

ANNEX "A"
STATEMENT OF WORK

**FOOD SERVICES SMALLWARES
CA18**

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PART I: GENERAL

1. Project Information

Public Works and Government Services Canada (PWGSC) is renovating the heritage building located at 111 Wellington Street in downtown Ottawa, Ontario. The 111 Wellington Building is a four-story heritage structure (a mechanical penthouse, four [4] floors above grade and two [2] partial basement levels and a partial basement mezzanine level). The building has no permanent loading dock. Access for delivery will be provided at one or more of the building entrances. Refer to Annex A.2 Access Plans with Delivery Location.

2. Required Services

PWGSC requires the services of a Contractor to supply, deliver and unpack all components described in Annex A.1 Building Component List, for the Commercially Available (CA) Food Services Smallwares package.

The applicable responsibilities and deliverables related to unpacking will apply only to those specified in the Building Component List in Annex A.1.

All components are to be delivered to 111 Wellington Street, Ottawa, Ontario.

The components are to be delivered and unpacked in two phased deliveries between May 2, 2018 and June 4, 2018. Refer to PART IV of this document for detailed delivery and unpacking information for this package.

By February 28, 2018, two (2) coordination meetings will take place between the Project Authority and the Contractor to schedule delivery dates. The tentative delivery dates will be scheduled within a two (2) week period. The delivery dates are approximate only and may be subject to change.

The final date and time of delivery will be confirmed by the Project Authority ten (10) calendar days in advance. The schedule for deliveries shall include considerations for site and loading dock constraints, volume of deliveries, and resource constraints regarding reviews and acceptances.

3. Constraints

There is a security requirement associated with this requirement, as outlined in the Request for Proposal. The Contractor must ensure security clearance requests are submitted within thirty (30) days of contract award. Any Contractor not submitting the required documentation within this prescribed timeline will be charged the cost of additional security escorts that may be required during the component delivery and unpacking process.

PART II: SCOPE OF WORK

SECTION 1: COMPONENTS

The scope of work is for the supply, delivery and unpacking of Commercially Available Smallwares to 111 Wellington Street. The component code, component name and quantities of the components are referenced in Annex A.1 Building Component list for the following package:

Food Services - Smallwares

Manufacturers and model numbers of acceptable products and finishes are listed in Annex A.1.

Contractors may propose alternative products to the manufacturer's models listed, on the condition that these alternative products meet all the 'Performance Mandatory' and 'Finish Mandatory' requirements listed. The Contractor **MUST** demonstrate that the proposed alternatives meet these mandatory requirements, to the satisfaction of Canada.

Location plans for the delivery/unpacking location of the components in this package are provided in Annex A.2.

SECTION 2: SUBMITTALS

1. General

- 1.1 The Contractor **MUST**, prior to final manufacturing or purchasing components, submit the following listed deliverables to the Project Authority: Shop Drawings and Product Data (as per section 2 below). Deliverables are to be submitted in accordance with the schedule in PART IV: SUPPLY, DELIVERY AND UNPACKING REQUIREMENTS.
- 1.2 The Contractor **MUST** not proceed with manufacturing or purchasing components until review and acceptance of submittals is complete by the Project and Technical Authority.
- 1.3 Submittals not stamped, signed, dated and identified as to specific project may be rejected.
- 1.4 The Contractor must be able to communicate in either official language, French or English. All deliverables, i.e. reports, must be submitted in either official language, French or English.

2. Shop Drawings and Product Data

- 2.1. The term "shop drawings" means drawings, diagrams, illustrations, schedules, performance charts, brochures and other data which are to be provided by Contractor to illustrate details of a portion of Work.
- 2.2. The Contractor **MUST** indicate materials, methods of construction and attachment or anchorage, connections, explanatory notes and other information necessary for completion of Work. Where articles or equipment attach or connect to other articles or equipment, indicate that such items have been coordinated. Indicate cross references to design drawings and specifications.
- 2.3. Allow fifteen (15) working days for Technical Authority's review of each submission.

- 2.4. The Contractor **MUST** make changes in shop drawings as the Technical Authority may require, consistent with the requirements. When resubmitting, notify the Technical Authority in writing of revisions other than those requested.
- 2.5. If upon review by the Technical Authority, no errors or omissions are discovered or if only minor corrections are made, copies will be returned and fabrication and installation of Work may proceed. If shop drawings are rejected, noted copy will be returned and resubmission of corrected shop drawings, through same procedure indicated above, **MUST** be performed before fabrication and/or supply of Work may proceed.
- 2.6. The review of shop drawings by the Technical Authority is for the sole purpose of ascertaining conformance with the detail design. The Technical Authority's review of shop drawings **DOES NOT** relieve the Contractor of responsibility for errors or omissions in the shop drawings.
- 2.7. The Contractor **MUST** include a transmittal letter with all submissions. The transmittal letter **MUST** contain the following:
 - 2.7.1 Date
 - 2.7.2 Contract title and number
 - 2.7.3 Contractor's name and address
 - 2.7.4 Identification and quantity of each shop drawing, submittal, product data and sample
- 2.8. All submissions made by the Contractor **MUST** include:
 - 2.8.1 Date and revision dates.
 - 2.8.2 Contract title and number.
 - 2.8.3 Name and address of Contractor.
 - 2.8.4 Name and address of Manufacturer
 - 2.8.5 Details of appropriate portions of Work as applicable:
 - Fabrication details – if applicable
 - Dimensions
 - Performance characteristics
 - Standards
 - Relationship to adjacent components – where applicable
- 2.9. For Technical Authority's review, the Contractor **MUST** submit:
 - 2.9.1 Two (2) hard copies and a digital copy in pdf format of product data sheets or brochures for accessories and finishes where shop drawings will not be prepared due to standardized manufacture of product.
 - 2.9.2 Two (2) hard copies and a digital copy in pdf format of test reports for specified materials and as requested by the Technical Authority:
 - 2.9.2.1 Report signed by authorized official of testing laboratory that material, product or system identical to material, product or system to be provided has been tested in accord with specified requirements.
 - 2.9.2.2 Testing **MUST** have been on or after January 1, 2011.
 - 2.9.3 Two (2) hard copies and a digital copy in pdf format of a statement certifying compliance with all environmental attributes detailed in the requirements when proposing an equivalent product.
 - 2.9.4 Certificates **MUST** be dated after award of contract complete with project name.
 - 2.9.5 Two (2) hard copy prints and a digital copy in pdf format of manufacturer's instructions for materials and components and as requested by the Technical Authority.

- 2.9.6 Pre-printed material describing the product, system or material, including special notices and Material Safety Data Sheets concerning impedances, hazards and safety precautions, and including maintenance and warranty information.
- 2.9.7 Contractor will submit and receive documentation, to the greatest extent possible, using the Project Authority's web based file transfer system.

PART III: CORPORATE REQUIREMENTS

1. Corporate Background

Contractor MUST identify the manufacturing company, the delivery company and the unpacking company meeting the requirements of this contract.

2. Warranty

2.1 All components listed within Part II: SCOPE OF WORK, must be warranted as stated under the General Conditions, or until July 1 2019, or as specified in the mandatory performance specifications, or per the manufacturer's standard warranty, whichever is longer, from the final date of acceptance of the components.

2.2 The Contractor MUST provide a plan for dealing with warranty issues (with their bid). The plan MUST clearly identify what constitutes replacement or repair, timelines for service and any costs involved.

2.3 The Contractor MUST respond to telephone or e-mail contact by PSPC or the Technical Authority within 24 hours.

3. Storage Services

The Contractor MUST have the ability to store the product, if required, in an environment appropriate to the product, to insure no damage occurs during the stored time period.

4. Contractor Representative Responsibilities and Tasks

4.1 The Contractor must assign a representative to be the sole contact with the Project Authority for the duration of this contract.

4.2 The named Contractor Representative must be available when requested (through conference call or on-site) for all meetings. In addition, the Contractor Representative must be available for weekly coordination.

4.3 The named Contractor Representative will be responsible for the following:

- to schedule deliveries and unpacking
- to ensure the Contractor's security clearances and health and safety training is acquired as required;
- to track and address component deliveries, deficiencies and acceptance; and
- to provide installation instructions for components to be installed by a third party

4.4 The named Contractor Representative must respond to telephone or e-mail contact by the Project Authority or Contract Authority within 24 hours.

4.5 The named Contractor Representative must be available to address issues relating to warranty.

4.6 The minimum level of service required is detailed below:

- Coordinate deliveries and unpacking with the Project Authority - 2 meetings.
- Provide all required component delivery documentation (packing slips) at delivery
- Assemble components off-site, as required.
- Uncrate product in designated staging area, as required.
- Inspect unpacking with Project Authority and Technical Authority
- Inspect product for damage with Project Authority and Technical Authority
- Make minor adjustments / repairs as required
- Remove and recycle all waste material, as required.
- Clean up the unpacking site. The site must present a neat and orderly appearance at all times.

PART IV: SUPPLY, DELIVERY AND UNPACKING REQUIREMENTS

1. Supply, Delivery and Unpacking

- 1.1 The Contractor must supply all material and labour necessary for the supply, and delivery components required and detailed in PART II: SCOPE OF WORK.
- 1.2 The Contractor must have approved shop drawings or catalog cuts prior to ordering items. Below is a table that provides estimated duration for submittals and ordering/manufacturing.

Activities for Supply , Delivery and Unpacking	Responsible Authority	Approximate Duration in Weeks
Submit Schedule and Submittals	Contractor	3 from contract award
Review Submittals	Technical Authority	3
Supply/Manufacture	Contractor	TBD
Deliver and Unpack	Contractor	TBD

- 1.3 Approximate delivery/unpacking timeframe is May 2, 2018 to June 4, 2018. Final schedule to be confirmed by the Project Authority no later than two (2) months prior to delivery.
- 1.4 In February 2018, two (2) coordination meeting will take place between the Project Authority and the Contractor to schedule delivery dates.
- 1.5 The final date and time of delivery will be confirmed by the Project Authority ten (10) calendar days in advance. The schedule for deliveries shall include considerations for site and loading dock constraints, volume of deliveries, and resource constraints regarding reviews and acceptances.
- 1.6 The Contractor will be responsible to take the necessary steps to ensure all interior finishes i.e., door frames, flooring finishes, elevators, etc. are protected against damage during deliveries.
- 1.7 The minimum level of service required is detailed below:
- Inspect product prior to shipping, remove and replace any pieces not meeting acceptable standards
 - Deliver product to designated building access locations
 - Assist in unpacking product, Inspect product for damage
 - Make minor adjustments/repairs as required.
 - Place all waste material in designated receptacle at the loading dock, or as instructed by Project Authority.
- 1.8 Delivery Services:
- 1.8.1 Deliveries are only to be scheduled after hours between 7:00 am and 5:00 pm, Monday to Friday via the entrances designated for delivery by the Project Authority. All delivered components and materials are to be moved from the building entry areas to their respective locations before 6:00 pm each day. For information regarding the site conditions, off hours work and work restrictions involved in after-hours work, please refer to Annex A.3 Site Instructions.
- 1.8.2 The Contractor shall obtain an “off-hours work permit” and conform to all requirements of the Construction Manager’s Project Specific Health Safety and Environment Plan.
- 1.8.3 All deliveries to be coordinated no less than ten (10) working days in advance with the Project Authority.

- 1.8.4 At no time is space on the exterior of the building to be used for removals, or staging deliveries, unless approved in writing by the Project Authority in advance of the delivery.
- 1.8.5 Each driver coming to site must review and understand the *Traffic Control Plan* provided by the Construction Manager in the Health and Safety Plan (refer to Annex A.3 Site Instructions, 111 Wellington Street) prior to the delivery being made.
- 1.8.6 There is no loading dock serving the building. Most trucks can access the site and the entrances as designated in Annex A.2 – Access Plans with Delivery Location.
- 1.8.7 There will be no opportunity for jockeying or maneuvering the contents of the delivery vehicle while at the delivery entrance location. The item(s) to be delivered MUST be the first accessible item(s) in the delivery vehicle.
- 1.8.8 The 111 Wellington Street building has one (1) freight elevator (Elevator C) which serves all levels. The elevator will be available for transportation of materials to floors during the times noted above.

Elevator C: inside dimensions, Length 2191mm (86") x Width 1554mm (61") x Height 2940mm.(115") Clear opening, Width 1219mm (48") x Height 2133mm (84"), Capacity 1815 kg.

- 1.8.9 The Contractor must include a packing slip with all deliveries that clearly identifies the following information:
- Date
 - Contract Title and Number
 - Contractor's Name and Address
 - Description of item(s) including all product code numbers
 - Checklist of items delivered listed by Component code indicated in Annex A.1 Building Component List.
 - Total quantity of item(s) delivered
 - Total quantity of item(s) delivered to date versus remaining quantities to be delivered.

1.9 Unpacking Services

- 1.9.1 The site is considered a construction site. Unpacking will be carried out during normal working hours, which are defined as Monday to Friday, from 7:00am to 5:00pm, excluding statutory holidays. Unpacking will be scheduled by the Project Authority. For information regarding the site conditions, off hours work and work restrictions involved in after-hours work please refer to Annex A.3 Site Instructions.
- 1.9.2 For Components to be unpacked by the contractor, the contractor must have a designated supervisor on site while work is being carried out.
- 1.9.3 If the Contractor should need to work during hours outside of the regular work hours they shall obtain an "off hours work permit" and conform to all requirements of the Construction Manager's Project Specific Health Safety and Environment Plan

PART V: HEALTH AND SAFETY

1. General

- 1.1 It is anticipated that this Scope of Work will be completed prior to Substantial Completion. Until the Base Building Substantial Completion date, the Construction Manager (CM), assumes the role of “Constructor” as defined in the Occupational Health and Safety Act and Regulations for construction Projects and is fully responsible for ensuring compliance with OSHA for all aspects of the Project.
- 1.2 The Contractor MUST comply with the Construction Manager Health and Safety Procedures and Policy described below and attached under Annex A.4 Site Instructions.
- 1.3 A Site Orientation Course will be provided by the CM to all of the Contractor’s personnel required to access the worksite.
- 1.4 All personnel accessing the site (beyond the delivery entrances) are required to have valid WHMIS and Basics of Fall Protection training cards during their time on site. Copies of the training cards will be taken by Construction Manager at the site orientation course.
- 1.5 The Construction Manager complies with and enforces the requirements of:
 - 1.5.1 The National Building Code of Canada 2005 (NBC), Part 8 Safety Measures at Construction and Demolition Sites and Provincial Regulations for Construction Projects.
 - 1.5.2 The Designated Substances Report.
 - 1.5.3 The Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage and disposal of hazardous materials; and labeling and the provision of Material Safety Data Sheets (MSDS) acceptable to Human Resources and Skills Development Canada, Labour Program.

PART VI: INSPECTION, ACCEPTANCE AND DEFICIENCY PROCEDURES

1. Inspection

The Contractor must adhere to the following inspection process and deficiency procedure:

1.1 Inspection Prior to Delivery

- 1.1.1. The Project Authority will arrange for inspection of all products arriving on-site.
- 1.1.2. There will be an inspection of the building prior to any deliveries by the Contractor. Damages will be formally documented by the Project Authority and a copy provided to the Contractor.

2. Deficiencies and Acceptance

- 2.1. The Project Authority, with input from the Technical Authority, will prepare an inspection report, documenting any deficiencies. If there are no deficiencies, the Project Authority will provide the Contractor with a sign-off that the work is accepted.
- 2.2. The inspection report will be forwarded to the Contractor no later than ten (10) business days after delivery and unpacking.
- 2.3. For all outstanding deficiencies, the Contractor must submit a deficiency rectification plan with delivery dates and completion dates, within five (5) business days from receipt of the inspection report. The deficiency rectification plan will be reviewed at the weekly coordination meetings with the Project Authority.
- 2.4. Within ten (10) working days of receipt of this deficiency list, the Contractor MUST complete all minor deficiencies and make all adjustments not requiring new parts.
- 2.5. The Contractor must notify the Project Authority when all the deficiencies have been rectified.
- 2.6. A rectified deficiencies inspection will be coordinated by the Project Authority with the Technical Authority and the Contractor. Once all rectified deficiencies pass final inspection, the Project Authority will provide the Contractor a final sign-off that the work is accepted.