



Service correctionnel
Canada

Correctional Service
Canada



LA SÉCURITÉ,
LA DIGNITÉ
ET LE RESPECT
POUR TOUS

SAFETY, RESPECT
AND DIGNITY
FOR ALL

TECHNICAL SPECIFICATIONS FOR STANDING OFFER

CARPENTER AND APPRENTICE CARPENTER SERVICE

Name and number of CSC file: 21301-18-2554016

Joliette Institution

Martineau, Ogilvy, Hochelaga, Sherbrooke and Laferrière CCC

Submitted by:
TECHNICAL SERVICES
CORRECTIONAL SERVICE CANADA

Canada



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01 14 00 GENERAL REQUIREMENTS

1. GENERAL INFORMATION

1.1. WORK DESCRIPTION

1.1.1. The work subject to this Standing Offer includes, but is not limited to: Providing materials, qualified workforce, and the tools required as specified in section # 22 10 00, and when required by the CSC representative, provision of materials for the work.

- a) **Joliette Institution**
400 Marsolais Street
Joliette, Quebec
J6E 8V4

- b) **Hochelaga CCC**
6905 Hochelaga East
Montréal, Quebec
H1N 1Y9

- c) **Sherbrooke CCC**
2190 Sherbrooke East
Montréal, Quebec
H2K 1C7

- d) **Martineau CCC**
10345 Saint-Laurent Boulevard
Montréal, Quebec
H3L 3P1

- e) **Ogilvy CCC**
435 Ogilvy
Montréal, Quebec
H3N 1M3

- f) **Laferrière CCC**
202 St-Georges
Saint-Jérôme, Quebec
J7Z 4Z9

1.1.2. The work required will be indicated on the plans provided by the CSC representative for each call-up.

1.1.3. The period of this Standing Offer is specified in the submission request.

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1.2. WORK SCHEDULE

- 1.2.1. Pedestrian and vehicle access varies according to the institution. The CSC representative will assign the work hours based on the context of the work. The Contractor, for the security and time optimization reasons, may require its employees to bring their meals and eat on the job site.
- 1.2.2. The work week is from Monday to Friday, from 7:30 to 16:00 each day.

SPECIAL NOTE: The work hours vary from one institution to the next. It is important to check them with the institution in question and to consult the paragraph on schedules.

- 1.2.3. Work is not allowed on weekends or holidays without express authorization from the Director.

1.3. OVERTIME

- 1.3.1. The Director's permission is required for all additional work. Furthermore, forty-eight (48) hours' notice is necessary before undertaking additional authorized work. If additional hours must be worked to accomplish an urgent task—to pour concrete, for example—or to ensure the safety of the construction, the Contractor must advise the Director as soon as it realizes the need to do so, and then follow the Director's instructions. The associated costs borne by the Crown may be charged to the Contractor.
- 1.3.2. When additional hours or weekend or holiday work must be done and this additional work is authorized by the Director, the Director, or the person they designate, will assign additional employees to surveillance. The project manager may also assign additional staff to inspect the construction activities. The costs related to this assignment may be claimed by the Crown.

1.4. WORK TIMELINES

- 1.4.1. The Contractor shall begin the work within 10 business days of being assigned a call-up or by respecting the date indicated on the purchase order and proceeding carefully until the work is completed.
- 1.4.2. If the work cannot be done or is interrupted due to bad weather, the Contractor must return to the site and execute the work within 5 business days after good weather conditions have returned.

1.5. WORK SCHEDULE

- 1.5.1. Within 5 business days of a call-up assignment, a work schedule shall be submitted indicating the progress of the various steps in the project and the completion date of the work, which must be finished within the time specified by CSC representative.
- 1.5.2. Provisional revisions of the work progress, according to the project schedule submitted, shall be done at the discretion of CSC representative.

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The schedule will be updated by the Contractor with the cooperation and approval of CSC's Technical Authority.

1.6. CODES

1.6.1. The work shall be carried out in accordance with the National Building Code of Canada (NBC) and all other applicable provincial or local codes. In case of contradiction or discrepancy, the strictest requirements shall apply.

1.6.2. The work shall be performed in a manner that meets all the following requirements:

- a) Contract documents;
- b) Specified standards and codes as well as other documents cited as references.

1.7. REQUIRED DOCUMENTS

1.7.1. A copy of the following documents shall be kept at the job site:

- a) Contract drawings and description of the work and the call-up;
- b) These specifications;
- c) Change authorizations.

1.8. TECHNICAL DATA SHEETS AND SAMPLES

1.8.1. Within 5 business days of the call-up assignment, the Contractor must submit all the technical data sheets and all the samples required in each section of these specifications to get the approval of CSC representative.

1.9. WORK SITE VISITS

1.9.1. There will not be a visit for this Standing Offer.

1.9.2. Unless otherwise indicated by the CSC representative, a visit to the job site will only take place in the following cases:

- a) During the assignment of the first mandate by the institution.
- b) During the assignment of a call-up.

1.9.3. If a situation arise in which a site visits is needed for a subsequent call-up, a request must be submitted. For institutional security reasons, the site visits will be conducted at specific time, as determined in consultation with the CSC representative.

1.9.4. Do not justify errors, omissions, or imperfections in this work by assigning them to existing conditions and particularities.

1.10. CONTRACTOR USE OF SITE

1.10.1. Do not accumulate equipment and materials unduly or in a way that crowds the site.

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- 1.10.2. The Contractor shall ensure access to the site for CSC staff and the Service vehicles at all times.
- 1.10.3. Comply with the authorities in place. 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 work department. These procedures include if required: the work schedule and temporary traffic and security measure, etc...
- 1.10.4. Move vehicles that could be damaged during the work. The Contractor shall, following damages caused to one or several vehicles or other elements on site, proceed to repair and/or replace them by the 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 DEVICES AND EQUIPMENT

- 1.12.1. The location 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 the CSC representative requests it, submit the repair plans indicating the relative position of the various equipment and network found in the working sector.

1.13. REPAIRS

- 1.13.1. Restore all elements damaged during the work to the way they were before. Repair surfaces damaged by heavy machinery.

1.14. ELIMINATING EXCAVATIONS

- 1.14.1. The Contractor shall dispose of all unnecessary materials that cannot be salvaged or reused. Proceed to eliminate the excavations outside of the job site in accordance with the pollution regulations and by covering the costs as the case may be.

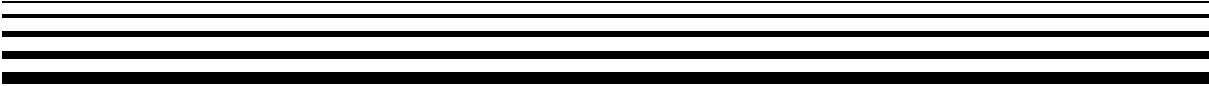
1.15. ADDITIONAL DRAWINGS

- 1.15.1. The CSC representative may provide the Contractor with additional drawings for clarification. These additional drawings will have the same significance and the same scope as those included in the contract documents.
- 1.15.2. Measures taken on the site will be transcribed on the drawing to facilitate the interpretation of the dimensions of the surfaces targeted in the work.

END OF SECTION 01 14 00



01 53 13 SECURITY AT CSC



1. GENERAL INFORMATION

1.1 PURPOSE

- 1.1.1 To ensure that both the construction project and the institutional operations may proceed without undue disruption or hindrance and that the security of the institution is maintained at all times.

1.2 Definitions

1.2.1 "Prohibited items":

- a) Intoxicants, including alcohol, drugs, or narcotics;
- b) A weapon or a component thereof, ammunition or anything that can be assembled or modified for such purpose, possessed without prior authorization;
- c) an explosive or a bomb or a component thereof;
- d) An amount of money exceeding the regulatory limit;

SPECIAL NOTE: Check the *Corrections and Conditional Release Regulations* (SOR/92-620): limit of \$50.00 in minimum security institutions, limit of \$25.00 in medium, maximum or multiple security institutions.

- 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;
- g) Tobacco and all associated products including, but not limited to, cigarettes, cigars, tobacco, chewing or snuffing tobacco, cigarette making machines, matches and lighters are considered to be unauthorized smoking items.

- 1.2.2 "Commercial vehicle" vehicle intended for the transportation of material, equipment and tools required for the construction project.

- 1.2.3 "CSC" means Correctional Service of Canada.

- 1.2.4 "Warden" Warden of the institution or CSC representative as the case may be.

- 1.2.5 "Engineer" Project manager, from Public Services and Procurement Canada.

- 1.2.6 "Perimeter" Area of the institution surrounded by fencing or walls, preventing the free movement of inmates.

- 1.2.7 "Construction zone" 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 the commencement of work, the Contractor must meet with Warden or the Warden's representative to:

- a) Discuss the nature and extent of all activities involved in the project;
- 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) Ensure that all construction employees are aware of the security requirements.
- b) Ensure that a copy of the security requirements is always prominently on display at the job site.
- c) Cooperate with institutional staff to ensure that the Construction Personnel comply with the security requirements.

1.3.3 Allow two (2) weeks for the processing of security clearances. Employees will not be admitted to the institution without a 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..

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

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

1.3.5 Entry to the institutional property will be refused to any person for whom there may be reason to believe is a security risk.

1.3.6 Individuals will be immediately removed from institutional premise 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.

1.4 VEHICLES

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

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

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

1.4.3 Those delivering the material needed for the project shall not be required to have security clearances but they must not stray from their vehicles in the institution and the Warden may require them to be accompanied by an institutional employee.

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

1.4.4 If the Warden allows trailers to be left inside the secure perimeter of the institution, the trailer doors will be locked at all times. All windows will be securely locked when left unoccupied. All trailer windows shall be covered with expanded metal mesh.

1.5 PARKING

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

1.6 SHIPMENTS

1.6.1 All shipments of material, equipment and tools for the work must be addressed to the Contractor to clearly distinguish them from shipments for the institution. The Contractor must have its own employees on site to receive any deliveries or shipments. CSC staff will **not** accept deliveries or shipments of materials equipment or tools intended for the project.

1.7 COMMUNICATION DEVICES

1.7.1 The installation of any telephones, fax machines or computers with an internet connection must be approved by the Warden.

1.7.2 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 computer must be protected with a password, preventing unauthorized personnel from connecting to the internet.

1.7.3 Wireless cellular or digital phones, including but not limited to devices for telephone messaging, pagers, Blackberries, telephones used as two-way radios, are prohibited in the institution without the express authorization of the Warden. Even if cellular phones are permitted, they cannot be used by inmates.

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

SPECIAL NOTE: In some institutions, cellular or digital telephones or two-way radios are permitted but are subject to some conditions. For example, it can be required that they are not used in zones accessible to inmates.

1.8 TOOLS AND EQUIPMENT

1.8.1 Maintain a complete list of all tools and equipment used during the work. Submit the list for inspection when necessary.

SPECIAL NOTE: Obtain a list of unauthorized/restricted-use tools and equipment that are prohibited for a given project. Insert the list hereinafter.

1.8.2 Maintain an up-to-date list of tools and equipment throughout the work.

1.8.3 Never leave tools unattended, particularly mechanical tools, tools with cartridges, cartridges, files, saw blades, rod saws, wire, cords, ladders and item used for lifting (jacks, cylinders, etc.).

1.8.4 Store tools and equipment in a secure, authorized location.

1.8.5 Lock all toolboxes after use. The Contractor's employees must keep their 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.

1.8.6 Notify the CSC representative immediately if any tools or equipment have been lost or have disappeared.

1.8.7 The Warden must ensure that security staff checks the Contractor's tools and equipment based 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 last more than one (1) week.

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

1.8.8 Certain tools/equipment such as cartridges and hacksaw blades are closely controlled. The Contractor will be given at the beginning of the day, a quantity that will permit one day's work. Used blades/cartridges will be returned to the Warden's representative at the end of each day.

SPECIAL NOTE: The management of items subject to control varies from one institution to another. They must therefore be checked.

1.8.9 If propane or natural gas is used for as heat source for the work, the institution will require that an employee of the Contractor supervise the work site during non-working hours.

SPECIAL NOTE: This a concern if the construction site is located near the inmates' living units. A fire may endanger human lives. Check the institutional policy on this matter.

1.9 KEYS

- 1.9.1** 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 Security Maintenance Officer, specifically).
- 1.9.2** The Security Maintenance Officer shall provide a receipt to the Contractor for security hardware keys.
- 1.9.3** The Contractor shall provide a copy of the above-mentioned receipt to the engineer.
- 1.9.4** During the work, the Contractor will use regular cylinders in regular locks.
- 1.9.5** The Contractor will give its employees and to the sub-contractors, if necessary, instructions on the safe storage of the keys used during the work.
- 1.9.6** 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 locks directly from the locksmith;
 - c) remove and return cores used during the work and have permanent cores installed in the institution's lock.
- 1.9.7** Once the security locks are installed, the CSC officer who escorts 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.

1.10 SECURITY HARDWARE

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

1.11 PRESCRIPTION MEDICATION

- 1.11.1** Employees of the Contractor who are required to take prescription medication during the workday must obtain approval of the Warden to bring a one (1) day's dosage into the institution.

1.12 RESTRICTIONS ON TOBACCO USE

- 1.12.1** Contractors and construction employees are not permitted to smoke inside correctional institution or outdoors within the perimeter of a correctional institution. They must not have unauthorized tobacco products in their possession within the institutional perimeter.
- 1.12.2** Contractors and Construction Personnel who violate this policy will be asked to immediately cease smoking or dispose of any unauthorized tobacco products. If they persist, they will be asked to leave the institution.
- 1.12.3** Smoking will only be permitted outside the correctional institution's perimeter location designated by the Warden.

1.13 PROHIBITED ITEMS

- 1.13.1** Firearms, ammunition, explosives, alcoholic beverages, drugs and narcotics are prohibited on institutional premises.
- 1.13.2** The discovery of contraband in the possession of an individual on the construction site must be reported immediately to the Warden.
- 1.13.3** The Contractor must be vigilant with both their staff and the staff of their sub-contractors. The discovery of prohibited items may result in cancellation of the security clearance of the person in question. Serious infractions may result in the removal of the company from the institution for the duration of the work.
- 1.13.4** If firearms or ammunition are found in the vehicles of a Contractor, Sub-contractor, supplier or their personnel the security clearance of the vehicle's driver will be revoked immediately.

1.14 SEARCHES

- 1.14.1** All individuals and vehicles arriving on the institution's premises may be subject to a search.
- 1.14.2** If the Warden has reason to believe that one of the Contractor's employees is in possession of prohibited items, the Warden may order a search of that person to be searched.
- 1.14.3** All employees entering the institution may be subject to screening of personal effects for traces of contraband drug residue.

1.15 ACCESS TO THE INSTITUTION AND REMOVAL OF VEHICLES

- 1.15.1** 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.

1.16 VEHICLE TRAFFIC

1.16.1 Escorted commercial vehicles will be allowed to enter or leave the institution through the vehicle access gate during the hours indicated in section 01 14 00.

1.16.2 Vehicles shall not leave the institution until an inmate count is completed.

SPECIAL NOTE: The hours vary from one institution to another, so it would be best to check with the institution in question.

1.16.3 The Contractor must advise the Warden twenty-four (24) hours in advance of the arrival on site of heavy equipment such as concrete trucks, cranes, etc.

1.16.4 Vehicles being loaded with soil or other debris, or any vehicle considered impossible to search, must be under continuous supervision by CSC staff or commissionaires working under the authority of the Warden.

1.16.5 Commercial vehicles will only be allowed access to institutional property when their contents are certified by the Contractor or its representative as being strictly necessary to the execution of the work.

1.16.6 Vehicles shall be refused access to institutional property if, in the opinion of the Warden, they contain any article which may jeopardize the security of the institution.

1.16.7 Private vehicles of construction employees will not be allowed within the security perimeter of medium or maximum security institutions without the express authorization of the Warden.

SPECIAL NOTE: Check the institution's policy on personal employee vehicles.

1.16.8 With prior approval of the Warden, a vehicle may be used in the morning and evening to transport a group of employees to the work site. This vehicle cannot remain on the premises the remainder of the day.

SPECIAL NOTE: Check the institution's policy on employee transportation vehicles.

1.16.9 With the approval of the Warden, certain equipment may be permitted to remain on the construction site overnight or over the weekend. This equipment must be securely locked, with the battery removed. The Director may require that the equipment be secured with a chain and padlock to another fixed object.

1.17 CONSTRUCTION PERSONNEL TRAFFIC ON INSTITUTIONAL PREMISES

1.17.1 Subject to proper institutional security, the Warden will give the Contractor and its employees as much freedom of movement and autonomy as possible.

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1.17.2 The previous paragraph notwithstanding, the Warden may:

- a) Prohibit or restrict access to any part of the institution;
- b) Require that in certain areas of the institution, either during the entire construction project or at certain intervals, the construction employees only be allowed access when escorted by a member of the CSC security staff.
- c) During the lunch and coffee/health breaks, all construction employees shall remain within the construction site. Construction employees are not permitted to eat in the officer's lounge or dining room.

1.18 MONITORING AND INSPECTION

1.18.1 Construction activities and all related movement of personnel and vehicles will be subject to surveillance and inspection by CSC security staff members to ensure that the established security requirements are met.

1.18.2 CSC staff members shall ensure that an understanding of the need to carry out surveillance and inspections, as specified above, is established among construction employees and maintained throughout the construction project.

1.19 WORK STOPPAGE

1.19.1 The Warden may order at any time that the Contractor, its employees, sub-contractors and their employees not enter or leave the work site immediately due to a security situation occurring within the institution. The Contractor's site supervisor shall note the name of the employee giving this instruction, the time of the request and obey the order as quickly as possible.

1.19.2 The Contractor shall advise the engineer of this interruption of the work within 24 hours.

1.20 CONTACT WITH INMATES

1.20.1 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.

SPECIAL NOTE: If the project involves the CORCAN workforce and the inmates, check the institution's policy on contact with inmates.

1.20.2 It is strictly forbidden to take pictures of inmates, of CSC staff members or of any part of the institution other than those required as part of this contract.

1.21 COMPLETION OF THE WORK

- 1.21.1** 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 01 35 13



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01 35 50 HEALTH AND SAFETY

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PART 1 GENERAL INFORMATION

1.1 SECTION CONTENT

- .1 The Contractor shall manage its activities so that the health and safety of the public, work site staff, and protection of the environment always have precedence over questions of cost and the work schedule.

1.2 REFERENCES

- .1 Canada Labour Code, part II, Canada Occupational Health and Safety Regulations
- .2 Canadian Standards Association (CSA).
- .3 Workplace Hazardous Materials Information System (WHMIS)/Health Canada.
 - .1 Safety data sheet (SDS).
- .4 Occupational Health and Safety Act, R.S.Q. Chapter S-2.1 [2002].
- .5 Safety Code for the construction industry, S-2.1, r.6 [2001].

1.3 DOCUMENTS/SAMPLES TO SUBMIT

- .1 Send the prevention program specific to the construction site as described in clause 1.8 to the Departmental Representative and the CNESST, at least 10 days before beginning the work. If necessary, the Contractor shall then update its prevention program to reflect any changes to the initial plans. Following the receipt of the prevention program and at any time during the work, the Departmental Representative can ask for its modification to adapt it to the work on site. The Contractor shall make the required changes before the work starts.
- .2 Send a copy of any federal or provincial inspector's inspection reports, notice of corrections or recommendations to the Departmental Representative within 24 hours.
- .3 Send any investigation report concerning any accident resulting in an injury or highlighting any potential hazard for health and safety to the Departmental Representative within 24 hours.
- .4 Send the data sheet for all controlled products to the Departmental Representative at least three days before they are used on site.

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- .5** Send the copies of the training certificates required to apply the prevention program, if required for the requested work, to the Departmental Representative, including:
- .1 General health and safety course on work sites
 - .2 Safety officer certificate
 - .3 First-aid and CPR on work sites
 - .4 Work subject to asbestos conditions
 - .5 Work in enclosed spaces
 - .6 Locking/securing procedures
 - .7 Wearing and adjusting individual protection equipment
 - .8 Forklift safe use
 - .9 Work platform lift
 - .10 Any other training required by regulations or the prevention program
- .6** Medical examinations: When medical examinations are required by law, regulation, directive, specification, or by a prevention program, the Contractor shall:
- .1 Before mobilization, send the medical examination certificate for all surveillance personnel and any other employee at the beginning of construction concerned by the first paragraph of this article to the Departmental Representative.
 - .2 Subsequently, send all medical examination certificates of any new incoming worker concerned by the first paragraph of this article progressively and without delay.
- .7** Notice of work start: The notice of work start must be sent to the Commission de la santé et de la sécurité du travail before the work starts and copied to the Departmental Representative. A copy of this notice must also be available and visible on site at all times. During demobilization, the notice of end of work must be sent to the CNESST with a copy to the Departmental Representative.
- .8** Engineer's plans and certificates of compliance: The Contractor shall send to the CNESST and the Departmental Representative an engineer's signed and sealed copy of all the plans and certificates of compliances required under the *Safety Code for the construction industry* (S-2.1, r.6), of any other law, rules or any clause from the specifications or the contract. A copy of those documents must be available at all times on the work site.
- .9** Certificate of conformity delivered by the CNESST: The certificate of conformity is a document delivered by the CNESST and confirms that the Contractor complies with the CNESST requirements, that it has paid all the

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amounts due in relation to the awarded contract. This document must be sent to the Departmental Representative at the end of the work.

1.4 RISK ASSESSMENT

- .1 The Contractor shall identify all risks related to the various tasks on site.
- .2 The Contractor shall plan and organize their work to promote eliminating hazards at the source or collective protection, and minimize the use of individual protection equipment. When individual protection equipment is required in situations of falling hazards, the workers must use a safety harness in compliance with the CAN/CSA-Z-259.10-M90 standard. The safety belt must not be used as a falling protection.
- .3 Any equipment, tool, or means of protection that cannot be installed or used without compromising the health and safety of the workers shall be considered inappropriate for the work.
- .4 All mechanical equipment must be inspected before its delivery on site. Before using mechanical equipment, the Contractor shall send a certificate of conformity signed by an approved mechanic to the Departmental Representative. At any time, if the Departmental Representative suspects a defect or a risk of accident, they can order the immediate shutdown of the machine and require a second inspection performed by a specialist of their choice.

1.5 MEETINGS

- .1 A decision-making representative of the Contractor shall attend all meetings about health and safety issues on the job site.

1.6 REGULATORY BODY REQUIREMENTS

- .1 Comply with all rules, regulations, and applicable standards when executing the work.
- .2 Follow the prescribed standards and rules in order to ensure a normal course of events in the work on sites contaminated by toxic products.
- .3 The publication date of the standards listed in the *Safety Code for the construction industry* notwithstanding, always use its most recent and applicable version during work.

1.7 HEALTH AND SAFETY MANAGEMENT

- .1 Accept and assume all tasks and obligations normally assigned to the project manager in accordance with the *Occupational Health and Safety Act* (R.S.Q., chapter S2.1) and the *Safety Code for the construction industry* (S-2.1, r.6).
- .2 Develop a prevention program specific to the work based on the identification of the risks and implement this program from the beginning of the work to the last stage of demobilization. The prevention program must take into account the

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information in clause 1.7. It must be sent to all of the people involved in compliance with clause 1.2. The prevention program shall include as a minimum:

- .1 The company's health and safety policy;
- .2 The description of the work, the total cost of the work, the schedule with its manpower curve;
- .3 A flowchart of the health and safety's responsibilities;
- .4 The physical and material organization of the job site;
- .5 The first aid kit standards;
- .6 The identification of the risks on the job site;
- .7 The identification of the risks related to the work to be executed, including the prevention program and terms of its implementation;
- .8 The required training;
- .9 The procedure in case of an accident/injury;
- .10 A written commitment from all stakeholders to comply with this prevention program;
- .11 A job site inspection schedule based on the preventive measures.

1.8 RESPONSIBILITIES

- .1 Regardless the size of the job site or the number of workers on site, always have a designated, competent supervisor who is responsible for health and safety. Take all necessary measures to ensure the health and safety of people and property on and near the job site that could be affected by the execution of the work.
- .2 Take all necessary measures to ensure the application of and compliance with all health and safety requirements indicated in the contract documents, federal and provincial regulations, the applicable standards and the prevention program specific to the job site and immediately comply with any order or notice of correction issued by the Occupational Health and Safety Committee.
- .3 Take all necessary measures to keep the site clean and in good order during the work.

1.9 COMMUNICATION AND SIGNAGE

- .1 Take all the actions necessary to ensure effective communication of the health and safety information on the job site. As soon as they arrive on the job site, all workers must be informed of the specifics of the prevention program, their obligations and their rights. The Contractor must insist on the workers' right to refuse to execute work if they believe this work could endanger their health, safety, physical integrity or that of other people present on the job site.

The Contractor shall keep an updated log with the information sent and the signature of all the workers who received this information on the job site.

HEALTH AND SAFETY

Correctional Service Canada

- .2 The following information and documents must be displayed in an easily accessible location for the workers:
 - .1 Notice of work start;
 - .2 Identification of the project manager;
 - .3 The company's OSH policy;
 - .4 The prevention program specific to the job site;
 - .5 The emergency plan (if required);
 - .6 Data sheets for all controlled products used on the job site;
 - .7 Minutes of the construction site committee meeting;
 - .8 Names of the site committee representatives (if required);
 - .9 Names of first-aiders;
 - .10 Intervention and correction reports published by the CNESST.

1.10 UNFORESEEN EVENTS

- .1 When a source of danger not specified in the specifications and not identified during the preliminary inspection of the job site occurs during the execution of the work, the Contractor shall immediately stop the work, set up temporary protection measures for the workers and the public, and warn the Departmental Representative verbally and in writing. The Contractor shall afterwards make the necessary changes to the prevention program for the work to resume safely.

1.11 CAULKING GUNS AND OTHER CARTRIDGE DEVICES

- .1 Caulking guns or any other cartridge devices are prohibited.

END OF SECTION 01 35 30



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01 74 11 HOUSEKEEPING

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 waste 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. Distribute the costs of clean-up work among the various items of the bid.

END OF SECTION 01 74 11



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22 10 00 TECHNICAL REQUIREMENTS

1. GENERAL**1.1 SECTION CONTENT**

1.1.1 This section describes the carpenter and apprentice carpenter services.

1.2 REFERENCES

1.2.1 National Building Code of Canada (NBC) 2005, including all changes to date.

1.2.2 R.S.Q. chapter S-2.1 – *Occupational Health and Safety Act* and Regulation r. 19.01 updated on October 1, 2010.

1.2.3 Health Canada - Workplace Hazardous Material Information System (WHMIS)

1.2.4 Safety data sheet (SDS).

1.3 CODES

1.3.1 Carry out work in accordance with the National Building Code of Canada (NBC) and any other applicable provincial or local code. In the case of discrepancy or contradiction, the strictest requirements will prevail.

1.3.2 Respect all requirements of the Treasury Board Standard with respect to fire protection, the National Building Code of Canada and the National Fire Code of Canada (NFCC).

1.4 LIST OF EQUIPMENT

1.4.1 The list of minimum equipment and materials that the Contractor shall have when in the institution includes, but is not limited to:

Equipment:

- Service truck
- 30-foot ladder
- 6-foot, 8-foot, and 10-foot stepladders.
- Sufficient number of toolboxes with a full assortment of basic hand tools
- Sufficient number of extension cords
- Hilti-type 3/16- to 2-inch hammer drill
- Battery-operated drill
- Electric saw
- Battery-operated drill
- 5000 watt generator, as needed
- Concrete saw, jackhammer
- Safety harness for each employee
- Any other health-safety equipment

Material:

- All basic hardware and material for carpentry work.

1.5 LICENSING AND REGULATIONS

TECHNICAL REQUIREMENTS

Correctional Service Canada

- 1.5.1 The Contractor shall comply with all laws and regulations related to the work, whether they apply federally, provincially, or municipally, as if the work was to be done for someone other than Canada.
- 1.5.2 The Contractor shall pay for all permits, certificates, and licences related to the work. Upon request of the Technical Authority, the Contractor shall provide proof that it complies with its legal obligations with respect to said permits, certificates, and licences.

1.6 AWARDING A CALL-UP

- 1.6.1 All call-ups must begin with an assessment of the work and the submission of a preliminary assessment slip.
- 1.6.2 After a call from CSC for a call-up, the Contractor, at CSC's request, shall arrive on site, at its expense, to assess the scope of the work.
- 1.6.3 Before each mandate, CSC shall provide a plan of the targeted installations and the Contractor shall develop its operation strategy and submit it in writing for CSC's approval.
- 1.6.4 Upon receipt of a preliminary assessment slip, the Technical Authority shall authorize the written work and shall define the means of execution specific to the work.
- 1.6.5 The Contractor's representatives carrying out the work shall complete the work sheet issued by CSC at the end of each work day while ensuring to complete all of the sections. The number of hours indicated on the work sheet must be checked and approved by the Technical Authority. They must get the signature of the Technical Authority to ensure the validity of the document.
- 1.6.6 The work sheets shall be returned at the end of each work day.
- 1.6.7 The billing shall be explained with the billing slip issued by CSC and justified by the valid work sheets.
- 1.6.8 The Contractor shall advise the Technical Authority of the progress when the work is 75% complete. If the Contractor anticipates exceeding the preliminary assessment, it shall advise the Technical Authority when the work is 75% complete or before. If the Contractor intentionally or accidentally fails to share this status report, it cannot bill unapproved hours.
- 1.6.9 Any delays that may cause additional costs to CSC may be credited to the Contractor's work.
- 1.6.10 For the duration of the Administrative Agreement, CSC shall guarantee 3 hours per service call. The time paid shall be calculated upon the arrival at and departure from the institution.
- 1.6.11 The payment for the services rendered will be done hourly and upon receipt of the bills.
- 1.6.12 Any additional change to this bid will not change any of the quoted rates.

1.7 SERVICE CALLS FOR EMERGENCY WORK

TECHNICAL REQUIREMENTS

Correctional Service Canada

- 1.7.1 For work considered to be an emergency, the Contractor shall begin the work within 3 hours of a telephone or other confirmation by the Technical Authority, or as soon as possible.
- 1.7.2 The Contractor shall provide an emergency telephone number at which it may be reached and it must be available 24 hours/day, 7 days/week.
- 1.7.3 The Contractor shall provide the qualified workforce, parts, material, tools, and equipment necessary to complete emergency work.
- 1.7.4 "Emergency work" and "planned work" outside of business hours are not be confused :
- 1.7.4.1 "*Emergency work*" means a service call made by the institution requiring immediate action from the Contractor within less than 24 hours of notice, regardless of the pay period during which the work is done.
- 1.7.4.2 "*Planned work*" means a service call made by the institution with a notice of 24 hours or more for which the work, the protocol for awarding a call-up described in paragraph 5.6 of this section may be applied in its entirety.
- 1.7.5 The applicable pricing for an emergency service call shall be exclusive to this application.
- 1.7.6 For the duration of the Administrative Agreement, CSC shall guarantee 3 hours per emergency service call. The time paid shall be calculated upon the arrival and departure from the institution.

1.8 EMERGENCY PROCEDURE

- 1.8.1 In the case of a technical emergency occurring during the work: the Contractor shall immediately inform the Technical Authority of the situation and try to reduce the damage to the best of its abilities while ensuring not to endanger its health and life or the health and lives of others.
- 1.8.2 Inform the Technical Authority and wait for instructions before undertaking additional work that could incur costs for CSC.

1.9 EXISTING NETWORKS

- 1.9.1 When the work being done requires interconnection with existing networks, carry out this work during the hours set by the Technical Authority, while disturbing the institutional operations and activities as little as possible.
- 1.9.2 Submit the work schedule to CSC's Technical Authority and get their approval at least 48 hours in advance with respect to cutting-off or interrupting the networks or existing services. Cut-offs shall be done according to the approved schedule and the Technical Authority shall be notified in advance.

1.10 PROVIDING MATERIAL

- 1.10.1 The Contractor may provide commercial parts and materials upon request. The provided material should be indicated on the work sheet signed and approved by the Technical Authority at the end of each work day.
- 1.10.2 The material shall be at cost minus (-) a discount percentage % provided during the call for tenders (the discount will include the Contractor's profit).

1.11 WORKFORCE

TECHNICAL REQUIREMENTS

Correctional Service Canada

- 1.11.1 The Contractor must be able to provide more than one work team at a time. A work team is described as follows:
- 1.11.1.1 A journeyman and an apprentice Carpenter
- 1.11.2 The Contractor's employees shall show that they have the trade cards issued by the Commission de la Construction du Québec for the work.
- 1.11.3 The Contractor must be able to provide service carried out by both types of skills: carpenters and apprentice carpenters.

1.12 COSTS AND EXPENSES

- 1.12.1 ONLY the billed expenses according to the rate submitted above will be paid. The rates submitted include ALL of what is necessary to do the work in compliance with the expected services. This includes: administrative costs and expenses, profit, transportation of the workforce, equipment (see list 1.4.1) and material and/or any other costs necessary for the services, among other things.

1.13 HOURLY RATES

- 1.13.1 ONLY the services rendered will be paid. The hourly rates apply to productive work times on site which include mobilization, demobilization, and cleaning. The hourly rates do not apply to mealtimes, or unauthorized breaks. No surplus shall be paid for the travel time to get to the site. In other words, the time paid shall be calculated upon the arrival and departure from the institution.

1.14 QUALITY ASSURANCE

- 1.14.1 The Contractor shall provide a copy of its current licence from the Régie du Battement du Québec (RBQ) in the categories required to carry out said work, which is at least the following category:
- 1.14.1.1 Carpenter

1.15 INSPECTION AND ACCEPTANCE OF WORK

- 1.15.1 The Contractor shall complete the work with care, in a satisfactory way and in accordance with regulations. All of the work done under the call-up or small projects order related to this Administrative Agreement shall be subject to the inspection and the acceptance of the Technical Authority.

1.16 SECURITY CONTROL

- 1.16.1 The Contractor may not leave its workplace without informing CSC's Technical Authority.

1.17 PRESENCE OF ASBESTOS

- 1.17.1 Removing asbestos fibre applied by means of spray or by trowel may be hazardous to health. If, during the work, the Contractor discovers material that resembles asbestos applied by means of spray or by trowel, it shall interrupt its work and immediately notify the Technical Authority. Do not resume the work before receiving written instructions from the Technical Authority in this respect.

END OF SECTION 22 10 00

