



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

### BUILDING SYSTEMS TECHNICIANS

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Name and number of CSC file: 21301-18-2716397

*Joliette Institution*

Submitted by:  
TECHNICAL SERVICES  
CORRECTIONAL SERVICE CANADA

SEPTEMBER 2017

Canada



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Service correctionnel  
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# 1.1 GENERAL REQUIREMENTS

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## 1. GENERAL

### 1.1. DESCRIPTION OF WORK

- 1.1.1. The work under this standing offer includes, but is not limited to, supplies, qualified labour and equipment required for work performed by building systems technicians on the ventilation, air conditioning, heating and refrigeration systems at Joliette Institution.

**Joliette Institution 400**  
Marsolais St.  
Joliette (Quebec) J6E 8V4

- 1.1.2. The standing offer is valid for the period specified in the Request for Proposals.
- 1.1.3. Systems and equipment subject to work will be specified on plans submitted by the CSC representative for each subsequent order.

### 1.2. WORK SCHEDULE

- 1.2.1. Pedestrian and vehicle access varies by institution. The CSC representative will set the working hours based on the nature of the work. For security reasons and work optimization, the CSC representative may require that contractor employees bring their lunch and eat in the workplace.

**SPECIAL NOTE** : In some institutions, a shorter time frame applies and should therefore be checked.

- 1.2.2. Work is not permitted on weekends and statutory holidays without prior approval of CSC representative, which must be requested at least forty-eight (48 hours) in advance.

### 1.3. ADDITIONAL WORK

- 1.3.1. CSC representative approval is required prior any unplanned additional work. Advance notice of forty-eight (48) hours is required prior to the performance of authorized additional work. If overtime is required to complete urgent work, for example, to cast concrete or ensure structural safety, the Contractor shall notify the CSC representative as soon as the Contractor is informed of such needs and follow the CSC representative's instructions. Costs arising from such additional work may be subject to a Crown claim.
- 1.3.2. When work is required outside normal hours, on weekends or on statutory holidays, and authorized by the CSC representative, the CSC representative or the designated person may assign additional security staff. The CSC representative may also assign additional employees for work inspection. The costs of such assignment may be subject to a Crown claim.

### 1.4. TIME FRAME OF WORK

- 1.4.1. The Contractor shall begin work within ten (10) working days of receiving a subsequent order or in accordance with the date specified on the order, and shall proceed with due diligence until final completion of the work.

- 1.4.2. If work cannot be performed or is interrupted due to inclement weather, once the weather clears, the Contractor shall return to the premises and perform the work as soon as possible and subsequent to CSC representative instructions, but not later than 5 days after clear weather.

## 1.5. CODES

- 1.5.1. Perform work in accordance with the National Building Code (NBC) and any other applicable provincial or local code. Where discrepancies or contradictions exist, the more stringent requirements shall apply.

- 1.5.2. Perform work to meet all requirements of:

- a) contract documents;
- b) specified standards and codes and other documents referenced.

## 1.6. REQUIRED DOCUMENTS

*At the request of the CSC representative,*

- 1.6.1. Keep one copy of each of the following documents at the work site:
- a) Contract drawings and description of work for subsequent order, addenda, shop drawings, work site instructions, calendar of work, manufacturer's installation and application instructions.
  - b) These specifications;
  - c) Change orders.

## 1.7. WORK SCHEDULE

*At the request of the CSC representative,*

- 1.7.1. Within five (5) working days following receipt of a subsequent order, submit a calendar of work that includes a status report on the various stages of the project and date of completion of the work, to be finished within the time frame specified by the CSC representative.
- 1.7.2. Interim reviews of the progress of work, based on the calendar submitted, will be performed as required by CSC representative. Contractor shall update calendar in cooperation and in agreement with the CSC representative.
- 1.7.3. Work to be performed from Monday to Friday, within the time period prescribed by CSC representative.

## 1.8. DATA SHEETS AND SAMPLES

*At the request of the CSC representative,*

- 1.8.1. Within five (5) working days following receipt of a subsequent order, the Contractor shall submit all data sheets, all the samples and all the shop drawings required under each section of these Specifications for approval by the CSC representative.

**1.9. SIGNAGE**

1.9.1. The Contractor shall provide, install and maintain temporary signage devices.

**1.10. SITE VISIT**

1.10.1. Under this standing offer, there will be no site visits.

1.10.2. Unless otherwise specified by the CSC representative, site visits are required only in the following circumstances:

a) Upon the institution's first order.

b) Upon issuance of a special order as determined by the Contractor and CSC representative.

1.10.3. If a site visit is advisable in other cases under subsequent orders, an appropriate written request is necessary. For security reasons inside the penitentiary, site visits will be scheduled at a specific time and date in cooperation with the contracting authority.

1.10.4. Existing conditions or special characteristics may not be used as justification for errors, omissions or imperfections in the work.

**1.11. USE OF PREMISES BY THE CONTRACTOR**

1.11.1. At no time shall safety precautions ever be diminished by reason of the work under this Contract, take the necessary steps to ensure the required safety.

1.11.2. Perform the work with the least possible disruption to occupants while ensuring, to the extent possible, continued normal use of the premises.

1.11.3. Prevent undue accumulations of materials or equipment from encumbering the premises.

1.11.4. Ensure ongoing access to the premises by CSC staff and vehicles.

1.11.5. Comply with authorities on site. Within five (5) working days, submit procedures that Contractor intends to follow during execution of the project for approval by the CSC representative: work schedule, temporary traffic and security procedures, etc.

1.11.6. Move any vehicles that could become damaged during the work. Following damage caused to one or more vehicles or other elements on site, Contractor shall them repaired or replaced by qualified professionals to the satisfaction of the CSC representative.

**1.12. PRESENCE OF ASBESTOS**

1.12.1. Removing asbestos fibre that was sprayed or applied by trowel can be a health hazard. During construction, should the Contractor discover materials similar to asbestos applied in such manner, it must immediately cease operations and notify the CSC representative as soon as possible. Work cannot be resumed without written authorization from the CSC representative.

**1.13. LOCATIONS OF VARIOUS DEVICES AND EQUIPMENT**

- 1.13.1. The location of various devices and equipment at or below grade as shown on plans or prescribed shall be considered approximate.
- 1.13.2. At the request of the CSC representative, submit site plans showing the relative position of various items of equipment and exposed systems in the work area.

**1.14. PATCHING**

- 1.14.1. Patch structures damaged during performance of the work to match existing. Restore surfaces damaged by heavy machinery.

**1.15. BACKFILL REMOVAL**

- 1.15.1. Remove all unnecessary materials not intended for recycling or reuse. Dispose of excavation materials offsite in accordance with pollution control requirements and pay any applicable costs.

**1.16. ADDITIONAL DRAWINGS**

- 1.16.1. The CSC representative may provide Contractor with additional drawings for clarification purposes. Such additional drawings shall have the same force and effect as other contract documents.
- 1.16.2. Site measurements will be transferred onto drawings to facilitate the interpretation of area dimensions applicable to the work.

**END OF SECTION 01 14 00**

## 1. GENERAL

### 1.1. PURPOSE

Ensure that orders under the standing offer as well as construction project and institutional activities proceed without causing interruptions or undue obstacles and that institutional security is maintained at all times.

### 1.2. DEFINITIONS

#### 1.2.1 "Prohibited items (Contraband)":

- a) intoxicants including alcohol, drugs or narcotics;
- b) weapons or parts thereof, ammunition and objects intended to kill, maim or disable or altered or assembled for such purposes, when possessed without prior authorization;
- c) explosives, bombs or parts thereof;
- d) money exceeding authorized amounts (\$25.00 limit);
- e) any other item in a person's possession without prior authorization that could jeopardize the security or safety of persons or the penitentiary.

**N.B.**: Tobacco and tobacco products, including but not limited to cigarettes, cigars, tobacco, chewing tobacco, cigarettes makers, matches and lighters are considered contraband.

#### 1.2.2 Other definitions:

- a) "commercial vehicle": A vehicle used to transport material, equipment or tools required for the purposes of the construction project.
- b) "CSC": Correctional Service of Canada.
- c) "CSC representative": CSC designated representative or Superintendent of an institution, as applicable.
- d) "construction worker": An employee of the principal contractor or a sub-contractor, equipment operators, material suppliers, assessment or inspection firms or regulatory agencies.
- e) "Engineer": Project Manager of the Correctional Service of Canada.
- f) "perimeter": Area of the institution surrounded by fences or walls to block inmate movement.
- g) "Work area": Areas as specified on project plans where the Contractor is authorized to work. This may be an area outside the institutional security compound.

**N.B.**: A brief description of the work area shall be submitted to CSC representative.

### 1.3. PRELIMINARY MEASURES

#### 1.3.1 Prior to the commencement of work, the Contractor shall meet with the CSC representative to:

- a) discuss the nature and scope of project activities;
- b) establish acceptable security measures to be taken by each party under these instructions and the specific needs of the institution.



1.3.2 The Contractor shall:

- a) inform construction workers concerning security requirements;
- b) ensure that CSC security requirements are posted in conspicuous location on site at all times;
- c) cooperate with institutional staff to ensure that contractor workers comply with all security requirements.

#### 1.4. CONTRACTOR'S WORKERS

1.4.1 Submit to the CSC representative a list of names and birth dates of all employees assigned to work on the premises of the correctional institution, along with the security screening form for each employee (CSC-1279 Form *Institutional access CPIC clearance request*).

1.4.2 Allow two (2) weeks for processing of security screening applications. No employee will be admitted to the institution without duly approved security clearance and recent photo identification, such as a provincial driver's licence. Security clearance is specific to each CSC institution. Therefore, any other authorization obtained from another institution is not valid at this institution.

1.4.3 The CSC representative may require head-shot photographs of workers to be posted at specified locations in the institution or entered in a data base for identification purposes. The CSC representative may further require that contractor workers wear their photo in plain sight on their clothing while on institutional property.

**N.B.**: Verify relevant regulations with the institution concerned.

1.4.4 Where there are grounds to believe that a person presents a security risk, access to the institution will be denied.

1.4.5 Any employee working on the perimeter of the correctional institution will be immediately directed to leave the institution if such person:

- a) appears to be under the influence of alcohol, drugs or narcotics;
- b) behaves in an abnormal or disorderly manner;
- c) is in possession of contraband.

#### 1.5. VEHICLES

1.5.1 Anyone who leaves a vehicle unsupervised on CSC property must close all windows and lock all doors and trunks. The vehicle owner or the employee of the company that owns the vehicle shall keep vehicles keys safely on their person.

**N.B.**: The institution may require that all motor vehicles and equipment be equipped with a gas tank cap locking device.

1.5.2 The CSC representative may limit the number and type of vehicles permitted on institutional property at any time.

1.5.3 Persons delivering materials required by the project are not obliged to obtain security clearance, but must remain in close proximity to their vehicle while they are in the institution. The CSC representative may require that they be escorted by institutional employees.

**N.B.**: At some institutions, all delivery persons are required to obtain security clearance.

- 1.5.4 If the CSC representative allows trailers to be left inside the institution's secure perimeter, the doors and windows of such trailers shall remain securely locked and closed at all times when left unoccupied. Windows must be covered in protective wire mesh.

## 1.6. PARKING

- 1.6.1 The CSC representative shall designate the parking areas to be used by Construction worker vehicles. Vehicles parked elsewhere could be towed.

## 1.7. DELIVERIES

- 1.7.1 All deliveries of materials, equipment or tools for project purposes shall be addressed to the Contractor in order to clearly distinguish them from deliveries intended for the institution. The Contractor shall ensure that its employees are on site to take receipt of deliveries; CSC employees **will not** take receipt of deliveries of materials, equipment or tools intended for the project.

## 1.8. TELEPHONES

- 1.8.1 The installation of all telephones, fax machines and computers with an Internet connection is subject to approval by the CSC representative.
- 1.8.2 The CSC representative will ensure that telephones, fax machines and computers with an Internet connection are not installed at locations accessible to inmates. Computer access will be password-protected to prevent Internet access by unauthorized personnel.
- 1.8.3 Except as expressly authorized by the CSC representative, cell phones or cordless digital phones, including but not limited to text messaging devices, pagers, Blackberries and telephones used as two-way radios are prohibited in the institution. Even where permitted, cell phone use by inmates is prohibited.
- 1.8.4 The CSC representative may authorize limited use of two-way radios.

## 1.9. WORKING HOURS

- 1.9.1 The work week is Monday to Friday, from 07:30 to 16:00 daily, or according to the Institution's schedule.

**N.B.**: Working hours vary from one institution to another. Verify working hours with the institution concerned and consult the subsection on schedules in section 00 14 00.

- 1.9.2 Work is not permitted on weekends or statutory holidays without the CSC representative's express authorization, to be requested at least seven (7) days in advance.

## 1.10. TOOLS AND EQUIPMENT

- 1.10.1 Keep a complete list of tools and equipment used during the construction project. Submit the list for inspection when necessary.

**N.B.**: Obtain a list of prohibited/restricted tools and equipment from the institution. Include the following list.

- 1.10.2 Keep an updated list of the tools and equipment specified above for the duration of the project.

- 1.10.3 Never leave tools unattended, especially mechanical tools, powder actuated tools, cartridges, files, saw blades, carbide saws, wires, ropes, ladders or any type of hoisting device (jacks, hoists, etc.).
- 1.10.4 Store tools and equipment in the authorized secure locations.
- 1.10.5 Lock all tool boxes after use. Contractor's employees shall keep keys with them at all times. Fasten and lock scaffolding not erected; once erected, fasten scaffolding securely to the satisfaction of the institutional representative.
- 1.10.6 Immediately notify the CSC representative of any lost or missing tool or equipment.
- 1.10.7 The CSC representative shall ensure that security staff control the Contractor's tools and equipment against the list provided by the Contractor at the following times:
- a) at start and end of each construction project;
  - b) weekly, if the project lasts over one week

**N.B.**: Some institutions require that tools and equipment be removed from the work site daily (for example, in occupied areas).

- 1.10.8 Some tools/equipment, such as powder actuation devices and metal saw blades, are very strictly controlled. At the start of the work day, the Contractor shall receive a sufficient number for the day's work. Used blades/powder actuation devices will be handed over to the CSC representative at the end of each work day.

**N.B.**: Management of controlled items varies from one institution to another and appropriate checks must be made.

- 1.10.9 When propane or natural gas is used for project heating purposes, the institution will require that one of the Contractor's employees supervise the work site outside work hours.

**N.B.**: This issue is a concern if the work site is located near inmate living units. A fire could endanger human life. Check the institution's policy.

## 1.11. KEYS

- 1.11.1 The Contractor shall ask the supplier or installer of security devices to deliver keys to security devices directly to the institution, specifically, to the Security Maintenance Officer.
- 1.11.2 The Security Maintenance Officer will issue the Contractor a receipt for keys.
- 1.11.3 The Contractor will submit a copy of the receipt to the CSC representative.
- 1.11.4 During the construction project, the Contractor will use standard cylinders in standard locks;
- 1.11.5 The Contractor will provide its employees and subcontractors if necessary, instructions concerning the secure storage of construction keys to locks used during the construction project.
- 1.11.6 Upon completion of each phase of the construction project, the CSC representative, in cooperation with the locksmith, shall:
- a) establish a lock installation plan;
  - b) take receipt of keys and cylinders for institutional locks directly from the locksmith;

c) remove cylinders used during construction project and install permanent cylinders in institutional locks.

1.11.7 Following the installation of permanent security locks, CSC officers assigned to escort construction workers will obtain keys from the Security Maintenance Officer to open doors as required by the Contractor. The Contractor shall inform its employees that only their escorting CSC officers are authorized to use these keys.

## 1.12. SECURITY DEVICES

1.12.1 Hand over all dismantled security devices to the CSC representative for destruction or storage in a safe location for later use.

## 1.13. PRESCRIPTION MEDICATION

1.13.1 Employees of the Contractor who require prescription drugs during the work day must obtain authorization from the CSC representative to bring a daily dose with them into the institution.

## 1.14. SMOKING RESTRICTIONS

1.14.1 Contractors and construction workers are not permitted to smoke inside correctional institutions or outdoors inside the institutional perimeter. Unauthorized tobacco products are not permitted inside the institutional perimeter.

1.14.2 Contractors and construction workers who violate this policy will be asked to immediately stop smoking or to discard any unauthorized tobacco products. If they refuse to comply, they will be instructed to leave the institution.

1.14.3 Smoking is permitted only outside the institutional perimeter, at a location specified by the CSC representative.

## 1.15. PROHIBITED ITEMS (CONTRABAND)

1.15.1 Weapons, ammunition, explosives, alcohol, drugs and narcotics are prohibited on institutional property.

1.15.2 If contraband is found in the possession of a person present on the work site, the CSC representative shall be notified immediately.

1.15.3 The Contractor shall carefully monitor its employees and sub-contractor employees. A person who brings contraband into the institution may have his/her security clearance cancelled. For serious offences, the company in question may be banned from the institution for the duration of the project.

1.15.4 If weapons or ammunition are found in the vehicle of a contractor, subcontractor, supplier or one of their employees, the security clearance of the vehicle driver will be revoked on the spot.

## 1.16. SEARCHES

1.16.1 Any person or vehicle arriving on institutional property may be searched.

1.16.2 Where the CSC representative has reasonable grounds to believe that an employee of the Contractor is in possession of contraband or unauthorized objects, the CSC representative may order a search of the person in question.

1.16.3 The personal property of all employees entering the institution is subject to inspection to detect the presence of prohibited drug residue.

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**1.17. ACCESS TO INSTITUTION AND REMOVAL OF VEHICLES**

- 1.17.1 Except with express authorization from the CSC representative, construction workers and commercial vehicles will not be admitted to the institution after normal working hours.

**1.18. VEHICLE TRAFFIC**

- 1.18.1 Vehicles may enter and leave institutional property under escort through the service barrier at the times specified in section 01 14 00.
- 1.18.2 Contractor's vehicles may not leave the institution until the inmate count has been performed.
- 1.18.3 The Contractor shall notify the CSC representative twenty-four (24) hours in advance of the arrival of heavy equipment, such as cement trucks, cranes, etc.
- 1.18.4 Vehicles loaded with soil or construction debris that cannot be searched shall remain under constant surveillance by CSC employees or commissionaires reporting to the CSC representative.
- 1.18.5 Before a commercial vehicle is admitted into the institutional compound, the Contractor or the Contractor's representative shall certify that the contents of such vehicle is limited strictly to that required for execution of the construction project.
- 1.18.6 Access to CSC property will be denied to any vehicle whose content, in the CSC representative's opinion, presents a risk to institutional security.
- 1.18.7 The private vehicles of construction workers are not permitted inside the perimeter fence or walls of medium and maximum-security institutions without express authorization from the CSC representative.

**N.B.**: Check the institution's policy on private vehicles of employees.

- 1.18.8 Subject to prior authorization by the CSC representative, one vehicle may be used to drive employees to the work site in the morning and away from the work site at the end of the day. Such vehicle may not remain on the premises during the day.

**N.B.**: Check the institution's policy on employee transport vehicles.

- 1.18.9 With the CSC representative's authorization, certain equipment may be left on the work site overnight or on weekends. This equipment must be locked and batteries removed. The CSC representative may require that equipment be secured with chains and padlocks to another fixed object.

**1.19. CONSTRUCTION WORKER MOVEMENT ON INSTITUTIONAL PROPERTY**

- 1.19.1 Subject to the need to maintain adequate security, the CSC representative will allow the Contractor and the Contractor's employees as much freedom of action and movement as possible.
- 1.19.2 Notwithstanding the above paragraph, the CSC representative may:
- a) Prohibit access to certain areas of the institution;
  - b) Require that construction workers be escorted by a CSC security officer or commissionaire in designated areas of the institution for the duration of the construction project.
  - c) All construction workers must remain on site during coffee/health (new) breaks and lunch. They are not permitted to eat in the correctional officer lounge or mess hall.

**1.20. SUPERVISION AND INSPECTION**

- 1.20.1 Construction activities and related movement of employees and vehicles will be monitored and inspected by CSC security staff to ensure compliance with established security standards.
- 1.20.2 CSC employees will ensure that contractor workers clearly understand the need for surveillance and inspections at the start and for the duration of the construction project.

**1.21. WORK STOPPAGE**

- 1.21.1 The CSC representative may at any time order the Contractor, its employees, subcontractors or their employees not to enter the work site, or to immediately leave the institution while a security incident is in progress. The site supervisor designated by the Contractor shall note the name of the employee who forwarded the message and the time, and then execute the order as soon as possible. The Contractor shall inform the CSC representative of the situation within twenty-four (24) hours following the work stoppage.

**1.22. CONTACT WITH INMATES**

- 1.22.1 No contact, conversations or giving/receiving of items is permitted with inmates without specific authorization. Any violation of this instruction could lead to the employee's removal from the work site and security clearance cancellation.

N.B.: If the project requires Corcan and inmate labour, check the institution's policy on contact with inmates.

- 1.22.2 Photographs of inmates or CSC employees are forbidden. Photographs of areas of the institution where photographs are not required for execution of this contract are also forbidden.

**1.23. COMPLETION OF WORK**

- 1.23.1 Except as otherwise specified in the contract, upon completion of the construction project or, as applicable, upon handover of the premises, the Contractor shall remove all material, tools and equipment from the institution.

**END OF SECTION 01 35 13**

## 1. GENERAL

### 1.1 CONTENT OF THE SECTION

The Contractor shall manage its activities to always give precedence to safety and health of public and site personnel and protection of environment over cost and schedule considerations for work.

### 1.2 REFERENCES

- 1.2.1 Canada Labour Code, Part 2, Canada Occupational Safety and Health Regulations.
- 1.2.2 Canadian Standards Association (CSA).
- 1.2.3 Health Canada / Workplace Hazardous Materials Information System (WHMIS)
- 1.2.4 Material Safety Data Sheets (MSDS).
- 1.2.5 Act Respecting Occupational Health and Safety, RSQ. Chapter S-2.1.
- 1.2.6 Safety Code for the Construction Industry, S-2.1, r.6.

### 1.3 DOCUMENT/SAMPLE SUBMITTALS

*At the request of the CSC representative,*

- 1.3.1 Submit a site-specific Health and Safety Plan to Departmental Representative and CSST in accordance with Section 1.8 at least 10 working days prior to commencement of work. Update Health and Safety Plan if initial expectations change as work progresses. Departmental Representative may, upon receipt of the Plan and at any time during the work, require amendments or additions to the Plan to better reflect work site realities. Contractor shall subsequently make the necessary changes prior to commencing the work.
- 1.3.2 Submit a copy of all inspection reports, correction notices or recommendations issued by federal and provincial inspectors to Departmental Representative within 24 hours.
- 1.3.3 Submit copies of incident and accident reports to Departmental Representative within 24 hours of any accident resulting in injury and any incident indicating a potential hazard.
- 1.3.4 Submit all WHMIS MSDS - Material Safety Data Sheets for controlled products used on-site to Departmental Representative at least three days prior to use of products on site.
- 1.3.5 Submit copies of the training certificates required to implement health and safety plan to Departmental Representative, in particular:
  - a. General construction site health and safety training
  - b. Safety officer certification
  - c. Workplace first aid and cardio-respiratory resuscitation
  - d. Work likely to generate asbestos dust
  - e. Work in crawl spaces
  - f. Lock-out procedures
  - g. Individual protective clothing and equipment
  - h. Safe forklift operation
  - i. Hoisting platforms
  - j. And any other training required by regulations or health and safety plan.

- 1.3.6 Medical surveillance: where prescribed by statutes, regulations, directives, specifications or safety programs, the Contractor shall:
- i. Submit certification of medical surveillance for site supervisory personnel and all personnel specified in subsection 1 of this section and present on site to the Departmental Representative prior to project mobilization.
  - ii. Submit additional certifications of medical surveillance for any new site personnel covered by subsection 1 of this section gradually and immediately to Departmental Representative
- 1.3.7 Notice of project: File Notice of Project with the Commission de la santé et de la sécurité du travail prior to beginning work, and submit one copy to the Departmental Representative. A copy of this notice shall also be posted in a conspicuous location on site. Upon demobilization, file a project demobilization notice with the CSST and submit one copy to the Departmental Representative.
- 1.3.8 Engineer's compliance plans and certifications: The Contractor shall forward to the CSST and the Departmental Representative a copy of all plans and compliance certificates required under the Construction Project Safety Code (S-2.1, r. 6), other statutes, regulations or sections of the specifications or contract documents, signed and sealed by an Engineer. A copy of these documents shall remain on site at all times.
- 1.3.9 CSST compliance certificates: the Compliance Certificate is a document issued by the CSST confirming that the Contractor is in good standing with the CSST, i.e., has paid all amounts owing under a given contract. This document must be submitted to the Departmental Representative upon the completion of work.

#### 1.4 HAZARD ASSESSMENT

- 1.4.1 The Contractor shall perform a safety hazard assessment for all tasks performed on site.
- 1.4.2 The Contractor shall plan and organize work to facilitate hazard reduction at source or comprehensive protection and thus limit the use of individual protective equipment to the extent possible. When individual protection against falls is required, workers shall use a safety harness in accordance with CAN/CSA-Z-259.10-M90. Safety belts shall not be used as protection against falls.
- 1.4.3 Protective equipment, tools or methods that cannot be installed or used without jeopardizing the health and safety of personnel or the public are not acceptable for the purposes of the work to be performed.
- 1.4.4 Inspect all mechanical equipment prior to on-site delivery. Before using mechanical equipment, the Contractor shall submit a compliance certificate to the Departmental Representative signed by a qualified mechanic. The Departmental Representative may order the immediate stoppage of equipment suspected to be defective or potentially hazardous at any time and require a second inspection by a specialist of the Departmental Representative's choice.

#### 1.5 MEETINGS

- 1.5.1 A representative of the Contractor with decision-making authority shall attend all site health and safety meetings.

#### 1.6 REGULATORY REQUIREMENTS

- 1.6.1 Comply with all statutes, regulations and standards applicable to the work.
- 1.6.2 Comply with prescribed standards and regulations to ensure the normal advancement of work at sites contaminated by



hazardous or toxic materials.

- 1.6.3 Notwithstanding the date of publication of standards specified in the Safety Code for the Construction Industry, always use version in force at the time applicable.

## 1.7 SITE CONDITIONS/EXECUTION

- 1.7.1 On site, the Contractor shall take account of the following specific requirements:

- 1.7.2 Correctional institution, see Section 01 35 13.

## 1.8 HEALTH AND SAFETY MANAGEMENT

- 1.8.1 Comply with and execute all tasks and obligations normally incumbent on the principal contractor under An Act Respecting Occupational Health and Safety (RSQ, chapter S-2.1) and the Safety Code for the Construction Industry (S-2.1, r 6).

- 1.8.2 Develop a site-specific health and safety plan following the identification of hazards and enforce plan from project mobilization to demobilization stage. The health and safety plan shall take account of information provided in Section 1.7. All persons concerned shall receive a copy of the health and safety plan in accordance with the provisions of Section 1.2. The health and safety plan shall minimally include :

- a. Company's health and safety policy;
- b. Description of the work, total cost of the work, schedule and anticipated personnel curve;
- c. Flow chart on health and safety responsibilities;
- d. Physical and material layout of the site;
- e. First response and first aid standards;
- f. Site hazard identification;
- g. Task-specific hazard identification, including preventive measures and terms and conditions of enforcement;
- h. Training requirements;
- i. Procedure to in the event of accidents/injuries;
- j. A written undertaking by all parties concerned to apply the health and safety plan;
- k. A site inspection checklist based on preventive measures.

## 1.9 RESPONSIBILITIES

- 1.9.1 Regardless of the size of the worksite or the number of workers present, designate one qualified person to act as supervisor and health and safety officer. Take all necessary steps to protect health and safety and property at the site and in adjacent areas that could be affected by the work.

- 1.9.2 Take all necessary precautions to ensure that the health and safety requirements specified in the contract documents, federal and provincial regulations, applicable standards and the site-specific health and safety plan are applied and enforced, and immediately comply with all correction orders or notices issued by the Commission de la santé et de la sécurité du travail.

- 1.9.3 Take all necessary measures to maintain on-site cleanliness and organization throughout the work.

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**1.10 COMMUNICATION AND POSTING**

- 1.10.1 Take all necessary steps to effectively communicate site health and safety information. On arriving on-site, workers must be made aware of health and safety plan details, as well as their obligations and rights. The Contractor shall emphasize that employees are entitled to refuse to perform work if they believe it could jeopardize the safety, security or physical wellbeing of themselves or others at the site. A record of the information transmitted and signature of all workers who received the information shall be kept on site and updated.
- 1.10.2 The following information and documents shall be posted in a location readily accessible to all workers:
- a. Notice of project;
  - b. Identification of principal contractor;
  - c. Company's OHS policy;
  - d. Site-specific health and safety plan;
  - e. Emergency response plan (if required);
  - f. Material Safety Data Sheets for all controlled products used on site;
  - g. Minutes of site committee meetings;
  - h. Names of site committee members (if required);
  - i. Names of first aiders;
  - j. CSST action and correction reports.

**1.11 CONTINGENCIES**

- 1.11.1 When a hazard not identified in the specifications and not identifiable during the preliminary site inspection comes to light as a result of or during execution of the work, the Contractor shall immediately stop the work, enforce temporary safety measures to protect personnel and the public and inform the Departmental Representative orally and in writing. The Contractor shall then amend the health and safety plan as necessary to allow work to safely resume.

**1.12 POWDER ACTUATED DEVICES**

- 1.12.1 The use of powder actuated devices is prohibited.

**END OF SECTION 01 35 30**

**1. GENERAL**

**1.1. CONTENT OF THE SECTION:**

1.1.1. Cleaning during execution of work.

1.1.2. Final cleaning.

**1.2. PROJECT CLEANLINESS**

1.2.1. Maintain work in tidy condition, free from accumulation of waste products and debris;

1.2.2. Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris;

1.2.3. As required, provide on-site containers for collection of waste materials and debris;

1.2.4. Dispose of waste materials and debris off-site at end of each working day;

1.2.5. Store volatile waste in covered metal containers, and remove from premises at end of each working day;

1.2.6. Clean existing roads used by Contractor's vehicles each day.

**1.3. FINAL CLEANING**

1.3.1. Sweep and clean paved areas and tidy remainder of grounds;

1.3.2. Clean equipment and fixtures to sanitary condition and clean or replace filters of mechanical equipment;

1.3.3. Clean, finish and reorganize outside spaces affected by the site set-up once the work is completed.

**1.4. MEASUREMENTS FOR PAYMENT PURPOSES**

1.4.1. No measurements are required under this section. Allocate cleaning costs among the various items included in the proposal.

**END OF SECTION 01 74 11**



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## 1.2 TECHNICAL REQUIREMENTS

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## 1 GENERAL

### 1.1 SECTION CONTENT

- 1.1.1 This section outlines the Building Systems Technicians services: *Class 1 gas technician* (GT 1), *Refrigeration mechanic* (including an H1 environmental qualification certificate (cooling appliances), *Pipe fitter* (with plumbing and heating certificates) and *Tinsmith*. All of these services shall be provided by a Contractor who is a member of the Corporation of Master Pipe Mechanics of Quebec possessing the categories outlined in this category.
- 1.1.2 The certificates mentioned are taken from the Guide de la qualification professionnelle d'Emploi-Québec. Any equivalency issued by the Corporation de la construction du Québec (CCQ) is also accepted. Refer to the corresponding sites for more details on certificates, definitions, work involved, etc.

### 1.2 REFERENCES

- 1.2.1 Canada's National Building Code (NBC) 2010, including all changes to date.
- 1.2.2 L.R.Q., chapter S-2.1 - Act Respecting Occupational Health and Safety and regulation r. 19.0 updated to October 1, 2010.
- 1.2.3 Quebec Construction Code, Chapter V, Electricity 2010.
- 1.2.4 Health Canada - Workplace Hazardous Materials Information System, Specification sheets (SS)

### 1.3 CODES, STANDARDS AND REGULATIONS

- 1.3.1 National Building Code of Canada (NBC).
- 1.3.2 Quebec Construction Code (QCC).
- 1.3.3 National Fire Code of Canada (NFC).
- 1.3.4 National Plumbing Code of Canada (NPC).
- 1.3.5 Perform work in accordance with the above-mentioned Codes and any other applicable provincial or local codes. In case of any discrepancy or inconsistency, the most stringent requirements shall prevail.
- 1.3.6 Comply with all Treasury Board fire protection standards.
- 1.3.7 Treasury Board standards, Chapter 3.6 of the Fire Protection Standard for Correctional Institutions. This standard is available at the following address: <http://tbs-sct.gc.ca/hr-rh/osh-sst/index-eng.asp>
- 1.3.8 The standards published by the Canadian Centre for Occupational Health and Safety (CCOHS) listed below are available at the following address: <http://www.ccohs.ca/nlor/fpf.html>.

- Welding and Cutting;
- Record Storage;
- Piers and Wharves;
- General Storage;
- Fire Extinguishers;

-Sprinkler Systems;

- 1.3.9 Fire protective standards are listed below and are available under the section "Occupational Health and Safety - Policies and Publications" on the Treasury Board Secretariat website at <http://www.tbs-sct.gc.ca/hrrh/osh-sst/index-eng.asp>

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

- 1.3.10 CSC policies and Commissioner's Directives are applicable to this document.

- 1.3.11 Correctional Service of Canada Technical Criteria.

#### 1.4 STATEMENT OF WORK

- 1.4.1 The work specified in this standing offer is 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 in this specification.

- 1.4.2 All services and work shall be carried out by a Contractor who is a member of the Corporation des maîtres mécaniciens en tuyauterie du Québec (CMMTQ) with the subclasses of licences specified in this section.

- 1.4.3 Types of work include, but are not limited to, maintenance, replacement, modification and repair of existing components and the addition of new components to the ventilation, air conditioning, heating and refrigeration systems of the facilities. The various work will be performed on the following systems:

- 1.4.3.1 Class 1 gas technician (GT 1): Work on gas appliances over 120kW (400,000 BTU/h). Gas equipment includes all devices used to convert gas to energy and involved the controls, components, piping and wiring.

- 1.4.3.2 Refrigeration mechanic (including the category H1 environmental qualification certificate) (refrigeration equipment): Work on air conditioning systems and refrigeration systems with a capacity of 200 w or more, including piping, appliances, fittings and other equipment required for the production of cold air by these systems and for the distribution of fluids and refrigerant mixtures.

- 1.4.3.3 The refrigeration mechanic must be able to conduct the annual halocarbon leak tests on the air conditioning and refrigeration systems. To do so, the mechanic must possess an H1 environmental qualification certificate (refrigeration equipment). As stipulated by the applicable codes and regulations, following testing, the refrigeration mechanic shall fill out a form detailing the tests and the device, provide a copy to the designated representative from CSC and display the original on the device in question.

- 1.4.3.4 Pipefitter (with plumbing and heating certificates): Work on plumbing systems and heating and combustion systems. Refer to the Emploi-Quebec for the definitions of the systems involved.

- 1.4.3.5 Tinsmith: Work on sheet (including sheet metal) for conduits, shutters, etc., of the ventilation, heating and air conditioning systems.

- 1.4.4 Work excluded from this Standing Offer include :

- 1.4.4.1 Asbestos removal
- 1.4.4.2 Insulation of pipes
- 1.4.5 The Contractor shall supply the labour, materials and equipment required for the complete and proper execution of the requested work.
- 1.4.6 The Contractor shall not, under any consideration, supply any materials that are not required to complete the requested work. More specifically, the Contractor shall not be used for the exclusive supply of materials and/or parts under this standing offer.
- 1.4.7 The list of tools and equipment that the Contractor must possess and provide at no additional cost includes, but is not limited to, the following :
- 1.4.7.1 All tools and equipment required to carry-out the above mentioned work, for each of the trades and system concerned.
- 1.4.7.2 Service truck for tinsmith (sheet metal work) tradesperson :
- 24-foot ladder;
  - 6, 8 and 10 foot stepladder;
  - Hilti rotary hammer with a 3/16" to 2" bit;
  - Battery-powered drill;
  - Portable band saw;
  - Electric saw;
  - 1/2 electric drill;
  - Power cord needed;
  - Basic tool box with standard and metric wrench set;
  - Pipe wrench, monkey wrench, ratchets, socket set, screwdrivers, etc.
  - Sheet metal shears;
  - Vacuum/ sweeper;
  - 3 padlocks and 1 15-foot 3/8 chain;
  - Personal protective equipment (PPE);
  - Any other tools and equipment to perform the above mentioned work.
- 1.4.7.3 Service truck for refrigeration mechanic tradesperson :
- 24-foot ladder;
  - 6-, 8- and 10-foot stepladder;
  - Refrigerant pressure gauge R-22, R-134a and R-410;
  - 1/2 electric drill;
  - Electric saw;
  - Electrical extensions required;
  - Portable band saw;
  - Basic tool box with standard and metric wrench set;
  - Pipe wrench, monkey wrench, ratchets, socket set, screwdrivers, etc.
  - Vacuum pump;
  - Refrigerant leak detector;
  - Multimeter;
  - Refrigerant/ coolant recovery bottle;
  - Electronic scale;
  - Particle detector;
  - Vacuum/ sweeper;

- 3 padlocks and 15-foot 3/8 chain;
- Personal protective equipment (PPE);
- Any other tools and equipment to perform the above mentioned work.

1.4.7.4 Service truck for other work on ventilation, air conditioning, heating and refrigeration systems (including the Class 1 gas technician (GT 1)) :

- 24-foot ladder;
- 6-, 8- and 10-foot stepladder;
- 1/2 electric drill;
- Electrical extensions required;
- Battery-powered drill;
- Portable band saw;
- Basic tool box with standard and metric wrench set;
- Pipe wrench, monkey wrench, ratchets, socket set, screwdrivers, etc.
- Vacuum pump;
- Gas leak detector;
- multimeter;
- Vacuum/ sweeper;
- 3 padlocks and 1 15-foot 3/8 chain;
- Personal protective equipment (PPE);
- Any other tools and equipment to perform the above mentioned work.

## 1.5 MATERIAL(S)

- 1.5.1 Contractor must have in his possession all materials required to perform work and routine repairs on systems and equipment concerned. In addition, the Contractor must be able, on request only, to provide other materials and the number of tradesperson (journeymen or apprentices) required to perform emergency work within three (3) hours so that no inmate or staff displacements are needed.

## 1.6 PERMITS AND REGULATIONS

- 1.6.1 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.
- 1.6.2 The Contractor shall pay for all permits, certificates and licences required to carry out the work. At the request of the technical authority, the Contractor shall provide proof of meeting the legal obligations relating to said permits, certificates and licences.

## 1.7 CALL-UP AWARD

- 1.7.1 All call-ups shall begin with an evaluation of the work and be presented on a preliminary assessment sheet.
- 1.7.2 In the event that CSC call the Contractor to assess the scope of work for the realization of a detailed estimate and / or production of a detailed list of equipment required, and that the work is not carried out at the request CSC, the Contractor may apply the service call pricing below for expenses incurred during the production of this submission.
- 1.7.3 Upon receipt of the preliminary assessment sheet, the CSC representative shall authorize the work in writing and define the terms and conditions of the work.



- 1.7.4 The Contractor's representatives performing the work must complete a work order at the end of each working day showing the number of hours worked and the materials used. Work orders must be checked and approved by the CSC representative.
- 1.7.5 The worksheets shall be submitted at the end of each working day.
- 1.7.6 The Contractor shall notify the CSC representative as soon as he finds that the preliminary cost estimate will be exceeded in order to obtain authorization to continue the work. The failure to advise the CSC representative of any overrun could result in a refusal to pay overtime.
- 1.7.7 Any breakages to CSC's facilities resulting from the work of the Contractor shall be repaired by him at no extra cost for CSC.
- 1.7.8 For the duration of the Standing Offer, CSC will ensure three (3) hours per service call. Paid time will be calculated at the time of arrival and departure to the institution.
- 1.7.9 The payment for services provided will be following done after receipt of the invoice and based on standing offer conditions.

## 1.8 SERVICE CALLS FOR EMERGENCY WORK

- 1.8.1 For emergency work, the Contractor shall begin the work within three (3) hours upon receiving a phone or other confirmation from CSC representative.
- 1.8.2 The Contractor shall provide an emergency phone number where he can be reached and must be available 24/7.
- 1.8.3 The Contractor shall provide the qualified labour, parts, materials, tools and equipment necessary to carry out emergency work.
- 1.8.4 There is a difference between "emergency work" and "planned work" performed outside of business hours:
  - 1.8.4.1 "*Emergency work*" is a service call made by the institution requiring the Contractor's immediate mobilization with less than 24 hours' notice, regardless of the rate period during which the work is performed.
  - 1.8.4.2 "*Planned work*" is a service call made by the institution with at least 24 hours' notice. The call-up award protocol described in paragraph 1.6 of this section can be applied in its entirety.
- 1.8.5 The rate of an emergency service call can only be applied to that service.
- 1.8.6 For the duration of the Standing Offer, CSC will guarantee three (3) hours for each emergency service call. Time paid shall be calculated based on arrival and departure times at the institution.

## 1.9 EMERGENCY PROCEDURE

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

## 1.10 EXISTING NETWORKS

- 1.10.1 When work requires connecting to existing networks, the Contractor shall carry it out during the hours established by the CSC representative to avoid disrupting institutional activities and operations as much as possible.
- 1.10.2 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.

## 1.11 PROVISION OF MATERIALS

- 1.11.1 The materials provided shall be indicated on the worksheet signed and approved by the CSC representative at the end of every work day.
- 1.11.2 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 case of disagreement on the cost of materials, fair price of materials will be determined by the average price of alternative suppliers (at least 3 suppliers shall be used for comparison) for the same materials.

## 1.12 LABOUR

- 1.12.1 The Contractor must be able to provide more than one work team at the same time. A work team is made up of either:
  - 1.12.1.1 A Journeyman
  - 1.12.1.2 A Journeyman and an Apprentice.
- 1.12.2 The competency certificates must be provided on demand.
- 1.12.3 The Contractor's employees shall provide competency certificates issued by Emploi-Québec or Commission de la Construction du Québec (CCQ) for the work. Relevant competency certificates are mentioned above in this section.
- 1.12.4 The Contractor shall be able to provide the service by both types of competencies (Journeyman and Apprentice).

## 1.13 WORKING IN CONFINED SPACES

- 1.13.1 Employees shall have a permit for confined spaces and comply with the institution's local practices.
- 1.13.2 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.
- 1.13.3 When working in confined spaces, the Contractor shall provide all the necessary equipment, including all personal protective equipment, at no cost.
- 1.13.4 The Contractor's employees shall show that they are certified to work in confined spaces.

## 1.14 WORKING AT HEIGHTS

- 1.14.1 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.

1.14.2 When working at heights, the Contractor shall provide all necessary equipment, including all personal protective equipment, at no cost.

1.14.3 The Contractor's employees shall demonstrate that are certified to work at heights.

### 1.15 LOCK-OUT

1.15.1 Employees shall have a lock-out permit and comply with the institution's local practices.

1.15.2 The Contractor shall provide the number of padlocks required during jobs that require a lock-out, at no cost.

1.15.3 The Contractor's employees shall demonstrate that they are certified to perform the lock-out procedure.

1.15.4 Based on *CAN/CSA Z462 Workplace electrical safety*, CSC - Quebec Region has developed its *Regional policy – Sécurité en matière d'électricité au travail (Arcs électriques)*. The Contractor shall comply with it.

### 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 for 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 As mentioned above, all services shall be delivered by a Contractor registered at the *Corporation des maîtres mécaniciens en tuyauterie du Québec (CMMTQ)*.

1.18.2 The Contractor shall be able to demonstrate that is capable to provide labor in the categories for making such work, minimally the following licenses :

15.1 – Pulsed air heating systems;

15.2 – Natural gas burners;

15.3 – Oil burners;

15.4 – Hot water or steam heating systems;

15.5 – Plumbing;

15.8 – Ventilation;

15.10 – Refrigeration;

17.1 – Instrumentation and control systems.

### **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 Standing Offer shall be subject to inspection and acceptance by the CSC representative.

### **1.20 SECURITY CONTROL**

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

**END OF SECTION**