



Service correctionnel  
Canada

Correctional Service  
Canada



LA SÉCURITÉ,  
LA DIGNITÉ  
ET LE RESPECT  
POUR TOUS

SAFETY, RESPECT  
AND DIGNITY  
FOR ALL

STANDING OFFER - TECHNICAL SPECIFICATIONS

## VENTILATION SYSTEMS CLEANING

**21301-18-2784453**

Joliette Institution & CCC  
La Macaza Institution  
Complexe Laval  
Complexe Sainte-Anne-des-Plaines

December, 2017

Canada



---

---

## TABLE OF CONTENTS

---

---

### 1.1 GENERAL REQUIREMENTS

Section 01 14 00 – General requirements

Section 01 35 13 – CSC Security requirements

Section 01 74 11 – Cleaning

### 1.2 TECHNICAL REQUIREMENTS

Section 23 08-03 – Ventilation systems cleaning - Technical requirements



Service correctionnel  
Canada

Correctional Service  
Canada

---

# 01 14 00 GENERAL REQUIREMENTS

---

## 1. GENERAL INFORMATION

### 1.1. WORK DESCRIPTION

1.1.1. This standing offer applies but is not limited to: materials, skilled labour, and tools required by Ventilation Systems Cleaning Services, equipment and accessories present in the systems.

- a) **Joliette Institution**  
400, Marsolais Street  
Joliette (Quebec)  
J1E4L5
- b) **Hochelaga CCC**  
6905, Hochelaga Street  
Montreal (Quebec)  
H1N 1Y9
- c) **Sherbrooke CCC**  
2190, Sherbrooke East Street  
Montreal (Quebec)  
H2K 1C7
- d) **Martineau CCC**  
10345, St-Laurent boul.  
Montreal (Quebec)  
H3L 2P1
- e) **Ogilvy CCC**  
435, Ogilvy Street  
Montreal (Quebec)  
H3N 1M3
- f) **Laferrière CCC**  
202, St-Georges Street  
St-Jérôme (Quebec)  
J7Z 4Z9
- La Macaza Institution**  
321, Chemin de l'Aéroport  
La Macaza (Quebec)  
J0T 1R0
- g) **Complexe Laval**  
6099, boul. Lévesque  
Laval (Québec)  
H7C 1P1

- h) Complexe Sainte-Anne-des-Plaines**  
242, Montée Gagnon  
Sainte-Anne-des-Plaines (Québec)  
J0N 1H0

1.1.2. The duration of this standing offer is specified in the invitation to tender.

## 1.2. WORK SCHEDULE

1.2.1. Pedestrian and vehicle access varies by institution. The CSC representative shall establish the hours of work based on the type of work. For safety and time optimization reasons, the Contractor may require that its employees bring a meal to eat on the work site.

- a) **Joliette Institution & CCC**  
7h00 to 17h00
- b) **La Macaza Institution**  
7h00 to 17h00
- c) **Complexe Laval**  
7h00 to 17h00
- d) **Complexe Sainte-Anne-des-Plaines**  
7h00 to 17h00

1.2.2. Work is not permitted on weekends or statutory holidays without the express authorization of the CSC representative, who must be asked at least seven (7) days in advance.

## 1.3. OVERTIME WORK

1.3.1. Authorization from the CSC representative is required for all overtime work. Furthermore, forty-eight (48) hours' advance notice is required before carrying out any authorized overtime work. If overtime is required to complete an urgent task or ensuring construction safety, the Contractor shall notify the CSC representative as soon as the Contractor becomes aware of this necessity and shall then follow the CSC representative's instructions. Related costs incurred by the Government may be charged to the Contractor.

**SPECIAL NOTE:** In some institutions this time is sometimes shorter. It is therefore necessary to check.

1.3.2. When overtime, weekend, or statutory holiday work must be performed and is authorized by the CSC representative, he or the person appointed by the CSC representative shall designate additional supervisory staff. The Contractor may also assign additional staff to inspect the construction activities. The Government may claim the related costs.

## 1.4. WORK TIMELINES

1.4.1. The Contractor shall commence work no later than ten (10) working days after a call-up is issued

or according to the date indicated on the work order, and shall work diligently until all work is completed.

- 1.4.2. If the work cannot be carried out or is interrupted because of poor weather conditions, the Contractor shall return to the site as soon as possible in accordance to the guidelines provided by the CSC representative after the return of good weather conditions, but no more than five (5) days after the return of good weather conditions.

## 1.5. CODES

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

## 1.6. DOCUMENTS REQUIRED

### *At the request of the designated CSC representative*

- 1.6.1. The Contractor shall keep a copy of each of the following documents on the work site:
- a) Contract drawings, call-up work description; addenda, shop drawings, site instructions, work schedule, installation and installation instructions provided by the manufacturers;
  - b) These specifications;
  - c) Authorization for variations.

## 1.7. SCHEDULE OF WORK

### *At the request of the designated CSC representative*

- 1.7.1. Within five (5) working days from the date the call-up is issued, the Contractor shall submit a schedule of work showing the progress of the various stages of the work, which should be completed within the time period specified by the designated CSC representative.
- 1.7.2. Provisional reviews of the progress of the work, based on the submitted implementation schedule, will be conducted at the discretion of the designated CSC representative. The schedule will be updated by the Contractor with the collaboration and approval of the CSC Designated representative.
- 1.7.3. Perform work from Monday to Friday, within the time period prescribed by the CSC Designated representative.

## 1.8. TECHNICAL DATA SHEETS AND SAMPLES

### *At the request of the designated CSC representative*

- 1.8.1. Within five (5) business days following the call-up, the Contractor shall submit all technical specifications, samples and shop drawings required in each section of this quotation for approval by the designated CSC representative

## 1.9. WORK SITE VISITS

- 1.9.1. There shall be no visits under this standing offer.
- 1.9.2. Unless otherwise stipulated by the institution's representative, a site visit shall be required only in the following cases:
- a) When the first contract is awarded by the institution;
  - b) When a particular call-up is awarded, as determined by the Contractor and the CSC representative.
- 1.9.3. If, in another case, a site visit is needed for call-ups, a written request shall be made. For institutional security reasons, site visits shall be conducted at specific times determined in consultation with the Contracting Authority.
- 1.9.4. The Contractor shall refrain from justifying errors, omissions, or imperfections in the work by attributing them to existing conditions and particularities.

## 1.10. CONTRACTOR'S USE OF SITE

- 1.10.1. At no time should the safety measures be reduced due to the work being contracted for, take the necessary measures to ensure the required safety.
- 1.10.2. Perform work with minimal disturbance to the occupants and, to the extent possible, normal use of the premises
- 1.10.3. The Contractor shall refrain from unnecessarily cluttering the site with materials and equipment.
- 1.10.4. The Contractor shall ensure that CSC staff and vehicles can access the site at all times.
- 1.10.5. The Contractor shall comply with existing authorities. Within five (5) working days, the Contractor shall submit procedures that are to be implemented during the project for approval by the institution's works department representative. These procedures include the work schedule and temporary traffic and security measures.
- 1.10.6. The Contractor shall have any vehicles that could be damaged during the work moved. In the event that one or more vehicles or other items on the site are damaged, the Contractor shall have them repaired or replaced by authorized professionals, to the satisfaction of the CSC representative.

**1.11. PRESENCE OF ASBESTOS**

- 1.11.1. Removal of asbestos fibers by spraying or troweling can be hazardous to health. If the Contractor discovers materials that resemble asbestos applied by projection or trowel during the course of the Work, the Contractor shall discontinue the Work and notify the designated CSC representative immediately. Do not resume work until written instructions from the CSC Designated Representative are received in this regard.

**1.12. LOCATION OF VARIOUS TYPES OF DEVICES AND EQUIPMENT**

- 1.12.1. The locations of the various types of surface and underground devices and equipment indicated in the drawings or specified shall be considered approximate.
- 1.12.2. When required by the CSC representative, the Contractor shall submit location plans indicating the relative positions of the various types of equipment and systems found in the work area.

**1.13. PATCHING**

- 1.13.1. The Contractor shall resurface any items damaged during the work. Patch surfaces damaged by heavy equipment.

**1.14. DISPOSAL OF EXCAVATED MATERIALS**

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

**1.15. ADDITIONAL DRAWINGS**

- 1.15.1. The CSC representative may provide the Contractor with additional drawings for clarification. These additional drawings shall have the same significance and scope as if they were included in the contract documents.
- 1.15.2. On-site measurements shall be transcribed onto drawings to facilitate the interpretation of the dimensions of the surfaces to be worked on.

**END OF SECTION 01 14 00**





Service correctionnel  
Canada

Correctional Service  
Canada

---

# 01 35 13 CSC SECURITY REQUIREMENTS

---

## 1. GENERAL INFORMATION

### 1.1 PURPOSE

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

### 1.2 DEFINITIONS

#### 1.2.1 "prohibited items":

- a) Intoxicants, including alcohol, drugs or narcotics;
- b) weapons or components thereof, ammunition, or anything that is designed to kill, injure or disable a person or that can be assembled or modified for such purposes, possessed without prior authorization;
- c) explosives or bombs, or a component thereof;
- d) amounts of money that exceed the regulatory limits;

**NOTE:** Consult the Corrections and Conditional Release Regulations (SOR/92-620): \$50 limit in a minimum-security institution, \$25 limit in a medium-security institution, maximum-security institution, or multi-level security institution.

- e) any other item possessed without prior authorization that could jeopardize the security of the penitentiary and the people in it;

**NOTE:** tobacco products and associated products including, but not limited to, cigarettes, cigars, tobacco, chewing tobacco, cigarette manufacturing machines, matches and lighters are considered unauthorized objects.

#### 1.2.2 Other definitions :

- a) "commercial vehicle": Vehicle intended for the transportation of material, equipment or tools necessary for work.
- b) "CSC": Correctional Service of Canada
- c) "Warden": Warden or Superintendent of the institution, as the case may be.
- d) "Construction Personnel": Employee of: the Contractor, one of the Subcontractors, equipment operators, transporters or suppliers of materials, inspection or assessment agencies, or regulatory bodies.
- e) "Engineer": Project Manager, from Public Works and Government Services Canada.

- f) "perimeter": Area of the institution surrounded by fencing or walls, preventing the free movement of inmates.
- g) "construction site": Area in which the Contractor is authorized to work, as indicated in the project plans. It may be isolated from the institution's security perimeter.

**NOTE:** A brief description of the work enclosure must be submitted to the designated CSC representative

### 1.3 PRELIMINARY MEASURES

1.3.1 Prior to starting the work, the Contractor must meet with the designated CSC representative to:

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

1.3.2 The Contractor shall:

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

### 1.4 CONTRACTOR PERSONNEL

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

**NOTE:** In some establishments, there are fewer requirements for employees who will only be working on the site for a very short period of time.

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

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

**NOTE:** Check how this point is regulated at the institution.

1.4.4 Entry to the institution will be denied to anyone who we have reason to believe presents a security threat.

1.4.5 Individuals will be immediately removed from the institutional premises if:

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

## 1.5 VEHICLES

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

**NOTE:** The establishment may require that all vehicles and power equipment be equipped with a device to lock the fuel tank cap.

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

1.5.3 Those delivering material needed for the project are not required to have security authorization, but they should not move away from their vehicle in the institution and the CSC representative may require that they be escorted by employees of the institution.

**NOTE:** In some institutions, those delivering material needed for the project are required to have security authorization.

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

## 1.6 PARKING

1.6.1 The CSC representative designates authorized parking areas for vehicles. If people park elsewhere, their vehicle may be towed.

## 1.7 SHIPMENTS

1.7.1 All shipments of material, equipment or tools for the work must be addressed to the Contractor to clearly distinguish them from shipments for the institution. The Contractor must ensure that Construction Personnel are on-site to receive deliveries, as CSC staff will accept **no** deliveries of materials, equipment or tools intended for the construction project.

## 1.8 COMMUNICATION DEVICES

- 1.8.1 Any use of phones, fax machines or computers with an Internet connection must be approved by the CSC representative.
- 1.8.2 The CSC representative must ensure that the phones, fax machines and computers with Internet connections cannot be accessed by the inmates. Access to computers must be protected by a password, preventing unauthorized personnel from connecting to the Internet.
- 1.8.3 Cellular or digital cordless phones, including but not limited to text messaging devices, pagers, BlackBerrys, and telephones used as two-way radios are prohibited in the institution without the express authorization of the Warden. Even when cellular phones are permitted, they are not to be used by inmates at any time.
- 1.8.4 The CSC representative may approve but limit the use of two-way radios.

## 1.9 WORKING HOURS

- 1.9.1 Working hours vary from one institution to another. They should be checked with the institution concerned and the section on schedules in section 01 14 00.
- 1.9.2 Work is not permitted on weekends or statutory holidays without the express authorization of the designated CSC representative, which must be requested at least seven (7) days in advance.

**NOTE:** In some institutions, this time is sometimes shorter. It is therefore necessary to check.

## 1.10 TOOLS AND EQUIPMENT

- 1.10.1 Keep a comprehensive list of the tools and equipment used during the project. Submit the list for inspection when necessary.
- 1.10.2 Maintain the list of tools and equipment throughout the work.
- 1.10.3 Never leave tools unattended, particularly mechanical tools, tools with cartridges, cartridges, files, saw blades, rod saws, wires, cords, ladders and any item used for lifting (jacks, cylinders, etc.).
- 1.10.4 Store tools and equipment in a secure and authorized location.
- 1.10.5 Lock all toolboxes after use. The Contractor's Personnel must keep the keys with them at all times. Assemble and lock scaffolding before it is erected; once erected, scaffolding must be secured to the satisfaction of the institutional representative.
- 1.10.6 Notify the CSC representative immediately if any tools or equipment have been lost or have disappeared.

1.10.7 The CSC representative must ensure that security staff monitors the Contractor's tools and equipment based on the list provided by the Contractor, at the following times:

- a) at the beginning and the end of each construction project;
- b) each week, if the work lasts more than one (1) week.

**NOTE:** Some institutions require daily removal of tools and equipment from the work site.

1.10.8 Some tools/equipment—such as cartridges and metal saw blades—require very close supervision. At the beginning of the day, the Contractor will be given a sufficient number of these items for one (1) day's work. Used blades/cartridges will be returned to the CSC representative at the end of each day.

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

**1.11 NOT APPLICABLE (This article was intentionally left free)**

**1.12 KEYS**

1.12.1 The Contractor must ask the supplier or the company that installs the security devices to submit keys for these devices directly to the institution (to the Security Maintenance Officer, specifically).

1.12.2 The Security Maintenance Officer will give the Contractor a receipt for the keys.

1.12.3 The Contractor will submit a copy of the receipt to the CSC representative.

1.12.4 During the work, the Contractor uses normal cylinders in normal locks.

1.12.5 The Contractor gives the Personnel (and the Subcontractors, if necessary) instructions for the safekeeping of the keys for the locks used during the work.

1.12.6 At the end of each phase of the work, the CSC representative, together with the locksmith, must:

- a) establish the lock installation plan;
- b) receive the keys and cylinders for the institution's locks directly from the locksmith;
- c) remove and return cores used during the work and have permanent cores installed in the institution's locks.

1.12.7 Once the security locks have been installed, the CSC officers who escort Construction Personnel must obtain the keys from the Security Maintenance Officer to open doors according to the Contractor's needs. The Contractor must notify his/her Personnel that the escorting CSC officers are the only ones authorized to use the keys.

### 1.13 SECURITY DEVICES

- 1.13.1 Submit all uninstalled security devices to the CSC representative, who will ensure that they are destroyed or stored safely for later reuse.

### 1.14 PRESCRIPTION MEDICATION

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

### 1.15 RESTRICTIONS ON TOBACCO USE

- 1.15.1 Neither Contractors nor Construction Personnel are authorized to smoke inside correctional institutions or anywhere outdoors within the perimeter of a correctional institution. They must not have unauthorized tobacco products in their possession within the institutional perimeter.
- 1.15.2 Contractors and Construction Personnel who violate this policy will be asked to stop smoking or to throw out all unauthorized tobacco products immediately. Individuals who persist in violation of this policy will be asked to leave the institution.
- 1.15.3 Smoking will only be permitted outside the correctional institution's perimeter, in a location designated by the CSC representative.

### 1.16 PROHIBITED ITEMS

- 1.16.1 Firearms, ammunition, explosives, alcohol, drugs and narcotics are prohibited on institutional premises.
- 1.16.2 The CSC representative must be notified immediately if anyone is found in possession of prohibited items on the work site.
- 1.16.3 The Contractor must be vigilant in monitoring the Construction Personnel and the Subcontractor's Personnel. Individuals found in possession of prohibited items may have their security clearance revoked. If the violation is serious, the company in question may be expelled from the institution for the duration of the work.
- 1.16.4 If firearms or ammunition are found in the vehicle of a Contractor, Subcontractor, supplier, or their personnel, the security clearance of the vehicle's driver will be revoked immediately.

### 1.17 SEARCHES

- 1.17.1 All individuals and vehicles arriving on the institution's premises may be searched.
- 1.17.2 If the CSC representative has reason to believe that one of the Contractor's Personnel is in possession of a prohibited item, he may order a search of that person.

- 1.17.3 The personal belongings of all personnel arriving at the institution may be checked to search for the residue of contraband drugs.

## 1.18 ACCESS TO THE INSTITUTION AND REMOVAL OF VEHICLES

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

## 1.19 VEHICLE TRAFFIC

- 1.19.1 Vehicles may be escorted on and off the institution's premises through the vehicular access gate during the following periods, indicated in section 01 14 00.

- 1.19.2 Vehicles cannot leave the institution until an inmate count has been performed.

**NOTE:** Hours vary from one institution to another. It is therefore necessary to check.

- 1.19.3 The Contractor must give the CSC representative twenty-four (24) hours' notice of the arrival of heavy equipment, such as concrete trucks and cranes.

- 1.19.4 Vehicles carrying soil or other detritus deemed impossible to search must constantly be monitored by CSC employees or Commissionaires who report to the CSC representative.

- 1.19.5 Before a commercial vehicle may be admitted onto the institution's premises, the Contractor or its representative must certify that the vehicle's content is essential to the execution of the work.

- 1.19.6 The CSC representative may refuse entry to all vehicles carrying materials that he or she believes pose a risk to institutional security.

- 1.19.7 The personal vehicles of Contractor Personnel are not allowed within the security fence or walls of medium- or maximum-security institutions without the express permission of the CSC representative.

**NOTE:** Check with the institution for its policy on personal vehicle of Contractor employees.

- 1.19.8 Construction Personnel may use a vehicle to take a group of employees to the work site in the morning, and to bring them back at night. However, they must receive prior authorization from the CSC representative, and the vehicle cannot stay on the premises during the day.

**NOTE:** Check with the institution for its policy on personal vehicle of Contractor employees.

- 1.19.9 With prior authorization from the CSC representative, some equipment may be left on-site overnight or over the weekend. It must be locked and its batteries removed. The CSC representative may require that equipment be chained and padlocked to another solid object.



## 1.20 CONTRACTOR PERSONNEL TRAFFIC ON INSTITUTIONAL PREMISES

1.20.1 Subject to proper institutional security, the CSC representative will give the Contractor and Contractor Personnel as much freedom of movement and autonomy as possible.

1.20.2 The previous paragraph notwithstanding, the CSC representative may:

a) prohibit access to sections of the institution;

b) require that Construction Personnel be accompanied by a CSC security officer in designated sections for the duration of the work or during certain periods;

c) require that all personnel remain on-site during coffee/health and lunch breaks, but they are not authorized to eat in the Correctional Officers' break room or lunch room.

## 1.21 MONITORING AND INSPECTION

1.21.1 CSC security staff will monitor and inspect activities and related Personnel and vehicle traffic to ensure that established security standards are being followed.

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

## 1.22 WORK STOPPAGE

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

1.22.2 The Contractor must notify the Engineer of the work stoppage within twenty-four (24) hours.

## 1.23 CONTACT WITH INMATES

1.23.1 Contractor Personnel are not allowed to have contact with inmates, to talk to them, give them objects or receive anything from them, without specific authorization. Anyone who violates this order will be expelled from the site and have their security clearance revoked.

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

**1.24 COMPLETION OF THE WORK**

- 1.24.1 Unless otherwise indicated in the contract, once the work 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**



Service correctionnel  
Canada

Correctional Service  
Canada

---

01 74 11 CLEANING

---

Canada 

---

---

---

---

**1. GENERAL INFORMATION**

**1.1. SECTION CONTENTS**

- 1.1.1. Clean-up to be done as work is being performed
- 1.1.2. Final clean-up

**1.2. WORK SITE CLEANLINESS**

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

**1.3. FINAL CLEAN-UP**

- 1.3.1. Sweep and clean hard-surface areas and rake remaining areas.
- 1.3.2. Clean material and equipment thoroughly and clean or replace mechanical system filters.
- 1.3.3. Clean, patch and rearrange the external spaces affected by the installation of the site once the implementation is completed.

**1.4. MEASUREMENT FOR PAYMENT PURPOSES**

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

**END OF SECTION 01 74 11**



Service correctionnel  
Canada

Correctional Service  
Canada

---

# 23 08 03 TECHNICAL REQUIREMENTS

---

## 1 GENERAL INFORMATION

### 1.1 SECTION CONTENT

1.1.1 This section describes the ventilation system cleaning services provided under the agreement.

### 1.2 REFERENCES

1.2.1 National Building Code of Canada (NBC) 2015, including all amendments to date.

1.2.2 The Act respecting occupational health and safety (R.S.Q., c. S-2.1) and its Regulation (r.19.01), current to October 1, 2010.

1.2.3 Health Canada – Workplace Hazardous Materials Information System (WHMIS).

### 1.3 CODES AND STANDARDS

1.3.1 The National Building Code of Canada (NBC) 2015.

1.3.2 The Quebec Construction Code (QCC)

1.3.3 The National Fire safety code (NFSC)

1.3.4 Comply with all the requirements of the Treasury Board Fire Protection Standards, the National Building Code, and the National Fire Code (NFC).

1.3.5 Treasury Board Standard, Chapter 3-6, Fire Protection Standard for Correctional Institutions. This standard can be accessed at the following website:  
[http://www.hrsdc.gc.ca/eng/labour/fire\\_protection/policies\\_standards/commissioner/index.shtml](http://www.hrsdc.gc.ca/eng/labour/fire_protection/policies_standards/commissioner/index.shtml)

1.3.6 The standards published by HRSDC listed below are available at the following website:  
[http://www.hrsdc.gc.ca/eng/labour/fire\\_protection/policies\\_standards/commissioner/index.shtml](http://www.hrsdc.gc.ca/eng/labour/fire_protection/policies_standards/commissioner/index.shtml)

-Welding and Cutting.

-General Storage.

-Fire Extinguishers.

-Sprinkler Systems.

1.3.7 The fire prevention standards are listed below and are available under the section "Occupational Health and Safety - Policies and Publications" at the following Treasury Board Secretariat website:  
[http://www3.rhdcc.gc.ca/search?as\\_sitesearch=www.rhdcc.gc.ca/fra/travail/protection\\_incendies&q=normes&site=hrsdc\\_fr&btnG=Recherche&client=rhdcc\\_boew\\_r12&output=xml\\_no\\_dtd&proxystylesheet=rhdcc\\_boew\\_r12&sort=date%3AD%3AL%3Ad1&entq=0&oe=UTF-8&ie=UTF-8&ud=1&ip=198.103.109.141&access=p](http://www3.rhdcc.gc.ca/search?as_sitesearch=www.rhdcc.gc.ca/fra/travail/protection_incendies&q=normes&site=hrsdc_fr&btnG=Recherche&client=rhdcc_boew_r12&output=xml_no_dtd&proxystylesheet=rhdcc_boew_r12&sort=date%3AD%3AL%3Ad1&entq=0&oe=UTF-8&ie=UTF-8&ud=1&ip=198.103.109.141&access=p)

-Fire Protection Services - General - 3-00.

-Fire Alarm Systems, Standard for 3-04.

-Fire Protection Design and Construction, Standard for 3-02.

-Fire Protection Electronic Data Processing Equipment, Standard for - 3-03.

-Fire Protection Correctional Institutions, Standard for - 3-06.

1.3.8 Recommended procedures and practices described in the latest standards issued by the National Air Duct Cleaners Association (NADCA).

---

1.3.9 Cleaning Fibrous Glass Insulated Air duct Systems (NAIMA).

## 1.4 DESCRIPTION OF WORK

- 1.4.1 The project includes the work listed below. The following list is not necessarily exhaustive and does not negate the Contractor's obligation to fully complete the project according to the trade practices, intentions and general principles, as described further on in this specification.
- 1.4.2 The types of work covered include, but are not limited to, the cleaning of ventilation systems including ducts, fans, diffusers, flaps, grids, coils and any other accessories or equipment in the systems.
- 1.4.3 The Contractor is also responsible for providing and installing access doors as required for the cleaning of the ventilation systems.
- 1.4.4 The Contractor shall provide labor, materials and equipment required for the full and consistent implementation of the work requested.
- 1.4.4.1 The Contractor shall have at least the following equipment
1. Industrial vacuum cleaners with HEPA filter (filtration at 99.97% at 0.3 micron) with a minimum capacity of 1000 pcm as demonstrated by the descriptive sheet of the device.
  2. Dust collector
  3. Air compressor with a minimum of 200 lbs / in. it. with rotary nozzles and / or omnidirectional jet nozzles
  4. 1000 lbs / in. Hot water pressure washer. it. Minimum with dispenser with cleaning products.
  5. Brushes with adjustable and interchangeable filament heads.
  6. Cleaning agents and bactericide with toxicological data sheets showing their chemical composition.
  7. Electric spray gun with an effective range of 21 m with an air jet of 118 KM / h or equivalent
- 1.4.5 The contractor shall follow the methodology described below to ensure the cleaning of systems and equipment.
- 1.4.5.1 The method used for cleaning the ventilation ductwork shall be of the suction-suction type. To clean the ventilation ducts, first insert the dust collector duct into the duct to be cleaned. Remove grilles and diffusers to be cleaned manually. Plug the openings with polyethylene film so as to eliminate any backflow and ensure better suction. Activate the suction fan to omit the negative pressure lines. Insert the nozzle into the ducts and with the powerful air jets (200 psi) remove and route all dirt to the vacuum hose. Brush the walls if necessary. Repeat for other ducts
- 1.4.5.2 Openings done for the introduction of cleaning nozzles shall be obstructed for galvanized steel ducts by means of metal plates screwed to the ducts. The openings made for the connection of the suction pipe will be blocked by means of sliding access doors on "S" keys and covered with an aluminum duct tape. They will be provided with soundproofing coating when installed on ducts that are provided.
- 1.4.5.3 Return pipes of systems to be cleaned in their entirety shall be cleaned with the "suction-suction" method where accessibility permits. In other cases, cleaning will be done manually with compressed air, brushes and industrial vacuum cleaners with high filtration efficiency and / or other necessary equipment. The openings on the return lines will be blocked in the same way as the supply lines.
- 1.4.5.4 The grids and diffusers and shutters shall be cleaned by treated areas. All feed and return grids, transfer flaps and all linear or rectangular diffusers will be cleaned with a non-toxic, biodegradable soap solution. To preserve the diffusion pattern of the grids and diffusers as well as the original air flow rates; Their locations, fixtures and adjustments will be marked so that they can be re-installed properly after cleaning. The plenums
-

## TECHNICAL REQUIREMENTS

of the linear diffusers and the collars of the grids and diffusers will be cleaned in the same way as the other ducts. The grids, diffusers, their frames will be cleaned manually using a soft and non-toxic solution of detergent.

- 1.4.5.5 Cleaning of the mixing boxes shall be carried out by sector in the same working period as the ducts connected thereto. The ducts downstream from the units will be cleaned beforehand using the "suction intake" method. The mixing boxes will be cleaned with a compressed air jet with suction or with a high efficiency industrial vacuum cleaner. The indoor mixing flaps and the hardware will be cleaned in the same way; With a cloth and a solution in case they are accessible.
- 1.4.5.6 Ventilation systems generally consist of a feed and return system. The feeder system includes a mixing plenum with new air intake registers and return air registers, a filter section, a heating coil, a cooling coil, a humidifying section and a fan. All components will be cleaned in the same working period to avoid contamination. The boxes of fans, plenums, shutters and other components will be brushed and cleaned with compressed air jet and aspiration. The heating and cooling coils will be cleaned with a spray solution and rinsed with pressurized water (1000 psi). Straighten the coil fins as much as possible using a suitable serpentine comb. All components of systems that have been washed with detergent will be rinsed with water and air dried, if required, prior to re-operation. Protect electrical equipment and ball bearings from fans.
- 1.4.6 The Contractor shall not, under any circumstances, provide not required to complete the work requested materials. Specifically, the Contractor may not be used for the exclusive supply of materials and / or parts under this Standing Offer.
- 1.4.7 The Contractor shall provide a written report for each of the cleaned systems, which shall include at least the name and number of the system, a brief description of the work, a brief description of the condition of the system before cleaning with a few photos, hours required for cleaning, installed access doors and photos after cleaning, and any other relevant comments on the condition of the system.
- 1.4.8 Equipment or Materials
- 1.4.8.1 In addition to having in their possession all the equipment required to carry out the routine or customary work on the systems and equipment concerned, the Contractor shall be able on request only to provide any other equipment as well as the number of Employees required to carry out emergency work within three (3) hours in order not to cause the movement of detainees or personnel.

## 1.5 PERMITS AND REGULATIONS

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

## 1.6 CALL-UP AWARD

- 1.6.1 All call-ups shall begin with a work appraisal and appear on a preliminary assessment sheet.
- 1.6.2 Following a CSC request for a call-up, the Contractor, at the request of CSC, shall go to the work site at their own expense to assess the scope of the work.
- 1.6.3 Upon receipt of the preliminary assessment sheet, the CSC representative shall authorize the work in writing and define the terms and conditions of the project work.



## TECHNICAL REQUIREMENTS

- 1.6.4 The Contractor's representatives that carry out the work shall fill out the worksheet provided by CSC at the end of every work day, taking care to complete every section. The number of hours indicated on the worksheet shall be verified and approved by the CSC representative.
- 1.6.5 The worksheets shall be submitted and signed by CSC representative at the end of every work day.
- 1.6.6 The Contractor shall notify the CSC representative as soon as it perceives that the preliminary cost evaluation will be exceeded in order to obtain authorization to continue the work. Failure to inform the CSC representative of possible overspending could result in a refusal to pay for the additional hours.
- 1.6.7 Any damages to CSC's installations resulting from the Contractor's work shall be repaired by the Contractor, without any additional cost to CSC.
- 1.6.8 For the duration of the Administrative Agreement, CSC will guarantee three (3) hours for each service call. Time paid shall be calculated based on arrival and departure times at the institution.
- 1.6.9 Payment for services rendered shall be made upon receipt of the invoices and in accordance with the terms of the Standing Offer.

## 1.7 SERVICE CALLS FOR EMERGENCY WORK

- 1.7.1 For emergency work, the Contractor shall begin the work within four (4) hours of receiving confirmation by phone or other means according to concluded agreement with CSC representative or as soon as possible.
- 1.7.2 The Contractor shall provide an emergency phone number where they can be reached and must be available 24/7.
- 1.7.3 The Contractor shall provide the qualified labour, parts, and materials upon CSC representative's request, tools, and equipment necessary to carry out emergency work.
- 1.7.4 Do not confuse "emergency work" with "planned work" outside working hours:
  - 1.7.4.1 «Emergency work» means a call for service placed by the Institution requiring the immediate mobilization of the contractor within 24 hours notice, regardless of the rate period during which, Work is carried out.
  - 1.7.4.2 «Planned works» means a service call placed by the Institution with a period of notice equal to or greater than 24 hours for which the call-up awarding procedure as described in paragraph 1.6 of this section may be applied in its entirety
- 1.7.5 The applicable rate for an emergency service shall be exclusive to this application.
- 1.7.6 For the duration of the Administrative Agreement, 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.

## 1.8 EMERGENCY PROCEDURE

- 1.8.1 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.
  - 1.8.2 The Contractor shall inform CSC representative and wait for instructions before carrying out additional work that may incur costs for CSC.
-

### 1.9 EXISTING NETWORKS

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

### 1.10 PROVISION OF MATERIALS

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

### 1.11 LABOUR

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

### 1.12 WORK IN CONFINED SPACES

- 1.12.1 Employees shall have a permit for confined spaces and comply with the institution's local practices.
- 1.12.2 The preliminary assessment shall take into account the working conditions of confined spaces. Exceeding the preliminary assessment cannot be justified by the omission of this consideration.

When working in confined spaces, contractor shall provide all necessary personal protective equipment at no cost.
- 1.12.3 The Contractor's employees shall show that they are certified to work in confined spaces.

### 1.13 WORKING AT HEIGHTS

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

### 1.14 LOCK-OUT

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

**1.15 FEES AND EXPENSES**

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

**1.16 HOURLY RATES**

- 1.16.1 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.

**1.17 INSPECTION AND ACCEPTANCE OF WORK**

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

**1.18 SECURITY CONTROL**

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

**END OF SECTION**