security screening. Information collected by the government institution, and information gathered from the requisite checks and/or investigation, may be used to support decisions, which may lead to discipline and/or termination of employment or contractual agreements. The personal information collected is described in Standard PIB PSU 917 (Personnel Security Screening) which is used by all government agencies, except the Department of National Defence PIB DND/PPE 834 (Personnel Security Investigation File), RCMP PIB CMP PPU 065 (Security/Reliability Screening Records), CSIS PIB SIS PPE 815 (Employee Security), and PWGSC PIB PWGSC PPU 015 (Personnel Clearance and Reliability Records) used for Canadian Industry Personnel. Personal information related to security assessments is also described in the CSIS PIB SIS PPU 005 (Security Assessments/Advice).

I, the undersigned, do consent to the disclosure of the preceding information including my photograph for its subsequent verification and/or use in an investigation for the purpose of providing a security screening assessment. By consenting to the above, I acknowledge that the verification and/or use in an investigation of the preceding information may also occur when the reliability status, security clearance or site access are updated or otherwise reviewed for cause under the Government Security Policy. My consent will remain valid until I no longer require a reliability status, a security clearance or a site access clearance, my employment or contract is terminated, or until I otherwise revoke my consent, in writing, to the authorized security official.

\_\_\_\_\_  
Signature Date (Y/M/D)

**D REVIEW (To be completed by the authorized Departmental/Agency/Organizational Official responsible for ensuring the completion of sections A, B and C)**

Name and title	Telephone number	
Address	Facsimile number	

**E APPROVAL (To be completed by authorized Departmental/Agency/Organizational Security Official only)**

I, the undersigned, as the authorized security official, do hereby approve the following level of screening.

Reliability Status <input type="checkbox"/> Approved Reliability Status <input type="checkbox"/> Not approved  _____ Name and title  _____ Signature      _____ Date (Y/M/D)	<b>PHOTO</b> (for Level III T.S., and/or upon request - see instructions)
Security Clearance (if applicable) <input type="checkbox"/> Level I <input type="checkbox"/> Level II <input type="checkbox"/> Level III <input type="checkbox"/> Not recommended  _____ Name and title  _____ Signature      _____ Date (Y/M/D)	
Comments	





## INSTRUCTIONS FOR PERSONNEL SCREENING CONSENT AND AUTHORIZATION FORM TBS/SCT 330-23E (Rev. 2002/02)

Once completed, this form shall be safeguarded and handled at the level of Protected A.

### General:

If space allotted in any portion is insufficient please use separate sheet using same format.

### 1. Section A (Administrative Information) Authorized Departmental/Agency/Organizational Official

The Official, based on instructions issued by the Departmental Security Officer, may be responsible for determining, based on five year background history, what constitutes sufficient verification of personal data, educational and professional qualifications, and employment history. References are to be limited to those provided on the application for employment or equivalent forms.

### SUPPLEMENTAL INFORMATION REQUIREMENTS

Persons who presently hold a SECURITY CLEARANCE and subsequently marry, remarry or commence a common-law partnership, in addition to having to update sections of the *Security Clearance Form (TBS/SCT 330-60)*, are required to submit an original *Personnel Screening, Consent and Authorization Form*, with the following parts completed:

Part A - As set forth in each question

Part B - As set forth in each question, excluding CRIMINAL CONVICTIONS IN AND OUTSIDE OF CANADA.

Part C - Applicant's signature and date only are required

"Other". This should be used to identify if the security screening is for Site Access, NATO, SIGINT etc.

### 2. Section B (Biographical Information)

To be completed by the **applicant**. If more space is required use a separate sheet of paper. Each sheet must be signed.

**Country of Birth - For "NEW" requests, if born abroad of Canadian parents, please provide a copy of your Certificate of Registration of Birth Abroad. If you arrived in Canada less than five years ago, provide a copy of the Immigration Visa, Record of Landing document or a copy of passport.**

- List only criminal convictions for which a pardon has NOT been granted. Include on a separate attached sheet of paper, if more than one conviction. Applicant must include those convictions outside Canada.

- Offences under the *National Defence Act* are to be included as well as convictions by courts-martial are to be recorded.

### 3. Section C (Consent and Verification)

A copy of Section "C" may be released to institutions to provide acknowledgement of consent.

Criminal record checks (fingerprints may be required) and credit checks are to be arranged through the Departmental Security Office or the delegated Officer.

Consent: may be given only by an applicant who has reached the age of majority, otherwise, the signature of a parent or guardian is mandatory.

The age of majority is:

19 years in NFLD., N.S., N.B., B.C., Yukon, Northwest Territories and Nunavut;

18 years in P.E.I., Que., Ont., Man., Sask. and Alta.

The applicant will provide initials in the " applicant's initials box".

The official who carried out the verification of the information will print their name, insert their initials and telephone number in the required space.

- Reliability Screening (for all types of screening identified within Section A): complete numbers 1 and 2 and 3 if applicable.

- Security Clearance (for all types of screening identified within Section A): complete numbers 1 to 4 and 5 where applicable.

- Other: number 5 is used only where prior Treasury Board of Canada Secretariat approval has been obtained.

### 4. Section D (Review)

To be completed by authorized Departmental/Agency/Organizational Official who is responsible for ensuring the completion of sections A to C as requested.

### 5. Section E (Approval)

**Authorized Departmental/Agency/Organizational Security Official** refers to the individuals as determined by departments, agencies, and organizations that may verify reliability information and/or approve/not approve reliability status and/or security clearances. Approved Reliability Status and Level I, II and III, as well as the signature of the authorized security official or manager are added for Government of Canada use only. Applicants are to be briefed, acknowledge, and be provided with a copy of the "Security Screening Certificate and Briefing Form (TBS/SCT 330-47)".

**Note:** Private sector organizations do not have the authority to approve any level of security screening.

**Photographs:** Departments/Agencies/Organizations are responsible for ensuring that three colour photographs of passport size are attached to the form for the investigating agency. Maximum dimensions are 50mm x 70mm and minimum are 43mm x 54mm. The face length from chin to crown of head must be between 25mm x 35mm. The photographs must be signed by the applicant and an authorized security official. The photographs must have been taken within the last six months. It is required for new or upgrade Level III security clearances for identification of the applicant during the security screening investigation by the investigating agency. The investigating agency may in specific incidents request a photograph for a Level I or II clearances when an investigation is required.