



Service correctionnel
Canada

Correctional Service
Canada



LA SÉCURITÉ,
LA DIGNITÉ
ET LE RESPECT
POUR TOUS

SAFETY, RESPECT
AND DIGNITY
FOR ALL

STANDING OFFER TECHNICAL SPECIFICATIONS

STANDING OFFER ELECTRICIAN AND APPRENTICE ELECTRICIAN SERVICE

21301-17-2472056

Ste-Anne-des-Plaines Complex (341-342-343)
Community Correctional Centers (Montréal, St-Jérôme, Québec)
Laval Complex (302-307-312-320)
Corcan Construction
Joliette Institution (325)
Donnacona Institution (321)
Drummond Institution (345)
Cowansville Institution (350)
La Macaza Institution (352)
Port-Cartier Institution (368)

November, 2016





TABLE OF CONTENTS

1.1 GENERAL REQUIREMENTS

Section 01 14 00 – General Requirements

Section 01 35 13 - Security at the CSC

Section 01 74 11 – Cleaning

1.2 TECHNICAL REQUIREMENTS

Section 22 10 00 – Technical Requirements Electrical



Service correctionnel
Canada

Correctional Service
Canada

1.1 GENERAL REQUIREMENTS

1. GENERAL INFORMATION

1.1. WORK DESCRIPTION

- 1.1.1. The work covered by this standing offer includes, but is not limited to: Skilled labor (Journeyman and Apprentice # 2), tools required as specified in Section # 22 10 00, and when required by the CSC Representative, provision of materials for electrical work.
- 1.1.2. For each subsequent call-up, the electrical systems that require rebuilding shall be specified in the plans provided by the CSC Representative.

1.2. WORK SCHEDULE

- 1.2.1. Pedestrian and vehicle access varies by institution. The CSC Representative shall establish the hours of work based on the type of work. To maximize efficiency and for security reasons, the Contractor may require its employees to bring a meal to eat on the work site.
- 1.2.2. The work week shall be from Monday through Friday, from 08:00 to 16:00 each day.

NOTE: Working hours vary from one institution to the next. The Contractor shall check with the institution in question, and consult the paragraph that outlines the schedule.

- 1.2.3. Work is not permitted on weekends or statutory holidays without the express authorization of the Warden; this authorization must be requested at least seven days in advance.

NOTE: This period may be shorter in some institutions; check with the institution.

1.3. OVERTIME WORK

- 1.3.1. Authorization from the Warden is required for all overtime work in addition, 48 hours advance notice is required before the start of any approved overtime work. If overtime is required to complete an urgent task, i.e. to pour concrete or for construction safety reasons, the Contractor shall notify the CSC Representative as soon as the Contractor becomes aware of this requirement and shall then comply with the instructions. Related costs incurred by the Government may be charged to the Contractor.

NOTE: This period may be shorter in some institutions; check with the institution.

- 1.3.2. When overtime, weekend, or statutory holiday work must be performed and is authorized by the Warden, the Warden or the person appointed by the Warden shall designate additional supervisory staff. The CSC representative may also assign additional staff to inspect the construction activities. Costs associated with these assignments may be claimed by the Government.
- 1.3.3. In the case that some of the executed works are required out of negligence, or damages caused by the contractor, his employees or sub-contractors, the cost related to the task could be subject of recovery by the State.

1.4. WORK TIMELINES

- 1.4.1. The Contractor shall begin work no later than 10 working days after a call-up has been issued or on the date indicated on the work order, and shall work diligently until all work is completed.
- 1.4.2. If the work cannot be performed or is interrupted due to poor weather conditions, the Contractor shall return to the site and perform the work within one (1) day of the return of good weather conditions.

1.5. WORK SCHEDULE

- 1.5.1. If required, within five (5) working days from the date a call-up is issued, the Contractor shall submit a work schedule outlining the progress made against the various phases of the project and indicating the project completion date, which must be within the timeframe specified by the CSC Representative.
- 1.5.2. The progress of the work undertaken against the submitted schedule shall be reviewed periodically, as the CSC Representative sees fit to do so. The Contractor shall update the work schedule with the approval and collaboration of the CSC Representative.

1.6. CODES

- 1.6.1. The Contractor shall complete the work to meet the standards set out in the National Building Code of Canada (NBC) and any other applicable provincial or municipal codes. In the event of any inconsistency or conflict, the stricter standards shall prevail.
- 1.6.2. The Contractor shall complete the work so as to meet all requirements:
 - a) found within the contract documents;
 - b) found within the specified standards and codes, as well as any other documents cited.

1.7. DOCUMENTS REQUIRED

- 1.7.1. The Contractor shall keep a copy of each of the following documents on the work site:
 - a) contract drawings and call-up work descriptions;
 - b) these specifications;
 - c) change authorizations.

1.8. TECHNICAL DATA SHEETS AND SAMPLES

- 1.8.1. If required, within five (5) working days from the date the call-up is issued, the Contractor shall submit all technical data sheets and samples required under each section of these specifications for the approval of the CSC Representative.

1.9. WORK SITE VISITS

- 1.9.1. There shall be no visits under this standing offer.
- 1.9.2. Unless otherwise stipulated by the institutional Representative, a site visit shall be required only in the following cases:
 - a) When the first contract is awarded by the institution;
 - b) When a call-up is issued.

1.9.3. If a situation arises in which a site visit is needed for a subsequent call-up, a request shall be submitted. For institutional security reasons, site visits shall be conducted at specific times, as determined in consultation with the CSC Representative.

1.9.4. The Contractor shall not justify errors, omissions, or imperfections in the work by attributing them to existing conditions and particularities.

1.10. CONTRACTOR USE OF SITE

1.10.1. The Contractor shall not unduly clutter the site with materials and equipment.

1.10.2. The Contractor shall ensure CSC staff and vehicles access to the site at all times.

1.10.3. The Contractor shall comply with existing authorities. Within five (5) working days, the Contractor shall submit procedures to be implemented during the project so that these can be approved by the CSC Representative of the institution's Works department. These procedures include if required: the work schedule and temporary traffic and security measures, etc.

1.10.4. The Contractor shall ensure that any vehicles that could be damaged during the work are moved. In the event that one or more vehicles or other items on the site are damaged, the Contractor shall have them repaired or replaced by authorized professionals, to the satisfaction of the CSC Representative.

1.11. TRAFFIC CONTROL DEVICES

1.11.1. The Contractor shall provide, install, and maintain temporary traffic control devices.

1.12. LOCATION OF VARIOUS TYPES OF DEVICES AND EQUIPMENT

1.12.1. The locations of the various types of surface and underground devices and equipment, as prescribed or indicated in drawings, shall be considered approximate.

1.12.2. When required by the CSC Representative, the Contractor shall submit location plans indicating the relative positions of the various types of equipment and systems found in the work area.

1.13. PATCHING

1.13.1. The Contractor shall patch any surfaces damaged during the work to match existing surfaces. Surfaces damaged by heavy equipment shall be patched.

1.14. DISPOSAL OF EXCAVATED MATERIALS

1.14.1. The Contractor shall dispose of all excess materials that cannot be salvaged or re-used. These materials shall be disposed of away from the site, in accordance with pollution regulations and at the Contractor's expense, as required.

1.15. ADDITIONAL DRAWINGS

1.15.1. The CSC Representative may provide the Contractor with additional drawings for clarification. These additional drawings shall have the same import and scope as those included in the contract documents.

- 1.15.2. On-site measurements shall be transcribed onto drawings to help workers read the dimensions of the areas in question.

END OF SECTION

1. GENERAL INFORMATION

1.1 PURPOSE

- 1.1.1 To ensure that the work and institutional activities are carried out smoothly with no undue delays, and that institutional security is maintained at all times.

1.2 DEFINITIONS

1.2.1 "prohibited items":

- a) Intoxicants, including alcohol, drugs and narcotics;
- b) A weapon or a component thereof, ammunition, or anything that is designed to kill, injure or disable a person or that can be assembled or modified for such purposes, possessed without prior authorization;
- c) An explosive or a bomb, or a component thereof;
- d) An amount of money exceeding the regulatory limit;

NOTE: Consult the *Corrections and Conditional Release Regulations* (SOR/92-620): \$5 limit in a minimum-security institution, \$25 limit in a medium-security institution, maximum-security institution, or multi-level security institution.

- e) Any other item that could jeopardize the security of the penitentiary or the safety of persons, when that item is possessed without prior authorization;
- f) Telecommunication devices

1.2.2 Tobacco products and associated products (including, but not limited to, cigarettes, cigars, tobacco, chewing tobacco, cigarette-making machines, matches and lighters) are considered unauthorized items.

1.2.3 "commercial vehicle": Vehicle intended for the transportation of material, equipment or tools necessary for the work.

1.2.4 "CSC": Correctional Service of Canada.

1.2.5 "Warden": Warden or CSC representative, as the case may be.

1.2.6 "CSC representative": Chief, Facilities management; Supervisor, Facilities management; Technical officer or Project leader.

1.2.7 "Construction Personnel": Employee of: the Contractor, one of the Subcontractors, equipment operators, transporters or suppliers of materials, inspection or assessment agencies, or regulatory bodies.

1.2.8 "perimeter": Area of the institution surrounded by fencing or walls, preventing the free movement of inmates.

1.2.9 "construction site": Area in which the Contractor is authorized to work, as indicated in the project plans. It may be isolated from the institution's security perimeter.

1.3 PRELIMINARY MEASURES

1.3.1 Prior to starting the work, the Contractor must meet with the Warden or the Warden's representative to:

- a) discuss the nature and the scope of the work;
- b) establish mutually-acceptable security measures, in accordance with this directive and the specific needs of the institution.

1.3.2 The contractor shall:

- a) be sure to inform Construction Personnel of the security requirements;
- b) ensure that the security requirements are always posted in plain view on the site;
- c) work with institutional staff to ensure that Construction Personnel comply with the security requirements.

1.4 CONSTRUCTION PERSONNEL

1.4.1 Submit a list of the names and birth dates of all personnel scheduled to work on the construction site to the Warden, as well as each of their completed security clearance forms.

NOTE: In some institutions, there are fewer requirements for personnel only working on the site for a very brief period.

1.4.2 Allow two (2) weeks for the security clearance forms to be processed. No personnel will be admitted to the institution without valid security clearance and an identification card with a recent photo, such as a provincial driver's licence. Security clearance is issued for each specific CSC institution.

1.4.3 The Warden may require that personnel be photographed so that pictures of their faces can be posted at appropriate spots throughout the institution or entered into a database for identification purposes. The Warden may also require that Construction Personnel prominently display photo identification on their clothing when they are within the institutional perimeter.

NOTE: Check specific requirements on this point with the institution.

1.4.4 If there are reasons to believe that an individual may pose a security risk, any such individual will be refused entry to institutional premises.

1.4.5 Individuals will be immediately removed from institutional premises if:

- a) they appear to be under the influence of alcohol, drugs or narcotics;
- b) they behave in an abnormal or disorderly manner;
- c) they are in possession of prohibited items.

1.5 VEHICLES

1.5.1 All individuals who leave a vehicle unattended on CSC premises must close the windows and lock the doors and the trunk. The owner of the vehicle or the employee of the company that owns it must ensure that the keys are kept in their personal possession.

NOTE: The institution may require that all vehicles and motorized equipment be equipped with a device that allows for locking the fuel cap.

1.5.2 The Warden can limit the number and type of vehicles permitted on the grounds of the institution at any time.

1.5.3 Those delivering the materials needed for the project are required to have security clearance.

NOTE: Some institutions may require all delivery personnel to obtain security clearance.

1.5.4 If the Warden allows trailers to be left within the institution's security perimeter, the doors and windows must always be closed and locked when they are left unattended. Windows must be equipped with expanded metal guards.

1.6 PARKING

1.6.1 The Warden designates authorized parking areas for vehicles. If individuals park elsewhere, their vehicle may be towed.

1.7 SHIPMENTS

1.7.1 All shipments of material, equipment or tools for the work must be addressed to the Contractor to clearly distinguish them from shipments for the institution. The Contractor must ensure that Construction Personnel are on site to receive deliveries, as CSC staff will **not** accept deliveries of materials, equipment or tools intended for the project.

1.8 COMMUNICATION DEVICES

1.8.1 Any telephones, fax machines or computers with an Internet connection must be approved by the Warden.

1.8.2 The Warden must ensure that the phones, fax machines and computers equipped with Internet connections are not installed in areas to which inmates have access. Access to computers must be protected with a password, preventing unauthorized personnel from connecting to the Internet.

1.8.3 Cellular or digital cordless phones, including (but not limited to) text messaging devices, pagers, BlackBerrys, and telephones used as two-way radios are prohibited in the institution without the express authorization of the Warden. Even when cellular phones are permitted, they are not to be used by inmates at any time.

1.8.4 The Warden may approve but limit the use of two-way radios.

NOTE: In some institutions, cellular or digital phones and two-way radios are permitted; however, some conditions apply. For example, their use may not be permitted in areas accessible to inmates.

1.9 TOOLS AND EQUIPMENT

1.9.1 Keep a comprehensive list of the tools and equipment used during the work. Submit the list for inspection when necessary.

NOTE: Obtain a list of unauthorized/restricted tools and equipment that are prohibited for a given project. Insert the list herein after.

- 1.9.2 Never leave tools unattended, particularly mechanical tools, tools with cartridges, cartridges, files, saw blades, rod saws, wires, cords, ladders and any item used for lifting (jacks, cylinders, etc.).
- 1.9.3 Store tools and equipment in a secure, authorized location.
- 1.9.4 Lock all toolboxes after use. The Contractor's employees must keep the keys with them at all times. Lock up scaffolding that is not being used; once erected, scaffolding must be secured to the satisfaction of the CSC representative.
- 1.9.5 Notify the CSC representative immediately if any tools or equipment have been lost or have disappeared.
- 1.9.6 The Warden must ensure that security staff checks the Contractor's tools and equipment based on the list provided by the Contractor, at the following times:
 - a) at the beginning and end of each construction project;
 - b) each week, if the work lasts more than one (1) week.

NOTE: Some institutions require that tools and equipment be removed from the work site on a daily basis (e.g., in a busy area).

- 1.9.7 Some tools/equipment—such as cartridges and metal saw blades—are closely controlled. At the beginning of the day, the Contractor will be given a sufficient number of these items for one (1) day's work. Used blades/cartridges will be returned to the Warden's representative at the end of each day.

NOTE: Controlled items are managed differently from one institution to another. The method used must therefore be confirmed with the specific institution.

- 1.9.8 If propane or natural gas is used as a heat source for the work, the institution requires that a member of its personnel supervise the work outside of regular working hours.

NOTE: This is a concern if the construction site is located near inmates' living units. A fire could put human lives in danger. Check the institution's policy.

1.10 KEYS

- 1.10.1 The Contractor must ask the supplier or the company that installs the security devices to submit keys for these devices directly to the institution (to the Security Maintenance Officer, specifically).
- 1.10.2 The Security Maintenance Officer will give the Contractor a receipt for the keys.
- 1.10.3 The Contractor will submit a copy of the receipt to the CSC representative.
- 1.10.4 During the work, the Contractor will use regular cylinders in regular locks.
- 1.10.5 The Contractor will give its employees (and those of the Subcontractor, if necessary) instructions on the safe storage of keys used during the work.

- 1.10.6** At the end of each phase of the work, the CSC Representative, in collaboration with the locksmith, must:
- a) establish the lock installation plan;
 - b) receive the keys and cylinders for the institution's locks directly from the locksmith;
 - c) remove and return cores used during the work and have permanent cores installed in the institution's locks.

- 1.10.7** Once the security locks are installed, the CSC officers who escort Construction Personnel must obtain keys from the Security Maintenance Officer to open doors according to the Contractor's needs. The Contractor must inform Construction Personnel that only the CSC officers escorting them are authorized to use the keys.

1.11 SECURITY DEVICES

- 1.11.1** Submit all uninstalled security devices to the Warden, who will ensure that they are destroyed or stored safely for later use.

1.12 PRESCRIPTION MEDICATION

- 1.12.1** If the Contractor employs individuals who must take prescription medication during the work day, these employees must obtain authorization from the Warden to bring one (1) day's dosage into the institution.

1.13 RESTRICTIONS ON TOBACCO USE

- 1.13.1** Neither Contractors nor Construction Personnel are permitted to smoke inside or outside when they are within the perimeter of a correctional institution. They must not have unauthorized tobacco products in their possession within the institutional perimeter.

- 1.13.2** Contractors and Construction Personnel who violate this policy will be asked to stop smoking or to throw out all unauthorized tobacco products immediately. Individuals who continue to violate this policy will be asked to leave the institution.

- 1.13.3** Smoking will only be permitted outside the correctional institution's perimeter, in a location designated by the Warden.

1.14 PROHIBITED ITEMS

- 1.14.1** Firearms, ammunition, explosives, alcohol, drugs and narcotics are prohibited on institutional premises.

- 1.14.2** The Warden must be notified immediately if anyone is found in possession of prohibited items on the work site.

- 1.14.3** The Contractor must be vigilant in monitoring Construction Personnel and the Subcontractor's employees. Individuals found in possession of prohibited items may have their security clearance revoked. If the violation is serious, the company in question may be expelled from the institution for the duration of the work.

- 1.14.4 If firearms or ammunition are found in the vehicle of a Contractor, Subcontractor, supplier, or their personnel, the security clearance of the vehicle's driver will be revoked immediately.

1.15 SEARCHES

- 1.15.1 All individuals and vehicles arriving on the institution's premises may be searched.
- 1.15.2 If the Warden has reason to believe that one of the Contractor's employees is in possession of a prohibited item, the Warden may order a search of that person.
- 1.15.3 The personal belongings of all personnel arriving at the institution may be checked to search for the residue of contraband drugs.

1.16 ACCESS TO THE INSTITUTION AND REMOVAL OF VEHICLES

- 1.16.1 Neither Construction Personnel nor commercial vehicles may be admitted to the institution's premises outside normal working hours without the express authorization of the Warden.

1.17 VEHICLE TRAFFIC

- 1.17.1 Vehicles may be escorted on and off the institution's premises through the vehicular access gate during the periods indicated in the section 01 14 00.
- 1.17.2 Vehicles may not leave the institution until an inmate count has been performed.

NOTE: Hours vary from one institution to the next. They should be verified with the institution in question.

- 1.17.3 The Contractor must give the Warden twenty-four (24) hours' notice of the arrival of heavy equipment, such as concrete trucks and cranes.
- 1.17.4 Vehicles carrying soil or other detritus deemed impossible to search must constantly be monitored by CSC employees or Commissionaires who report to the Warden.
- 1.17.5 Before a commercial vehicle may be admitted onto the institution's premises, the Contractor or its representative must certify that the vehicle's content is essential to the execution of the work.
- 1.17.6 The Warden may refuse entry to all vehicles carrying materials that he or she believes pose a risk to institutional security.
- 1.17.7 The personal vehicles of Construction Personnel are not allowed within the security fence or walls of medium- or maximum-security institutions without the express permission of the Warden.

NOTE: Check the institution's policy on employees' private vehicles.

1.18 CONSTRUCTION PERSONNEL TRAFFIC ON INSTITUTIONAL PREMISES

1.18.1 Subject to proper institutional security, the Warden will give the Contractor and Construction Personnel as much freedom of movement and autonomy as possible.

1.18.2 The previous paragraph notwithstanding, the Warden may:

- a) prohibit access to sections of the institution;
- b) require that Construction Personnel be accompanied by a CSC security officer in designated sections for the duration of the work or during certain periods;
- c) require that all personnel remain on-site during coffee/health and lunch breaks, but they are not authorized to eat in the Correctional Officers' break room or lunch room.

1.19 MONITORING AND INSPECTION

1.19.1 CSC security staff monitors and inspects activities and related employee and vehicle traffic to ensure that established security standards are being followed.

1.19.2 At the start and throughout the duration of the work, CSC staff must be sure to convey to Construction Personnel the necessity of monitoring and inspections.

1.20 WORK STOPPAGE

1.20.1 At any time, the Warden may ask the Contractor, Construction Personnel, or Subcontractors not to enter the construction site or to leave immediately if a security incident is in progress in the institution. The site supervisor designated by the Contractor must note the name of the employee issuing the request and the time, and comply with the order as soon as possible.

1.20.2 The Contractor must notify the CSC representative stoppage within twenty-four (24) hours.

1.21 CONTACT WITH INMATES

1.21.1 It is prohibited to enter into contact with inmates, speak to them, give them anything or accept anything from them without specific authorization. Anyone who violates this order will be expelled from the site and have their security clearance revoked.

NOTE: If the project requires CORCAN and inmate labour, check the institution's policy on contact with inmates.

1.21.2 It is prohibited to photograph inmates or CSC employees. It is also prohibited to photograph sectors of the institution when such photography is not required for the execution of the contract.

1.22 COMPLETION OF THE WORK

1.22.1 Unless otherwise indicated in the contract, once the construction project is completed or the facilities have been taken over, the Contractor must remove all materials, tools and equipment from the institution.

END OF SECTION

1. GENERAL INFORMATION

1.1. WORK SITE CLEANLINESS

- 1.1.1. Keep the work site clean and free of debris and waste materials.
- 1.1.2. Take all necessary action and obtain permits from the appropriate authorities to have debris and waste materials removed.
- 1.1.3. If necessary, provide for debris and waste removal receptacles on the work site.
- 1.1.4. Remove debris and waste materials from the work site at the end of every shift.
- 1.1.5. Store volatile wastes in sealed metal containers and remove them from the work site at the end of every shift.
- 1.1.6. On a daily basis, clean up existing roads that have been used by Contractor vehicles.

1.2. FINAL CLEAN-UP

- 1.2.1. Sweep and clean hard-surface areas and rake remaining areas.

1.3. MEASUREMENT FOR PAYMENT PURPOSES

- 1.3.1. No measurements will be required at the end of this section. Apportion the costs of clean-up work among the various items of the bid.

END OF SECTION



Service correctionnel
Canada

Correctional Service
Canada

1.2 TECHNICAL REQUIREMENTS

1 GENERAL INFORMATION

1.1 SECTION CONTENT

1.1.1 This section describes the electrician and apprentice electrician service.

1.2 REFERENCES

- 1.2.1 National Building Code of Canada (NBC) 2015, including all amendments to date.
- 1.2.2 The Act respecting occupational health and safety (R.S.Q., c. S-2.1) and its Regulation (r.19.01), current to October 1, 2010.
- 1.2.3 Health Canada – Workplace Hazardous Materials Information System (WHMIS).
- 1.2.4 Material Safety Data Sheets (MSDS).

1.3 CODES AND STANDARDS

- 1.3.1 The Contractor shall complete the work in accordance with the National Building Code of Canada (NBC) 2015, the Canadian Electrical Code and any other applicable provincial or municipal codes. In the event of any inconsistency or conflict, the stricter requirements shall prevail.
- 1.3.2 Comply with all the requirements of the Quebec Construction Code – chapter V Electricity
- 1.3.3 Carry out all work in accordance with the CAN/CSA Z462-12 Workplace Electrical Safety Standard
- 1.3.4 Comply with all the requirements of the Treasury Board Fire Protection Standards, the National Building Code, and the National Fire Code (NFC).
- 1.3.5 Treasury Board Standard, Chapter 3-6, Fire Protection Standard for Correctional Institutions. This standard can be accessed at the following website:
http://www.hrsdc.gc.ca/eng/labour/fire_protection/policies_standards/commissioner/index.shtml
- 1.3.6 The standards published by HRSDC listed below are available at the following website:
http://www.hrsdc.gc.ca/eng/labour/fire_protection/policies_standards/commissioner/index.shtml
 - Welding and Cutting.
 - General Storage.
 - Fire Extinguishers.
 - Sprinkler Systems.
- 1.3.7 The fire prevention standards are listed below and are available under the section "Occupational Health and Safety - Policies and Publications" at the following Treasury Board Secretariat website:
http://www3.rhdcc.gc.ca/search?as_sitesearch=www.rhdcc.gc.ca/fra/travail/protection_incendies&q=normes&site=hrsdc_fr&btnG=Recherche&client=rhdcc_boew_r12&output=xml_no_dtd&proxystylesheet=rhdcc_boew_r12&sort=date%3AD%3A%3Ad1&entqr=0&oe=UTF-8&ie=UTF-8&ud=1&ip=198.103.109.141&access=p

- Fire Protection Services - General - 3-00.
- Fire Alarm Systems, Standard for 3-04.
- Fire Protection Design and Construction, Standard for 3-02.
- Fire Protection Electronic Data Processing Equipment, Standard for - 3-03.
- Fire Protection Correctional Institutions, Standard for - 3-06.

1.4 DESCRIPTION OF WORK

- 1.4.1 The project includes the work listed below. The following list is not necessarily exhaustive and does not negate the Contractor's obligation to fully complete the project according to the trade practices, intentions and general principles, as described further on in this specification.
- 1.4.2 The types of work covered include maintenance, replacement, modification and addition of new components to the electrical network facilities. The work will be carried out on various types of networks:
- 1.4.2.1 Electric network low tension (750V and lower)**
- 1.4.3 The Contractor shall provide labor, materials and equipment required for the full and consistent implementation of the work requested.
- 1.4.4 Generally, materials will be supplied by CSC. Contractor shall, upon CSC representative's request, supply with missing materials to allow completion of works on a daily basis. It will also be possible that CSC representative requires that the needed materials shall be provided by the contractor. Might that be the case, contractor shall present the list of materials and detailed pricing with profit percentage as specified by the present quotation documentation.
- 1.4.5 The Contractor shall not, under any circumstances, provide not required to complete the work requested materials. Specifically, the Contractor may not be used for the exclusive supply of materials and / or parts under this Offer.
- 1.4.6 The contractor shall have the necessary tools and equipment in his truck to perform the works required by CSC representative according to the Call-up.

Equipment that the Contractor must provide at no cost:

- truck with:
 - 20 and 30 foot ladder
 - 6, 8, and 10 foot stepladders
 - Hilti hammer drill, with 3/16" to 2" drill bits
 - cordless drill
 - portable band saw
 - power saw
 - 1/2 electric drill
 - hole saw, 1/2 to 4 inches
 - shop vacuum
 - mechanical bender for 1/2", 3/4" and 1" EMT conduit
-

- electrician's basic tool bag
- 3 50-foot electric extension cords
- 2 portable bobbins for wire reels
- drop light
- Brady wire marker
- tape measure
- iron saw
- 3 padlocks and 1 15-foot, 3/8" chain
- wire puller for 100 feet of 1/8 wire
- multimeter
- ammeter
- Personal protective equipment, such as protection against electric arcs and shocks
- Class A-B-C fire extinguisher, 10 lb

Materials:

- 1/2" to 1" EMT conduit (100 feet of each)
- EMT Hardware
- #14, #12, #10 xlink wires in four colours
- 10 feet of cantruss in 7/8 and 1^{5/8}
- 1/2" and 3/8" threaded rods
- #14 and #12 BX armoured cable
- various sized boxes and covers (4x4, 4x4^{11/16}, 6x6)
- Wire connectors of various sizes
- Electric tape

List of equipment that the Contractor must provide at no cost and upon request when arriving at the institution.

- electric tugger
- 400 feet of 3/4" nylon cable
- 400 feet of 1/4" nylon cable
- set of pulleys for pulling
- 2"-4" hydraulic press brake
- 1/2" to 4" die heads
- wire puller for 200 feet of 1/4" wire
- bobbins for wire reels of 2 feet in diameter
- enclosed-space personal equipment :Harness, 4 gas detector, tripod, support cable, carabiner
- sledgehammer, pick, round shovel, rake
- chain hoist, hand winch
- 1 x10 kW 120-240 V generators

- Brady wire and panel marker
- compression pliers for #6 AWG - 500 MCM wires
- PVC hose 1/2" to 2" in diameter and 30" in length
- PVC dryer
- isolation and phase rotation tester

1.5 PERMITS AND REGULATIONS

- 1.5.1 The Contractor shall comply with all the legislation and regulations related to the work at the federal, provincial and municipal levels, as if they were working for someone other than the Crown.
- 1.5.2 The Contractor shall pay for all permits, certificates and licences required to carry out the work. At the request of the CSC representative, the Contractor shall provide proof of meeting the legal obligations relating to said permits, certificates and licences.

1.6 CALL-UP AWARD

- 1.6.1 All call-ups shall begin with a work appraisal and appear on a preliminary assessment sheet and not to exceed \$25,000.00.
 - 1.6.2 Following a CSC request for a call-up, the Contractor, at the request of CSC, shall go to the work site at their own expense to assess the scope of the work.
 - 1.6.3 Upon receipt of the preliminary assessment sheet, the CSC representative shall authorize the work in writing and define the terms and conditions of the project work.
 - 1.6.4 The Contractor's representatives that carry out the work shall fill out the worksheet provided by CSC at the end of every work day, taking care to complete every section. The number of hours indicated on the worksheet shall be verified and approved by the CSC representative.
 - 1.6.5 The worksheets shall be submitted and signed by CSC representative at the end of every work day.
 - 1.6.6 The Contractor shall notify the CSC representative as soon as it perceives that the preliminary cost evaluation will be exceeded in order to obtain authorization to continue the work. Failure to inform the CSC representative of possible overspending could result in a refusal to pay for the additional hours.
 - 1.6.7 Any damages to CSC's installations resulting from the Contractor's work shall be repaired by the Contractor, without any additional cost to CSC.
 - 1.6.8 For the duration of the Administrative Agreement, CSC will guarantee 3 hours for each service call. Time paid shall be calculated based on arrival and departure times at the institution.
 - 1.6.9 Payment for services rendered shall be based on an hourly rate and issued upon receipt of the invoices.
-

1.7 SERVICE CALLS FOR EMERGENCY WORK

- 1.7.1 For emergency work, the Contractor shall begin the work within **3 hours** of receiving confirmation by phone or other means according to concluded agreement with CSC representative or as soon as possible.
- 1.7.2 The Contractor shall provide an emergency phone number where they can be reached and must be available 24/7.
- 1.7.3 The Contractor shall provide the qualified labour, parts, materials upon CSC representative's request, tools, and equipment necessary to carry out emergency work.
- 1.7.4 The applicable rate for an emergency service call will be based on the invoice rate for the period in which the works were carried out.
- 1.7.5 For the duration of the Administrative Agreement, CSC will guarantee 3 hours for each emergency service call. Time paid shall be calculated based on arrival and departure times at the institution.

1.8 EMERGENCY PROCEDURE

- 1.8.1 In case of a technical emergency during the project: The Contractor shall immediately inform the Technical Authority of the situation and try to limit the damage as much as possible while making sure that no lives are endangered.
- 1.8.2 The Contractor shall inform CSC representative and wait for instructions before carrying out additional work that may incur costs for CSC.

1.9 EXISTING NETWORKS

- 1.9.1 When work requires connecting to existing networks, the Contractor shall carry it out during the hours established by the Technical Authority to avoid disrupting institutional activities and operations as much as possible.
- 1.9.2 The Contractor shall submit the work schedule to the CSC representative and obtain approval at least 48 hours in advance for any stoppage or disruption of existing networks or services. Stoppages must be carried out in accordance with the approved schedule and with advance notice to the CSC representative.

1.10 PROVISION OF MATERIALS

- 1.10.1 The materials provided shall be indicated on the worksheet signed and approved by the representative at the end of every work day.
- 1.10.2 Materials shall be at cost plus a profit margin (if required) as established in the call for tenders, and proof must be provided with the invoice. In the event of a disagreement on the cost of materials, the correct price of the materials shall be determined through the prices of alternative suppliers (a minimum of three suppliers shall be used for the comparison) for the same materials.

1.11 LABOUR

- 1.11.1 The Contractor must be able to provide more than one work team at a time. A work team is made up of either:
-

- 1.11.1.1 A Journeyman
- 1.11.1.2 A Journeyman and a Level-2 Apprentice.
- 1.11.2 The skill cards must be provided together with the form of security check required CSC-1279 in Section 01 35 13.
- 1.11.3 The employees of the Contractor should demonstrate skill cards issued by the Construction Committee of Quebec for work.
 - 1.11.3.1 Electricians (companion map of competence approved by CCQ).
 - 1.11.3.2 Help electrician (apprentice 2).
- 1.11.4 The Contractor shall be able to provide the service by both types of skills.

1.12 WORK IN CONFINED SPACES

- 1.12.1 Employees shall have a permit for confined spaces and comply with the institution's local practices.
- 1.12.2 The preliminary assessment shall take into account the working conditions of confined spaces. Exceeding the preliminary assessment cannot be justified by the omission of this consideration.
- 1.12.3 When working in confined spaces, the Contractor shall provide all the necessary equipment, consonant with norms, including tripod, life cables, carabiners and other components of personal protective equipment.
- 1.12.4 When working in confined spaces, contractor shall provide all necessary personal protective equipment at no cost.
- 1.12.5 The Contractor's employees shall show that they are certified to work in confined spaces.

1.13 WORKING AT HEIGHTS

- 1.13.1 The preliminary assessment shall take into account the conditions of working at heights. Exceeding the preliminary assessment cannot be justified by the omission of this consideration.
- 1.13.2 When working at heights, the Contractor shall provide all necessary equipment, including all personal protective equipment, at no cost.
- 1.13.3 The Contractor's employees shall demonstrate that are certified to work at heights.

1.14 LOCK-OUT

- 1.14.1 Employees shall have a lock-out permit and comply with the institution's local practices.
 - 1.14.2 The Contractor shall provide the number of padlocks required during jobs that require a lock-out, at no cost.
 - 1.14.3 The Contractor's employees shall demonstrate that they are certified to perform the lock-out procedure.
-

1.15 PRESENCE OF ASBESTOS

- 1.15.1 In CSC's installations, there are a lot of materials containing asbestos. These materials have been characterized, and an inventory is taken annually. They are found particularly in the piping and ventilation insulation, and also in other materials such as joint compound, mortar, stucco, vinyl and acoustic tile, to name only a few. Before drilling or tampering with an existing material, the Contractor is responsible for asking an institutional representative about the presence of asbestos.
- 1.15.2 Inhaling asbestos fibre may be harmful to human health. If, during the course of the work, the Contractor discovers materials that look like asbestos, it must stop the work and notify the CSC representative immediately. Do not resume the work until you have received written instructions from the CSC representative in this regard.

1.16 FEES AND EXPENSES

- 1.16.1 ONLY those expenses invoiced at the above bid rates shall be paid. Bid rates include EVERYTHING that is necessary to perform the work in accordance with expected services. This includes but is not limited to: administration fees and expenses; profit; transportation of labour, equipment and materials; and/or any other expenses incurred in delivering the services.

1.17 HOURLY RATES

- 1.17.1 ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to time required to set up, tear down and clean up. Hourly rates do not apply to meal times or unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid shall be calculated based on arrival and departure times at the institution.

1.18 QUALITY ASSURANCE

- 1.18.1 The Electrical Contractor or one of their employees must be officially recognized as a member in good standing of the Corporation des maîtres électriciens du Québec (CMEQ) and must hold a master electrician licence issued by the CMEQ in accordance with the Building Act.
- 1.18.2 The Contractor shall provide a copy of its licence issued by the Régie du Bâtiment du Québec (RBQ) in the categories required for the work, or at least the following category:

- **16 Electrical Contractor.**

1.19 INSPECTION AND ACCEPTANCE OF WORK

- 1.19.1 The Contractor shall complete the work satisfactorily, with diligence, and according to trade practices. Any call-up work or small-scale project order falling under this Administrative Agreement shall be subject to inspection and acceptance by the Technical Authority.

1.20 SECURITY CONTROL

- 1.20.1 The Contractor cannot leave the work site without notifying the CSC Technical Authority.
-

2. PRODUCTS

2.1. BUILDING WIRING

2.1.1. Copper conductors designed for a voltage of 1000V type RW90.

2.2. CABLE TECK

2.2.1. Copper conductor

2.2.2. The thermosetting insulating polyethylene, chemically cross linked, RW90 type designed for a voltage of 1000 V.

2.3. ARMOURED CABLES (BX)

2.3.1. Copper conductor

2.3.2. AC90-type cables

2.3.3. Metal aluminum armor

2.4. OUTLET BOXES OR BYPASS

2.4.1. Galvanized steel boxes

2.4.2. Molded boxes type FS or FD aluminum

2.5. PIPES

2.5.1. Rigid metal conduit according to CSA C22.2 No. 45 galvanized steel screw

2.5.2. Metal EMT conform to CSA C22.2 No. 83, provided with connection

2.5.3. Rigid PVC conduit in accordance with CSA C22.2 No. 211.2

2.5.4. Flexible Metal Conduit in accordance with CSA C22.2 no56, aluminum watertight liquid

2.6. SCRAPS DISPOSAL

2.6.1. Scrap ducts, son and electrical or electronic accessories should be placed in containers identified by the CSC. Debris are disposed on the working time charged to CSC. The CSC representative will advise the worker to go wear scrap.

3. PERFORMANCE

3.1. WIRES AND CABLES

3.1.1. Use copper conductors in conduits such RW90

3.1.2. Teck use in wet areas with presence of raceway

3.1.3. Use armored cable (BX type) for connection of luminaries from the junction box.

3.2. BOXES

3.2.1. Use galvanized steel boxes for flush mounting

3.2.2. Use boxes type FS or FD-mounting

3.3. PIPES

3.3.1. Use rigid conduit in places where inmates can remain without constant supervision (location indicated by the CSC representative)

- 3.3.2. Use rigid conduits within 2400 mm in height in places where vehicles or equipment run.
- 3.3.3. Use metal conduit EMT except conduits embedded in concrete
- 3.3.4. Use rigid PVC conduit in the case of pipes embedded in the concrete
- 3.3.5. Use flexible metal conduit for connection of motors (maximum length of 1 meter) and flexible metal conduit liquid tight in places where there is a risk of splashing or in corrosive environments.

3.4. **FIRE SAFETY AND PROTECTION OF PLANTS**

- 3.4.1. For hot work where an open flame must be used, follow these additional precautions: Inform the CSC representative and wait for issuance of a hot work permit before starting work.
- 3.4.2. At the end of each working day, use a heat gun detector to detect any outbreak of fire may smolder. The site organization must allow the presence of workers at least one hour after completion of welding. An inspection must be made at the end of daily work by an employee of the Contractor. At the end of each day, a written report, signed and dated must be submitted to the CSC representative certifying that the inspection was done according to the requirements.
- 3.4.3. Never solder directly on the wood of the flame strips must be provided when applicable.
- 3.4.4. Very carefully to ensure the cleanliness of the site and always have a hose off when possible and at least one fire extinguisher UL listed Class A, B and C loaded and in perfect condition throughout the implementation, within 6 meters of each torch.
- 3.4.5. Observe the safety instructions accompanying data sheets sealants.
- 3.4.6. Ensure that the location where the torch is placed is not located near flammable or combustible materials.
- 3.4.7. In no case the torch flame should enter an area where it is not visible or can't be controlled easily.
- 3.4.8. Report to the CSC representative welding work anticipated and safeguards put in place to perform the work. The technical authority shall make the necessary checks before allowing welding. The Contractor shall advise when the work is completed.

END OF SECTION
