

**Bid Receiving/Réception des  
sousmissions :**

**Correctional Service Canada  
ATTN: Greg Dobbie  
443 Union Street West,  
Kingston, Ontario  
K7L 1L0**

**Facsimile Number for Amendments:  
613-536-4571**

**INVITATION TO TENDER APPEL  
D'OFFRES**

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

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

**Vendor/Firm Name and Address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur :**

**Facsimile No. - No de télécopieur:**

**Telephone No. - no de téléphone:**

**Issuing Office - Bureau de distribution  
Correctional Service Canada  
443 Union Street West,  
Kingston, Ontario  
K7L 1L0**

<b>Remove and replace Sanitary lift pump station at Warkworth Institution</b>	
<b>Solicitation No. - No. de l'invitation</b> 21401-16/17-1981950	<b>Date</b> June 30, 2016
<b>Client Reference No. - No. De Référence du Client</b>	
<b>GETS Reference No. - No. de Référence de SEAG</b>	
<b>Solicitation Closes -L'invitation prend fin at - à Time Zone on - le</b>  August 22 ,2016 at 14 :00 EST	
<b>F.O.B. - F.A.B.</b>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> <b>GREG DOBBIE</b> <b>Gregory.Dobbie@csc-scc.gc.ca</b>	
<b>Telephone No. - No de téléphone</b> 613-545-8274	<b>Fax No. - No de FAX:</b> <b>613-536-4571</b>
<b>Destination of Goods, Services, and Construction: Destinations des biens, services et construction:</b> <b>Warkworth Institution</b> 15847 County Road 29 Warkworth, Ontario	
<b>This document contains a PERSONNEL SECURITY Clearance requirement.</b>	
<b>Delivery Required - Livraison exigée:</b>	<b>Delivery Offered - Livraison proposée</b>
<b>Name and title of person authorized to sign on behalf of Vendor/Firm :</b>  <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur :</b>	



## **PART 1 – GENERAL INFORMATION**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Acceptance and Form: provides the bidder the form to submit their bid and includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment and any other annexes.

### **Summary**

Correctional Service Canada (CSC) has a requirement for The complete removal of the existing sanitary lift pump station serving the private family visit buildings in the Institution and the installation of a new sanitary lift pump station and the associated infrastructure as indicated in the project specifications and drawings.

### **Debriefings**

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### **Bid Security**

For solicitations requiring Bid Security, the following conditions apply:

- Bid security is to be in the form of a bid bond or a cash security deposit in an amount equal to 10% of the tender amount.
- A Bid Bond must have original signatures and be issued by a company that is acceptable to the Government of Canada. Original must accompany bid.
- A security deposit must be in the form of cash, a certified cheque, a bill of exchange, bank draft or money order payable to the Receiver General for Canada, or a bond issued by or guaranteed by the Government of Canada.

### **Bid and Acceptance Form**

CSC uses the Bid and Acceptance Form for all construction contracts valued at \$40,000 or over.

- The contract documents are listed in the Bid and Acceptance Form.



## **Insurance**

The scope of insurance coverage required is determined using forms from the Insurance Bureau of Canada (IBC) with riders for additional risks.

- Before beginning the work, contractors must provide a certificate of insurance proving that they are insured, and this must be done no later than 30 days after acceptance of their bid.
- The amount of any deductible is left to the discretion of the contractor and its insurer.

## **Workers Compensation Board and Safety Program:**

The recommended Tenderer shall provide to the Contracting Authority, prior to Contract Award:

- a Workers Compensation Board letter of good standing, also listing covered Directors, Principals, Proprietor(s) or Partners who will be or will be or who are anticipated to be present on the work site(s); and
- a Certificate of Recognition (COR) or Registered Safety Plan (RSP) acceptable to the Authority Having Jurisdiction (AHJ). A health and safety policy and program, as required by the respective provincial/territorial Occupational Health and Safety Act, will be acceptable in lieu of a COR or RSP. If none is required by law, a copy of a health and safety policy and program that has been sent to the AHJ for review will also be acceptable, provided that the recommended Tenderer certifies that it has been sent to the AHJ.

The recommended Tenderer shall deliver all of the above documents to the Contracting Authority on or before the date stated (usually 3 to 5 days after notification) by the Contracting Authority. Failure to comply will result in a breach of promise, at which time the Contracting Authority will be free to approach the next lowest responsive Tenderer.



## **PART 2 – BIDDER INSTRUCTIONS**

### **Bid Documents:**

The following are the bid documents:

- Invitation to Tender - Page 1;
- Special Instructions to Bidders;
- General Instructions to Bidders R2710T (2016-04-04) and;
- Bid and Acceptance Form and any Appendices attached thereto.

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

### **General Conditions and General Instructions:**

General Instructions to Bidders are incorporated by reference and is set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Website: <http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>.

### **Exceptions to General Conditions and General Instructions to Bidders incorporated by Reference:**

Delete reference to “Public Works and Government Services Canada” and substitute “Correctional Service Canada”.

### **Bid Submission:**

Bids must be submitted only to CSC Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Bids are to be directed only to the bid receiving address specified above. Correctional Service Canada (CSC) will NOT assume responsibility for bids directed to any other location. **(Canada Post Priority Courier is not considered a Courier)**

### **Enquiries During the Solicitation Period:**

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 GI15 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.

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.



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.

### **Mandatory Site Visit:**

There will be a **Mandatory site visit on August 02, 2016 at 13:00**. Interested bidders are to meet at Warkworth Institution, 15847 County Road 29, Warkworth, Ontario at the Main Entrance. The Contracting Officer **must be notified by July 28 at 10:00** prior to the Mandatory Site Visit the names of the Representatives from the firm that will be attending this site visit for security reasons. Failure to notify CSC of the names will result in your Representative not being allowed entrance for the Site Visit, and for that reason alone, will result in disqualification of a bid.

The site visit for this project is MANDATORY. The representative of the bidder will be required to sign the Site Visit Attendance Sheet at the site visit. Bids submitted by Bidders who have not signed the attendance sheet will not be accepted.

### **Revision of Bid:**

A bid may be revised by letter or facsimile in accordance with G110 of the General Instructions to Bidders. This must be submitted to the Contracting Officer.

### **Negotiations:**

In the event that the lowest compliant tender exceeds the amount of funding Canada has allocated for the construction phase of the work:

by 15% or less, Canada, at its sole discretion, shall either

1. Cancel the tender call;
2. Obtain additional funding and, subject to the provisions of clause 11 of the General Instructions to Bidders, award the Contract to the Tenderer submitting the lowest compliant tender; or
3. Revise the scope of the work accordingly and negotiate, with the Tenderer submitting the lowest compliant tender, a corresponding reduction in its tendered price.

by more than 15%, Canada, at its sole discretion, shall either

1. Cancel the tender call;
2. Obtain additional funding and, subject to the provisions of clause 11 of the General Instructions to Bidders, award the Contract to the Tenderer submitting the lowest compliant tender; or
3. Revise the scope of the work accordingly and invite those who submitted compliant tenders at the original tender call to retender the work.

If negotiations or a re-tender are undertaken, Tenderers shall retain the same subcontractors and suppliers as they carried in their original tender submissions.

If Canada elects to negotiate a reduction in the tendered price and the negotiations fail to reach an agreement, Canada shall then exercise either of option 3.



**Bid Validity Period:**

Canada reserves the right to seek an extension to the bid validity period prescribed in BA04 of the Bid and Acceptance Form. Upon notification in writing from Canada, Bidders shall have the option to either accept or reject the proposed extension.

If the extension referred to in paragraph 1 of Bid Validity Period 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.

If the extension referred to in paragraph 1 of Bid Validity Period is not accepted in writing by all those who submitted bids then Canada shall, at its sole discretion, either

- Continue to evaluate the bids of those who have accepted the proposed extension and Seek the necessary approvals; or
- Cancel the invitation to tender.

**The provisions expressed herein do not in any manner limit Canada's rights in law or under GI11 of the General Instructions to Bidders.**



**PART 3 - BID AND ACCEPTANCE FORM / RESULTING CONTRACT CLAUSES**

**Identification:**

- 1) Description of the Work: The complete removal of the existing sanitary lift pump station serving the private family visit buildings in the Institution and the installation of a new sanitary lift pump station and the associated infrastructure as indicated in the project specifications and drawings.  
 Work under this contract will involve, but is not limited to, the following, for Correctional Service Canada (CSC). Supply of all labour, material, tools, equipment, transportation, installation and supervision necessary to. Work will include but is not limited to etc., as further detailed in the specification and drawings.
- 2) Location: Warkworth Institution, 15847 County Road 29, Warkworth Ontario
- 3) Solicitation Number: 21401-16/17-1981950

**Business Name and Address of Bidder:**

- 1) Name: \_\_\_\_\_
- 2) Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 3) Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_
- 4) GST/HST Number: \_\_\_\_\_

**The Offer (to be completed by Bidder):**

- 1) The Bidder offers to Canada as represented by the Minister of Public Safety to perform and complete the Work for the above named project in accordance with the Bid Documents for the **Total Bid Amount** of \$ \_\_\_\_\_ excluding GST/HST which consists of:
  - The Lump Sum of \$ \_\_\_\_\_ for the work that is not designated in the Unit Price Table and therefore subject to a Lump Sum Arrangement; and
  - The Total Estimated Amount of \$ \_\_\_\_\_ for the portion of the Work that is subject to a Unit Price Arrangement. (Amount transferred from Appendix [ ] - Unit Price Table)
- 2) Any errors in the extension of the Price per Unit and the addition of the Estimated Total Price in the Unit Price Table shall be corrected by Canada in order to obtain the Total Estimated amount.
- 3) Any errors in the addition of the amounts in subparagraph shall be corrected by Canada to obtain the Total Bid Amount.



### **Bid Validity Period:**

The bid shall not be withdrawn for a period of 90 days following the date of solicitation closing.

### **Resulting Contract Documents and Conditions:**

The following are the resulting contract documents and resulting conditions:

- (a) Contract page when signed by Canada;
- (b) Duly completed Bid and Acceptance Form and any Appendices attached thereto;
- (c) Plans and Specifications;
- (d) General Conditions:
  - (I) GC1 General Provisions R2810D (2016-04-04);
  - (ii) GC2 Administration of the Contract R2820D (2016-01-06);
  - (iii) GC3 Execution and Control of the Work R2830D (2015-05-25);
  - (iv) GC4 Protective Measures R2840D (2008-05-12);
  - (v) GC5 Terms of Payment R2850D (2016-01-28);
  - (vi) GC6 Delays and Changes in the Work R2860D (2016-01-28);
  - (vii) GC7 Default, Suspension or Termination of Contract R2870D (2008-05-12);
  - (viii) GC8 Dispute Resolution R2880D (2016-01-28);
  - (ix) GC9 Contract Security R2890D (2014-06-26);
  - (x) GC10 Insurance R2900D (2008-05-12)
- (e) Supplementary Conditions, if any;
- (f) Allowable Costs for Contract Changes Under GC6.4.1 R2950D (2015-02-25);
- (g) Schedules of Wage Rates for Federal Construction Contracts;
- (h) Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
- (i) Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and
- (j) Any amendment or variation of the contract documents that is made in accordance with the General Conditions.

The documents identified by title, number and date in **Resulting Contract Documents and Conditions** are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Website: <http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>. Delete references to PWGSC and replace with Correctional Service Canada (CSC).

Schedules of Wage Rates for Federal Construction Contracts is included by reference and May be accessed from the Website

<http://www.hrsc.gc.ca/asp/gateway.asp?hr=en/lp/lo/lswf/fw/schedule.shtml&hs=cgq>

The language of the contract documents shall be the language of the Bid and Acceptance Form submitted.





### **Acceptance and Contract:**

Upon acceptance of the Contractor's offer by Canada, a binding Contract shall be formed between Canada and the Contractor. The documents forming the Contract shall be the contract documents referred to in **Resulting Contract Documents and Conditions**.

### **Construction Time:**

The Contractor shall perform and complete the Work within 10 weeks from the date of notification of acceptance of the offer.

### **Bid Security:**

- 1) The Bidder shall enclose bid security with its bid in accordance with GI08 BID SECURITY REQUIREMENTS.
- 2) If the security furnished does not comply fully with the requirements referred to in paragraph 1) herein, the bid shall be disqualified.
- 3) 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 of the security deposit.

### **Personnel Security:**

The successful Contractor MUST:

- Provide personal data including the full name, date of birth, present address and other data as requested by the CSC representative, for each person working on this project if requested. This information will be used for security clearance purposes. Fingerprinting may be required. This information must be provided within (3) three days of request.
- Ensure that all persons working on site hold a valid security clearance issued by CSC Departmental Security.

In addition:

It is understood and agreed that all security rules, regulations and procedures applicable to public servants employed by the Correctional Service of Canada will apply equally to the Contractor, its officers, servants and agents.

The Contractor is responsible to ensure the completion of all documentation required in the Correctional Service of Canada personnel security program for the purpose of security clearance or reliability screening of its officers, servants and agents. It is understood and agreed that access to Correctional Service of Canada premises or to Correctional Service of Canada documents will be withheld until clearance documentation is submitted and processed and the officer, servant or agent is deemed to meet the applicable reliability clearance standard.

The Contractor understands and accepts that its officers, servants and agents must consent to the necessary disclosure of personal information required to support the personnel security program and that failure to consent to these disclosures will render the person unsuitable for



employment on Correctional Service of Canada premises and/or to have access to any Correctional Service of Canada documents.

The Contractor agrees that its officers, servants and agents will comply with all standing orders or other regulations in force at the site where the work covered by this contract is to be performed, relating to the safety of persons on the site or the protection of property against loss or damage from any, and all causes, including fire.

More particularly, the Contractor, its officers, servants, agents and subcontractors are responsible to immediately report to CSC security personnel any information about or observations of inmate conduct that could jeopardize anyone's safety or the security of a penitentiary.

### **Health and Labour Conditions:**

In this section, "Public Entity" means the municipal, provincial or federal government body authorized to enforce any laws concerning health and labor applicable to the performance of the Work or any part thereof.

The Contractor shall comply with all laws concerning health and labor conditions applicable to the performance of the Work or part thereof and shall also require compliance of same by all its subcontractors when applicable.

The Contractor upon any request for information or inspection dealing with the Work by an authorized representative of a Public Entity shall forthwith notify the Project Authority or Her Majesty.

Evidence of compliance with laws applicable to the performance of the Work or part thereof by either the Contractor or its subcontractor shall be furnished by the Contractor to the Project Authority or Her Majesty at such time as the Project Authority or Her Majesty may reasonably request."

### **Health and Safety:**

FOR WORK IN THE PROVINCE OF ONTARIO

Employer / Prime Contractor:

The Contractor shall, for the purposes of the Contract, and for the duration of the Work of the Contract:

1. Act as the Employer, where there is only one employer on the work site, in accordance with the Authority Having Jurisdiction;
2. Accept the role of Contractor/Principal Contractor/Constructor, where there are two or more employers involved in work at the same time and space at the worksite, in accordance with the Authority Having Jurisdiction; and
3. Agree, in the event of two or more Contractors working at the same time and space at the work site, without limiting the intent of GC3 - (Execution and Control of Work) to the Project Manager's order \*to:
  - o Accept, as the Contractor/Principal Contractor/Constructor, the responsibility for the Project Manager's other Contractor(s); or
  - o Accept that the Project Manager's other Contractor is Contractor/Principal Contractor/Constructor and conform to that Contractor's Site Specific Health and Safety Plan.



\* Definition of “order” is a “Change Order issued after the contract has been awarded”

### **Permits, Notifications and Safety Plan:**

The Contractor shall provide to the Project Manager:

- prior to the pre-construction meeting, a transmittal and copy of the Advance Notification of Project form, contained herein, as sent to the Authority Having Jurisdiction (AHJ), unless this requirement is waived by the Project Manager; and
- prior to commencement of work and without limiting the terms of General Instructions to Bidders GI14 and GC4 - Protective Measures GC 4.2
  - copies of all other necessary permits, notifications and related documents as called for in the scope of work/specifications and/or (AHJ); and
  - a site specific Health and Safety Plan which is acceptable to the AHJ, unless this requirement is waived by the Project Manager.

### **Workers' Compensation:**

It is mandatory that every contractor contracted for work must have an account with the Provincial Worker's Compensation Board/ Commission, and coverage shall be extended to cover all employees.

### **Compliance with Applicable Laws:**

The Contractor shall comply with all laws, regulations and rules applicable to the performance of the Work or any part thereof. The Contractor shall also comply with all laws, regulations and rules applicable to the agents and servants of the Crown. The Contractor shall also require compliance therewith by all of its subcontractors. Evidence of compliance with such laws, regulations and rules shall be furnished by the Contractor to the Contracting Authority at such times as the Contracting Authority may reasonable request.

Unless otherwise provided in the contract, the Contractor shall obtain all permits and hold all certificates and licenses required for the performance of the Work.

Details on existing CSC policies can be found at [www.csc-scc.gc.ca](http://www.csc-scc.gc.ca) or any other CSC web page designated for such purpose.

### **Tuberculosis Testing:**

It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfill the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.

Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.

All costs related to such testing will be at the sole expense of the Contractor.



**Code of Conduct for Procurement:**

The Bidder confirms that it has read the Code of Conduct for Procurement (<http://www.pwgsc.gc.ca/acquisitions/text/cndt-cndct/tcm-toc-e.html>) and agrees to be bound by its terms.

The bidder certifies that:

- no corruption and no collusion took place in the preparation of its bid; and
- it has not committed an offence 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

**Information Guide for Contractors**

Prior to the commencement of any work, the Contractor certifies that its employees, or employees of its subcontractors, working under contract for CSC will complete the applicable Module(s) and retain the signed checklist(s) from the CSC "Information Guide for Contractors" website: <http://www.csc-scc.gc.ca/text/pblct/cntrctr-modules/mod-intro-eng.shtml>.

SIGNATURE

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

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Signature

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Date



**BID AND ACCEPTANCE FORM - APPENDIX [1]**

**UNIT PRICE TABLE**

The Unit Price Table designates the Work to which a Unit Price Arrangement applies.

- (a) The Price per Unit and the Estimated Total Price must be entered for each Item listed.
- (b) Use a separate table for each item and provide a total estimated amount of all tables in section "The Offer - 1) bullet 2.
- (c) Work included in each item is as described in the referenced specification section.

Item Specification	
Reference	
Class of Labour, Plant or Material Unit of Measurement	
Estimated Quantity	
Price per Unit GST/HST extra	
<b>TOTAL ESTIMATED AMOUNT</b>	

Item Specification	
Reference	
Class of Labour, Plant or Material Unit of Measurement	
Estimated Quantity	
Price per Unit GST/HST extra	
<b>TOTAL ESTIMATED AMOUNT</b>	



**Bid and Acceptance Form - Appendix [2]**

**List of Subcontractors**

1) 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 disqualified. (Change categories as required)

(a) MASONRY WORK: Sections

Subcontractor: \_\_\_\_\_

Address: \_\_\_\_\_

(b) GYPSUM BOARD PARTITIONS AND CEILINGS SYSTEMS:

Subcontractor: \_\_\_\_\_

Address: \_\_\_\_\_

(c) EMCS (ENERGY MONITORING AND CONTROL SYSTEMS):

Subcontractor: \_\_\_\_\_

Address: \_\_\_\_\_

(d) MECHANICAL WORK:

Subcontractor: \_\_\_\_\_

Address: \_\_\_\_\_

(e) ELECTRICAL WORK:

Subcontractor: \_\_\_\_\_

Address: \_\_\_\_\_

**OR**

2) All Work as detailed will be done by our own forces without the use of sub-contractors.

Check box to confirm.



**ANNEX "A"**

**ADVANCE NOTIFICATION OF CONSTRUCTION PROJECT**

To Provincial Labour Authority:
This Advance Notification is to advise you that we, the listed contractor, will be undertaking a Federal Construction Project within
Your jurisdiction for which we are designated the Prime/Principal/General Contractor and that we will be the party responsible for
the overall coordination of safety on the construction site.
A pre-construction meeting for this project will be held at (Location) _____ on (Date) _____ at (Time) _____.
An invitation for a representative of the provincial/territorial authority to attend this meeting is extended. The Site Specific Safety
Plan will be reviewed at this meeting. Should you wish to attend please contact the name listed below.
Date: File Number:
Contract Amount: Project Number:
Business/Legal Name of Employer/Prime Contractor (AB)(BC); Employer/Contractor (SK); Employer/Principal Contractor
(MB)(QC)(NF&Labrador)(NT & Nunavet); Employer/Constructor (ON)(NS)(NB)(PE)(YT)
Mailing Address: Telephone:
Fax Number:
Contact Name:
<b>PROJECT DETAILS</b>
Location of Project
Nature of Work/Process Undertaken
Name of Site Superintendant
Contact Number for Superintendant



Estimated Start Date of Project
Estimated Project Duration
Number of Workers to be Employed
List of Sub-Contractors to be Employed (Use additional Space if Required)
Company Name Business Address/Location
<b>OWNER INFORMATION</b>
Project Owner: Correctional Service Canada
Owners Representative:
Owner Representative Contact Number:
<u>Hazardous Regulated Activities</u>
This is a notification to the Provincial/Territorial Labour Authority of the Hazardous Regulated Activities that are to be undertaken during the project by the Prime/Principal Contractor or Constructor or any subcontractors. This list may not be inclusive and may be amended from time to time.
<b>Note to Prime/Principal Contractor or Constructor:</b>
Any Hazardous Regulated Activities which are listed must also have elements included in the Site Specific Safety Plan Listing working Procedures for those activities.
Check Box for activities to be undertaken and provide estimated duration of activities in hours/days.
<b>Check Activity Estimated Duration</b>
Working in or with Trenching/Excavation/Tunnels
Use of Scaffolding/Swing Stages
Working from Heights requiring fall protection systems
Crane Operations
Working from Heights requiring fall protection systems
Crane Operations
Work in Confined Spaces
Blasting and/or use of explosives
Use and or exposure to high voltage electrical
Hot Work
Demolition
Use of temporary structures, stairs, ramps or landings, and constructed ladders
Use of Heavy Equipment which may/may not require traffic control
Working on or near water
Working with hazardous substances/regulated products *





Working with radiation emitting devices
Working with or exposure to Asbestos, PCBs or Lead
Please list any other hazardous regulated activities, which are not listed, below:

\* If the work is to occur in an occupied space, as a renovation or a lease fit-up, the Prime/Principal Contractor or Constructor is required to provide copies of MSDSs for all controlled products to the Owner's Representative and to maintain copies on site.

**DISTRIBUTION**

The Prime/Principal Contractor or Constructor is responsible to ensure proper distribution of this form and must provide proof that the form was sent to the Labour Authority. Work activities cannot commence until such proof has been provided. Proof can be by registered mail receipt, or by providing a copy of a fax transmittal notice, or any other means providing indication that the Labour Authority has received this document: Original: to applicable provincial/territorial labour authority Copies to: CSC Project Manager.

A copy of this form is to be posted at the project site prior to the commencement of work.

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**NOTE:**

Please do not include any forms that include personal 3rd party information such as the names of the contractor's employees and their related claims information.

**LABOUR AUTHORITY CONTACTS**

The contacts below represent the Labour Authority in the various jurisdictions. They are not representatives of the Workers Compensation. Do not contact the people referenced below for issues pertaining to WCB or WCB Clearances. Those queries must be directed specifically to the WCB, and where the WCB has both a Labour and Compensation component, WCB issues must be directed to the Compensation/Employer Services sections.



## ANNEX "A" STATEMENT OF WORK

Project Name: Warkworth Institution – Warkworth Institution Sanitary Lift Pump at PFV's  
Project Number: 460-2507-0  
Institution: Warkworth Institution  
Requisition: 1981950

### **Objective**

The complete removal of the existing sanitary lift pump station serving the private family visit buildings in the Institution and the installation of a new sanitary lift pump station and the associated infrastructure as indicated in the project specifications and drawings.

### **Scope of work**

- Please see attached drawings and specifications for PFV Pumping Station.

### **Delivery and Security**

Contractor considerations:

- All employees entering the facility shall report to the main entrance and pass through all security devices and screening before reporting to the identified work area.
- When assembling at the main entrance they will be provided with an escort that will be with them at all times during the construction process.
- At any time a corrections officer may require a contractor's employees to submit to a search if deemed necessary by a corrections officer.
- Employees should be aware that a tobacco ban is in effect. No smoking materials are permitted in the institution.
- Cell phones are not permitted into the institution.
- Contractors shall provide a tool list for approval and only bring necessary tools into the institution and must account for these items at the end of every work day.
- Up to date CPIC clearance and photo identification is required for entry into the Institution.

### **Travel**

Contractors are required to travel to and from Warkworth Institution.



## **Material Requirements**

Contractor shall supply all materials, tools and equipment for the installations. All material used shall be new.

## **Requirements and Considerations**

Contractor shall comply with the following:

### **Submittals:**

- Contractor shall provide completed CPICs for all individuals requiring site access (photocopy of government issued photo identification must be submitted along with CPIC). Project Authority to provide CPIC form.
- Contractor shall submit tool list.
- Contractor shall submit schedule.

### **Closeout Submittals:**

- Contractor shall provide as built drawings in AutoCAD format (latest version) upon project completion.
- Contractor shall provide O&M manuals.

### **Safety:**

- All applicable Federal and Provincial safety codes shall be adhered to.
- The contractor shall maintain compliance of site procedures regarding potential hazardous work locations and situations.
- The contractor shall provide a site specific health and safety plan prior to any onsite work. This plan shall identify any hazards and details on how these hazards will be mitigated. This plan shall also include a Fire Emergency Plan.

### **Certificates, inspections, standards, codes of practice and regulations:**

- All work shall comply with any applicable federal or provincial/territorial regulations. Contractor shall provide documentation confirming such to the project authority.
- Work shall comply with the National Building Code or Ontario Building Code – whichever one has more stringent requirements.
- All new materials shall be installed in accordance with manufacturer's specifications, engineering standards, building codes, and best practices.
- Contractor shall submit a Notice of Project to the Ministry of Labour prior to starting projects that meet the standards set out in section 6(1) of the Regulations for Construction Projects, O.Reg 213/91 (the Regulation). Proof of this notification shall be provided to the Project Authority prior to commencing work.



### **Workmanship and housekeeping:**

- Any CSC owned equipment or property damaged in the course of this project shall be repaired and restored to normal operation by the contractor at no cost to CSC.
- Workmanship shall be of the highest standard and shall meet all industry standards.
- Worksite shall be kept clean and neat and upon project completion the workplace area shall be clean, free of post construction materials and returned to original integrity.
- Any scrap material (wiring, pipe, etc) shall be accounted for and cleaned up at the end of each day.
- If work is to be completed in an occupied area then construction area shall be hoarded off and institutional property shall be protected from damage and dust.
- Contractor shall be responsible for taking accurate measurements.
- All work and the work site shall be visually inspected by the Project Authority or their representative and completed/cleaned up to the satisfaction of project authority prior to project closeout.

### **Tool Control:**

- A master tool list shall be provided prior to project start up and a daily tool list shall be provided upon entry and all tools shall be accounted for at the end of day.

### **Site Access:**

- Work shall be performed during regular working hours of 8:00am– 4:00 pm, Monday –Friday. Project Authority to confirm.
- **Sallyport hours for vehicle entrance is as follows: 8:00 - 11:00, 1:00 - 3:30.**
- Any required submittals shall be provided to Project Authority prior to site access.
- All work shall be completed without delay and a schedule of operation shall be provided to the Project Authority 48 hours prior to commencing work. The schedule shall include the following; start date, hours of work, names of those who require entry, milestone dates, commissioning dates and completion date.

### **Additional work or delays:**

- Any additional work beyond that described in this scope of work will require written approval from the Project Authority.
- Any circumstances that cause delay during the project shall be identified to the Project Authority as soon as the circumstance is discovered and shall be followed up in writing to the Project Authority.



**Disposal or removal of materials and Environmental Protection Plan:**

- Disposal of any removed material shall be carried out using the highest standard in regards to landfill waste diversion, reusing, recycling, and comply with applicable transportation and environmental legislation (federal and provincial).
- Copies of waste manifests shall be provided to the Project Authority.
- Contractor shall ensure that Transportation of Dangerous Goods regulations are followed. Institution may request qualification proof for transporter.
- Provide an Environmental Protection Plan that identifies tasks to be performed, associated potential risks and mitigation measures to address those risks.

**Construction Cost Breakdown:**

- Contractor shall provide in quote and invoices a cost breakdown of materials and labour.

**Place of Performance**

Work will be performed at Warkworth Institution

**Period of Performance**

Schedule to be approved by Project Authority.

**Site Meeting**

There will be a mandatory site visit.

**Authorities**

**Site:** Erin Rowley  
Chief of Facilities Management (Warkworth Institution)

**Project:** Chris Barkley  
Regional Chief of Facilities (Ontario)

**Contract:** Greg Dobbie  
Regional Procurement and Contracting Officer (RHQ Ontario)  
613-545-8274  
[Gregory.Dobbie@csc-scc.gc.ca](mailto:Gregory.Dobbie@csc-scc.gc.ca)



## **ANNEX "B" DRAWINGS**

(Attached to Buy and Sell for downloading, French translation available upon request)



## **ANNEX “C” SPECIFICATION SHEETS**

(Attached to Buy and Sell for downloading, French translation available upon request)