

1. Scope of Work

1.1. Title

Electrical Maintenance Services

1.2. Objectives of the Requirement

The Canadian Science Centre for Human and Animal Health (CSCHAH) and the JC Wilt Infectious Diseases Research Centre (JWIDRC) have a requirement for building electrical maintenance work.

The Scope of Work detailed herein includes, but shall not be limited to, the provision, by the Offeror, of all labour, supervision, material and equipment necessary to complete the work and provide the services as detailed herein.

1.3. Background

As Canada's leading public health infectious disease laboratory, the National Microbiology Laboratory (NML) and the National Centre for Foreign Animal Diseases are responsible for the identification, control and prevention of infectious human and animal diseases. The NML is located in the Canadian Science Centre for Human and Animal Health, the only facility to have high containment laboratories for human and animal health in one facility. It is recognized as a leading facility in an elite group of 15 centres around the world, equipped with laboratories ranging from biosafety level 2 to level 4 designed to accommodate the most basic to the most deadly infectious organisms.

The NML's activities include reference microbiology, support to epidemiology programs, surveillance, emergency response, applied and discover research, and management of intellectual assets to improve public health in Canada and internationally.

1.4. Location of Work, Work Site and Delivery Point

For the purposes of this Standing Offer, work is to be performed at the Canadian Science Centre for Human and Animal Health (CSCHAH) located at 1015 Arlington Street and 820 Elgin Avenue, Winnipeg and at the JC Wilt Infectious Diseases Research Centre (JWIDRC) located at 745 Logan Avenue, Winnipeg, Manitoba, Canada.

2. Requirements

2.1. Tasks, Activities, Deliverables and Milestones

2.1.1. It is the intent of this Standing Offer to provide skilled and licensed (as applicable) personnel to provide maintenance, repair and/or renovation services as detailed herein.

The work is to include:

Carry out and assist in various types of building electrical maintenance as requested by the Project Authority defined as:

- **Preventative Maintenance**: inspecting, testing and reconditioning a system at regular intervals according to specific instructions, intended to prevent failure;
- **Breakdown Maintenance**: repairs to damaged equipment due to failure;
- **Predictive Maintenance**: declared in advance, on the basis of observation, experience or scientific reasons;
- **Developmental Maintenance**: the act of developing new maintenance methods

and procedures.
in the general areas of the facilities as well at the containment levels 2, 3, 3+ and 4 laboratories at the CSCHAH.
Relocate, install or repair electrical equipment such as, but not limited to: lighting fixtures, receptacles, relays, pac poles, wiring runs, panels, breakers, portable equipment, distribution to 15KV, fire safety, security systems or any other electrical requirements requested by the Project Authority such as: testing, calibrating, programming or electrical measurements.
Inform the Project Authority of any "phase unbalance" (voltage or current) produced by new or additional equipment in a new or existing system. Carry out adjustments and record results.
Read blueprints and specification documents to determine size, extent of project and requirements, compliance with codes and safety regulations.
Assemble, erect or install material and personnel handling devices, scaffolds, ropes, slings and hoists.
Instruct the Project Authority and Program Operation Staff on site of any new operating procedures when installing or modifying new or existing equipment.

- 2.1.2. The Offeror must, upon notice from the Project Authority, rectify at Offeror's expense, any defect which appears in the work within thirty (30) days of the date of completion of the work.
- 2.1.3. The Offeror is required to repair or replace work or defective parts or complete components of the system(s) using only genuine manufacturer's replacement parts or as approved by the Technical Authority.
- 2.1.4. The Offeror will use installation procedures and methods of product modification and reconstruction that match the existing facility specification, product specification and to the satisfaction of the Technical Authority or designate.
- 2.1.5. Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installation methods.
- 2.1.6. The Offeror will identify to the Project Authority any product defect or damage the Offeror may come across or cause in the performance of the work. The report will describe the condition of all equipment, maintenance performed, and recommendations for remedial maintenance and upgrades.
- 2.1.7. A work order number will be provided by the Project Authority for each request for service.
- 2.1.8. When the request for service occurs after normal business hours and/or on weekends, the Offeror is to contact the Project Authority on the first working day following the request to obtain a work order number.
- 2.1.9. Regular business hours are 0600 to 1800 hours, Monday through Friday inclusive, excluding holidays.

- 2.1.10. When requested by the Project Authority, the Offeror will submit a written plan of operation for approval. This is to ensure all work is being performed in a safe manner and will not cause damage to property or equipment, nor impact on critical laboratory programs.
- 2.1.11. Unless otherwise specified, the Offeror shall use its own equipment and software for the performance of this Statement of Work.
- 2.1.12. Title to the equipment / furnishings charged against this Standing Offer shall vest in Canada upon payment of invoiced amounts and shall remain so vested at all times.
- 2.1.13. For each item of equipment / furnishings purchased, the Offeror is to record the name, manufacturer, model number, serial number, optional equipment, supplier and price and forward this information to the Project Authority.

2.2. Response Times:

- 2.2.1. **“Routine”** - non-urgent service call which is to be performed during regular working hours and on normal working days. The Offeror must respond to request for services within one (1) working day of being notified by the Project Authority.
- 2.2.2. **“Emergency or Urgent”** – Offeror availability is 24 hours a day, 365 days a year and is to respond via telephone within two (2) hours and if required, to proceed to the site within four (4) hours (or as mutually agreed upon during the initial telephone contact) fully equipped with all necessary tools and parts required to facilitate general maintenance repairs. The Offeror is to repair or protect the system and/or equipment from further damage. Once the system has been made safe, provide within one (1) working day, a detailed estimate of time to complete repairs and put the equipment in proper working order.
- 2.2.3. The Offeror must have the ability to receive and respond to calls during normal business hours and to emergency calls outside regular hours.
- 2.2.4. The Offeror must provide telephone numbers for regular service calls and the contact names and telephone numbers for emergency calls. The Offeror is responsible for advising the Project Authority in writing any changes to after-hour personnel schedule changes (weekend / holiday coverage) with a minimum of seven (7) calendar days' notice.

2.3. Personnel

- 2.3.1. The Offeror must provide all necessary labour, material, tools and equipment to carry out maintenance service in accordance with the work schedule.
- 2.3.2. The Offeror must have the ability to provide:
 - (a) an on-site Liaison (Supervisor, Foreman, Lead) with a minimum of five (5) years' experience running commercial / industrial jobs. If a replacement on-site Liaison is required any time during the period of the Standing Offer, the individual(s) proposed must be approved by the Project Authority prior to assuming Liaison duties.
 - (b) Six (6) Journeymen Electricians with Interprovincial Red Seal tickets.
 - (c) Three (3) Apprentices with certification to perform the work as detailed herein.
- 2.3.3. Upon award of a Standing Offer, the following must be submitted to the Project Authority prior to personnel working on-site:
 - (a) A copy of the “City of Winnipeg Offeror’s License”.

- (b) Names of personnel performing work on-site with proof of their Manitoba Electrical License and qualifications.
 - (c) Names of Apprentices complete with proof of apprenticeship (including level increases as applicable).
 - (d) All licensing and certifications must be current throughout the entire term of this standing offer and subsequent call-ups.
- 2.3.4. The Offeror must have Certificate of Recognition (CORTM) or Small Employers Certificate of Recognition (SECORTM) Certified from the Canadian Federation of Construction Safety Associations (CFCSA). Proof of Certification may be submitted with your bid or provided upon request.
- 2.3.5. Apprentices shall be permitted to assist Trades people in the performance of his/her duties as allowable by law. No labourers or helpers will be permitted to work under the terms of this Standing Offer.
- 2.3.6. Any on-site Apprentices assisting Trades people must be under the direct supervision of a licensed Journeyman.
- 2.3.7. The Project Authority may, at any time during the Standing Offer request to inspect or obtain a copy of each tradesperson's license / certificate.
- 2.3.8. At any time in the duration of this SOA, should the Offeror's staff be required to perform work that requires the following: Operation of Scissor Lifts, Scaffold Erection, Confined Space access and Fall Protection, the Offeror's staff shall be trained and certified in said certification. Any required training and associated cost will be the Offeror's responsibility. On-site personnel will be required to produce valid certifications upon request.

2.4. Drawings and Maintenance Manuals

- 2.4.1. Maintenance manuals, specifications and plans are available for viewing from the Project Authority. Copies of the service manuals will not be issued by CSCHAH or JWIDRC.
- 2.4.2. Additions, relocation and removal of equipment must be recorded, dated and initialled by the Offeror or the Project Authority on the "as-built" prints where applicable.
- 2.4.3. As-built drawings are to be marked up accordingly to indicate any deviations to the originals.
- 2.4.4. Offeror is to update equipment service manuals and/or equipment logs to reflect any changes and/or modifications to equipment for future repairs.

2.5. Materials

- 2.5.1. Leave packing or delivery slips for materials or replacement parts, at the time of delivery, with the person or persons appointed by the Project Authority. All materials delivered to the facilities must be delivery to CSCHAH or JWIDRC shipping and receiving.
- 2.5.2. Material costs in excess of \$500.00 must be approved for use by the Project Authority prior to installation.
- 2.5.3. Where the Offeror supplies equipment purchased from a supplier or manufacturer, obtain from the supplier or manufacturer, a warranty for the manufacturer's normal warranty period and such warranty shall be made out to Her Majesty the Queen in Right of Canada and included in the O&M Manuals for the Project Authority.

- 2.5.4. Deliver, store and maintain materials with manufacturer's seals and labels intact.
- 2.5.5. Parts and materials are to be stored in accordance with manufacturer's and supplier's instructions.
- 2.5.6. Do not store materials on site without Project Authority's approval.
- 2.5.7. CSCHAH and JCWIRDC do not accept responsibility for materials or equipment stored on site.
- 2.5.8. When an equipment inventory numbering system exists, identify to the Project Authority, all pertinent data relative to the new piece of equipment.

2.6. Products

- 2.6.1. Materials and replacement parts that match existing building standard and code requirements are to be used. Alternative materials must have prior approval of the Project Authority. Any changes are to be approved by the Project Authority.
- 2.6.2. Products of same type as existing, including classifications, are to be used unless otherwise approved by the Project Authority. For new products approved, use products from one manufacturer only.
- 2.6.3. Use new materials that conform to, or exceed the minimum applicable standards of the Canadian Government Standards Board (CSA) and / or the National Building Code of Canada.
- 2.6.4. Where there is no alternative to supplying equipment which is not CSA certified, obtain special approval from Provincial Department of Labour.
- 2.6.5. The Offeror shall ensure that all materials used in the workplace are classified and labeled according to the Workplace Hazardous Materials Information Systems (WHMIS).
- 2.6.6. The Offeror shall provide copies of the Material Safety Data Sheets (MSDS) for products used on the premises to the Project Authority.

3. General Requirements

3.1. Specifications and Standards

- 3.1.1. The Offeror shall pay all fees, obtain certificates and permits as required by code and provide the appropriate authorities having jurisdiction with all required information.
- 3.1.2. Furnish these certificates and permits for work to the Project Authority.
- 3.1.3. All required licenses, certifications and permits must be kept current throughout the entire term of this contract.
- 3.1.4. The Offeror must comply with all legislative and regulatory provisions whether federal, provincial or municipal applicable to the performance of the work. The Work is to be executed to meet or exceed the requirements of:
 - (a) Applicable Federal, Provincial and Municipal statutes, codes, regulations and acts;
 - (b) Canadian Electrical Code, Part I
 - (c) American Society of Mechanical Engineers Codes;
 - (d) National Building Code of Canada 2010;
 - (e) Canadian Biosafety Standards and Guidelines (CBSG);

- (f) National Fire Protection Association Standards; (American Standard)
- (g) National Fire Code of Canada;
- (h) Canada Labour Code, Part II;
- (i) Fire Commission of Canada #301 Standard for building Construction Operations;
- (j) Laboratory Biosafety Guidelines;
- (k) Canadian Construction Safety Code, Provincial Government, Worker's Compensation Board and Municipal statues and authorities;
- (l) Materials and workmanship must conform to or exceed applicable standards of Canada Government Specifications Board (CGSB), Canadian Standards Association (CSA), and American Society for Testing Materials (ASTM) and reference organizations;
- (m) Equipment or system manufacturer's specifications and calibration settings, instruction manuals and / or leaflets;
- (n) Building specifications; and
- (o) Workplace Hazardous Materials Information System (WHMIS)
- (p) In the event of a conflict between any of the codes, regulations, acts or standards outlined in herein, the most stringent shall apply.

3.1.5. All of the above codes and standards in effect at the time of award are subject to change / revision. The latest editions of each shall be enforced during the term of the contract.

3.2. Existing Services

- 3.2.1. Protect and maintain existing active services.
- 3.2.2. Connect to existing services, with minimum disturbance to occupants and building operation.
- 3.2.3. Use existing services at no cost.
- 3.2.4. Any equipment required to be shut down to execute service or repair must be done by the Project Authority or his/her designate or, at the discretion of CSCHAH or JWIDRC, by the Offeror under the supervision of the Project Authority.
- 3.2.5. Regular access hours shall fall within 0600 hours to 1800 hours, Monday through Friday inclusive, excluding holidays. The building operation is 24 hours a day, 365 days a year.
- 3.2.6. Inform the Project Authority immediately of any code violation or required repairs which could pose a hazard to employees or building occupants.

3.3. Cleaning & Waste

- 3.3.1. Maintain work area free of accumulated waste and rubbish.
- 3.3.2. Offeror is to remove and dispose of debris, used and obsolete material on a daily basis. Reuse and recycle wherever possible, onsite or offsite.
- 3.3.3. Remove grease, dust, dirt, stains, finger-prints and other foreign materials from sight-exposed interior and exterior finished surfaces affected by the Standing Offer work.

3.4. Cutting, Fitting and Patching

- 3.4.1. Cut, fit and patch where required for work under this Standing Offer Agreement. Make good all disturbed surfaces to original condition.

3.5. Co-ordination and Protection

- 3.5.1. Execute work with minimum disturbance to occupants, public, and normal use of building. Make arrangements with the Project Authority to facilitate execution of work. Maintain access and exits as work area could be occupied during execution of work.
- 3.5.2. Movement of office furniture is not the Offeror's responsibility. Laboratory equipment and furniture will require prior approval from the Project Authority prior to moving.
- 3.5.3. Furniture including desks, file cabinets, shelving units, chairs, and cabinets, which are moved because of the work requirements must be moved back at the end of each workday unless otherwise specified.
- 3.5.4. Where necessary, cover furniture and fittings in work areas prior to commencement of work; remove covers on completion of work.
- 3.5.5. Perform any work that may disrupt the operations of the occupying clients after regular work hours (0600 – 1800 Monday to Friday).
- 3.5.6. Obtain Project Authority's approval before cutting, boring or sleeving load bearing members. If engineering service are required to provide design and inspection of site, the Offeror will be responsible to obtain the service.
- 3.5.7. Maintain an as-built drawing showing the exact location of any changes made to the building, systems and equipment as per Section 2.4
- 3.5.8. Ensure Hot Works procedures are adhered to at all times.
- 3.5.9. The Offeror must be prepared to work with CSCHAH or JWIDRC staff to carry out verifications.
- 3.5.10. Protect existing work from damage.
- 3.5.11. All possible safety precautions are to be taken to ensure the protection of employees or occupants during the course of the work.

3.6. Work Done by Other Means

- 3.6.1. This Standing Offer does not create an exclusive right of the Offeror to perform the services specified herein. CSCHAH and JWIDRC reserve the right to have any work done by other means.

3.7. Workmanship

- 3.7.1. All reconstruction and modification work must match or exceed the quality of fit and finish of the original or existing work. All workmanship is subject to inspection and approval.
- 3.7.2. Replace all work unsatisfactory to the Project Authority without extra cost.

3.8. Technical, Operational and Organization Environment

- 3.8.1. The Offeror's work will be coordinated by the Offeror's Representative under the direction of the CSCHAH or JCWRIDC staff responsible for the work.

3.9. Method and Source of Acceptance

- 3.9.1. Each requested task will be considered complete when the work order is signed off by the Project Authority as completed.

3.10. Project Management Control Procedures

- 3.10.1. The individual identified in the Offeror's proposal as the Offeror's Representative will ensure the scope of work is brought in on time, on budget and of an acceptable quality.

4. OTHER TERMS AND CONDITIONS OF THE SOW

4.1. Authorities

- 4.1.1. The following personnel are the authorized contacts:

Project Authorities:

Main Project Authority:

XXXX XXXXXX

Project Authority or Alternate

Telephone: (204) XXX-XXXX Email:

Alternate:

XXXX XXXXX

Telephone (204) XXX-XXXX Email:

After regular working hours, authorized contact will be available through a phone number that will be supplied to the Offeror.

4.2. Invoicing:

- 4.2.1. Work order numbers must be submitted with each invoice. No invoice will be considered for payment without work order numbers indicated on the invoice.
- 4.2.2. Each invoice must indicate the following information:
- (a) Call-Up against Standing Offer number (if applicable)
 - (b) Work Order number
 - (c) Work location
 - (d) Date
 - (e) Description of work activities
 - (f) Hours itemized as per Basis of Payment (individual time sheet for each work order identifying work done, date and hours required to complete the work).
 - (g) Material - list price less discount;
 - (h) Indicated on each invoice whether it is a progress billing or if all work is completed;
 - (i) Provide a copy of the suppliers invoice for parts and equipment acquired by the Offeror for final supply to CSCHAH and JWIDRC.

- 4.2.3. In the event of a dispute, make any and all records available to the Public Health Agency of Canada (PHAC) to substantiate time and/or materials spent on any one repair. Should there still be a discrepancy, the CSCHAH or JWIDRC Security sign in logs and/or card reader date shall be utilized and considered accurate.
- 4.2.4. Pay all taxes levied by law including Federal, Provincial and Municipal.
- 4.2.5. Materials required to be supplied and installed in the course of a service call shall be clearly identified as to individual cost to the Offeror as invoiced by the supplier.
- 4.2.6. The Offeror shall submit copies of actual invoices from their supplier when submitting claims for payment.

4.3. Language of Work

- 4.3.1. English

4.4. Special Requirements

4.4.1. Site Safety

- 4.4.1.1. Comply with the Canadian Code for Construction safety, The Manitoba Workplace Safety and Health Act and the requirements of the Fire Commissioner of Canada relating to the safety of persons on the worksite or the protection of the property against loss or damage from any cause including fire.
- 4.4.1.2. All persons including Offerors, sub trades, suppliers, delivery services, etc. must wear Grade 1 or 2 CSA approved Safety Footwear and other safety equipment necessary when working in or moving through the facility. On occasion CSCHAH or JWIDRC may have requirements above minimum safety requirements.
- 4.4.1.3. The Offeror and his/her employees are to comply with Laboratory Bio-Safety procedures and protocol which will be reviewed during the CSCHAH orientation session on building policies.

4.4.2. Site Security

- 4.4.2.1. Site security is the responsibility of the Offeror who shall erect temporary site or dust enclosures to prevent dust or other contaminants from escaping into other areas; barricades or fencing to prevent unauthorized entry.
- 4.4.2.2. Any work that may disrupt the operations of the occupying clients will be carried out after regular building operational hours. For all work carried out after regular building operational hours, the Manager, Security Operations will determine acceptable building security.

4.4.3. Facility Access

- 4.4.3.1. Only those employees whose names appear on the Offeror's approval list will be allowed access to the site under this Contract.
- 4.4.3.2. The Offeror and his/her employees must provide valid photo identification and register with CSCHAH or JWIDRC Security on-site when entering and leaving the facility to obtain and return a facility access pass.

- 4.4.3.3. All keys and/or proximity cards entrusted to the Offeror and his/her employees for the fulfillment of this Standing Offer must be returned to the security desk before departure from the building at the end of each working day. All lost keys or cards must be immediately reported to the security desk or the Project Authority.
- 4.4.3.4. Employees of the Offeror shall be subject to questioning and search of tools and supplies in relation to security matters by designated security staff.

4.4.4. Building Policies

- 4.4.4.1. The Offeror and his/her employees shall follow building policies and regulations including fire evacuation procedures, laboratory protocol, security requirements, and any directive issued from time to time by the Project Authority.
- 4.4.4.2. All approved employees of the Offeror must attend an orientation session on CSCHAH and JWIDRC building policies. This session is paid for by PHAC and subsequent orientation sessions will be made available for any new employees of the Offeror during the duration of this Contract.
- 4.4.4.3. The CSCHAH and JWIDRC are LATEX GLOVE FREE facilities. No latex gloves are permitted in the facilities.
- 4.4.4.4. Fastening devices – Explosive actuated – Powder activated devices using explosive shells are not permitted in the facility.
- 4.4.4.5. CSCHAH will supply tools and Personal Protective Equipment (“PPE”) inside of the containment level 3 and 4 areas of the laboratory. These tools are the property of CSCHAH and will not be allowed to leave these areas. The Offeror shall contact the Project Authority if insufficient and/or specialty tools are not available within the containment area.
- 4.4.4.6. Provisions of tools and PPE by CSCHAH for work performed in containment areas are in accordance with building policies and applicable regulatory directives. Accordingly, no employee-employer relationship is to be implied or construed by this provision.
- 4.4.4.7. All materials coming to the facility must be delivered to CSCHAH shipping and receiving. At the time of delivery, leave packing or delivery slips for materials or replacement parts with the person or persons appointed by the Project Authority.
- 4.4.4.8. Attend meetings on site when requested by the Project Authority.
- 4.4.4.9. Conserve energy and non-renewable resources with due regard for property protection, safety of workers and employees and override by-laws and regulations.
- 4.4.4.10. Do not list, publicize or use for business promotion purposes, the address of the work of this Contract, the name of the facility, Agency or the Government of Canada.
- 4.4.4.11. Respect the Government of Canada’s No Smoking policy on these premises.
- 4.4.4.12. The use of AM/FM radios and other similar devices (boom boxes included) will not be allowed in mechanical spaces, corridors and related areas.
- 4.4.4.13. All personnel shall refrain from wearing / listening to any personal entertainment device, or any other device that might limit hearing and vision in all laboratory and mechanical spaces. This includes, but is not limited to iPods or MP3 players.

4.4.4.14. All personnel/visitors are prohibited from using personal or business related portable electronic devices to take photos/videos or personnel or government assets. This applies to all areas of the facility.

4.4.4.15. Wherever possible, the use of scented products is to be minimized. Offeror's employees working on-site at the CSCHAH or JWIDRC are to be advised to limit the use of scented personal products (perfumes, aftershaves, etc.).

4.4.5. Immunization and Health Certificate of Offeror's Employees

4.4.5.1. Immunization and a health assessment may be required depending on the work location in the building and level of risk. Risk assessment will be completed prior to any work of this nature being undertaken and the Offeror will be advised of any requirements. If required. As a minimum, the following shall apply:

4.4.5.2. Basic requirements for entry into the facility and CL02: Current TD (tetanus) booster; i.e. within the past 10 years; Hepatitis B highly recommended. Costs associated with these requirements will be the responsibility of the Offeror and/or the Offeror's employee.

4.4.5.3. For CL03 Entry – based on a “case by case” risk assessment, the following activities will be performed on site as required: Entrance Serum storage, Exit Serum Storage and health history (Cat II medical with Occupational Health Nurse or Cat III medical with physician if deemed necessary). Costs associated with these requirements will be the responsibility of CSCHAH.

4.4.5.4. CL03 TB Lab Only - Mantoux TB skin test. Costs associated with this requirement will be the responsibility of CSCHAH.

4.4.5.5. When requested, proof of testing and/or immunization must be provided to the Project Authority.

4.4.6. Laboratory Bio Safety Guidelines

4.4.6.1. The Canadian Biosafety Standards and Guidelines (CBSG) provide information regarding the controls and restrictions when working in containment laboratories. The CBSG is online and the link is <http://canadianbiosafetystandards.collaboration.gc.ca/cbsg-nldcb/index-eng.php>. Chapter 4 – Operational Practice Requirements, in particular describes the operational practice requirements designed to mitigate risks.

4.4.6.2. **Note:** Maintenance personnel and service contractors are not required and/or permitted to enter a CL4 space to perform repairs or installations unless the laboratory is shut down and decontaminated.

4.4.7. Parking

1.1.1.1. There is no available parking at 745 Logan Avenue location and vehicle owners are required to find alternative parking off site of the JC Wilt facility.

4.4.7.1. Parking will be made available at 1015 Arlington Street to Contractors holding contracts and Standing Offer Agreements with the CSCHAH. Only vehicles with proper signage, operated by a Offeror who is on-site for facility related business will be given parking. Contractors must park their vehicles on the gravel lot located at the North East corner of the parking lot. (If no spaces are left on the gravel lot, the vehicle owner will be required to find alternative parking offsite of the CSCHAH parking lot).

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- 4.4.7.2. Each vehicle must be parked front end in first. Backing into the parking spot is not allowed in order to protect the electrical posts.
 - 4.4.7.3. Contractors must register their vehicle at the security reception desk. Failure to do so may result in the vehicle being towed.
 - 4.4.7.4. There will be no parking in the fire lane, which is clearly marked with "No Parking" signs. Any vehicles parking in the fire lane will be subject to being towed at the owner's expense.
 - 4.4.7.5. There will be no overnight parking or storage of a vehicle allowed.
 - 4.4.7.6. CSCHAH does not take any responsibility for vehicles parked on the lot. Parking on the lot is at the owner's risk.
 - 4.4.7.7. Unauthorized vehicles will be subject to tow at the owner's expense.

