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Canada

Correctional Service
Canada



LA SÉCURITÉ,
LA DIGNITÉ
ET LE RESPECT
POUR TOUS

SAFETY, RESPECT
AND DIGNITY
FOR ALL

STANDING OFFER TECHNICAL SPECIFICATIONS

STANDING OFFER ELECTRICIAN AND APPRENTICE ELECTRICIAN SERVICE

21301-19-2896121

Donnacona Institution & CCC Marcel-Caron

Presented by:
TECHNICAL SERVICES
CORRECTIONAL SERVICE OF CANADA

MAY 2018

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1.1 GENERAL REQUIREMENTS

1. GENERAL INFORMATION

1.1. WORK DESCRIPTION

1.1.1. The work covered by this standing offer includes, but is not limited to : skilled labor (Journeyman and Apprentice #2), tools required as specified in Section # 22 10 00, and when required by the CSC Representative, provision of materials for electrician and apprentice electrician services at the following institutions :

a) Donnacona Institution
1534, Road 138
Donnacona, Quebec
G3M 1C9

b) CCC Marcel-Caron
825, Kirouac Street
Quebec, Quebec
G1N 2J7

1.1.2. For each subsequent call-up, the electrical systems that require rebuilding shall be specified in the plans provided by the CSC Representative.

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.

1.2.2. The work week is Monday through Friday, from 7:30 to 16:00 each day.

NOTE: Working hours vary from one institution to the next. It should therefore be verified with the institution in question and the section on scheduling should be consulted.

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

NOTE: In some institutions, this period may be shorter. It should therefore be verified.

1.3. OVERTIME WORK

1.3.1. Authorization from the Warden is required for all overtime work. Furthermore, advance notice of forty-eight (48) hours is required before carrying out any authorized additional work. If overtime is required to complete an urgent task such as pouring concrete or

ensuring construction safety, for example, the Contractor must notify the CSC representative as soon as the Contractor becomes aware of this necessity and must then follow the CSC representative's instructions. Related costs incurred by the government may be passed on to the Contractor.

NOTE: In some institutions, this period may be shorter. It should therefore be verified.

- 1.3.2. When overtime, weekend or statutory holiday work must be performed and is authorized by the Warden, the Warden or the person appointed by the Warden must designate additional supervisory staff. The Project Manager may also assign additional staff to inspect the construction activities. The government may claim the related costs.
- 1.3.3. In the event that some of the executed works are required out of negligence or damages caused by the contractor, his employees or sub-contractors, the cost related to the task could be subject of recovery by the State.

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 and perform the work within one (1) day of the return of good weather conditions.

1.5. WORK SCHEDULE

- 1.5.1. Within five (5) working days from the date a call-up is issued, the Contractor shall submit a work schedule outlining the progress made against the various steps of the project and indicating the project completion date, which must be within the time frame specified by CSC Representative.
- 1.5.2. The progress of the work undertaken against the submitted schedule shall be reviewed periodically, as the CSC representative sees fit to do so. The Contractor shall update the work schedule with the approval and collaboration of the CSC representative.

1.6. CODES

- 1.6.1. 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.
- 1.6.2. The Contractor shall complete the work so as to meet all requirements:
 - a) of the contract documents;
 - b) of the standards and codes specified, as well as of other documents cited.

1.7. DOCUMENTS REQUIRED

- 1.7.1. The Contractor shall keep a copy of each of the following documents on the work site:
- a) Contract drawings and call-up work descriptions;
 - b) These specifications;
 - c) Authorization for variations.

1.8. TECHNICAL DATA SHEETS AND SAMPLES

- 1.8.1. Within five (5) working days from the date the call-up is issued, the Contractor shall submit all technical data sheets and samples required under each section of these specifications for the approval of the 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 CSC representative, a site visit shall be required only in the following cases:
- a) When the first term is awarded by the institution;
 - b) When a call-up is issued.
- 1.9.3. If, in another case, a site visit is desired for call-ups, a written request shall be made. For institutional safety reasons, site visits shall be conducted at specific times determined in consultation with the CSC representative.
- 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. The Contractor shall refrain from unnecessarily cluttering the site with materials and equipment.
- 1.10.2. The Contractor shall ensure that CSC staff and vehicles can access the site at all times.
- 1.10.3. The Contractor shall comply with existing authorities. Within five (5) working days, the Contractor shall submit for the approval of the institution's works department representative procedures that are to be implemented during projects, including: the work schedule, temporary traffic and security measures, etc.
- 1.10.4. 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 Technical Authority.

1.11. WARNING DEVICES

- 1.11.1. The Contractor shall provide, install and maintain temporary warning devices.
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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 included 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 exposed equipment and systems in the work area.

1.13. PATCHING

- 1.13.1. The Contractor shall restore any items damaged during the work. Repair surfaces damaged by heavy machinery.

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 institution's works department 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 surfaces to be worked on.

END OF SECTION 01 14 00

1. GENERAL**1.1. PURPOSE**

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 (Contraband)":**

- a) intoxicants including alcohol, drugs or narcotics;
- b) weapons or parts thereof, ammunition and objects intended to kill, maim or disable altered or assembled for such purposes, when possessed without prior authorization;
- c) explosives, bombs or parts thereof;
- d) money exceeding authorized amounts;

N.B.: Refer to the *Corrections and Conditional Release Regulations (DORS/92-620)*: \$50.00 limit in minimum-security institutions and \$25.00 limit in medium-security, maximum-security or multi-level institutions.

- e) any other item in a person's possession without prior authorization that could jeopardize the security or safety of persons or the penitentiary.
- f) communication devices

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) "Warden": Warden or superintendent of an institution, as applicable.
 - d) "CSC representative": Chief, Facilities management; Supervisor, Facilities management; Technical officer or Project leader.
 - e) "Construction worker": An employee of the principal contractor or a sub-contractor, equipment operators, material suppliers, assessment or inspection firms or regulatory agencies.
 - f) "Engineer": Project Manager of the Correctional Service of Canada.
 - g) "perimeter": Area of the institution surrounded by fences or walls to block inmate movement.
-

- h) "Work site": Areas as specified on project plans where the Contractor is authorized to work. This may be an area outside the institutional security compound.

1.3. PRELIMINARY MEASURES

1.3.1 Prior to the commencement of work, the Contractor shall meet with the Warden or the Warden's representative to:

- a) discuss the nature and scope of 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) 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. CONSTRUCTION WORKERS

1.4.1 Submit to the Warden a list of names and birth dates of all employees assigned to work on the premises of the correctional institution as well as each of their completed *Request to Access a Federal Institution* form.

N.B.: In some institutions, there are fewer requirements for personnel only working on the site for a very brief period.

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

1.4.3 The Warden may require that personnel be photographed so that pictures of their faces can be posted at appropriate locations throughout the institution or entered into a database for identification purposes. The Warden may also.

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 premises 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 Warden can limit the number and type of vehicles permitted on institutional property at any time.

1.5.3 Those delivering the materials needed for the project are required to have security clearance.

1.5.4 If the Warden 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 metal guards.

1.6. PARKING

1.6.1 The Warden designates 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. COMMUNICATION DEVICES

1.8.1 The installation of all telephones, fax machines and computers with an Internet connection must be approved by the Warden.

1.8.2 The Warden must 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 Warden, 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 Warden may authorize limited use of two-way radios.

N.B.: In some institutions, cell phones, digital phones and two-way radios are permitted subject to restrictions. For example, they may be prohibited in areas accessible to inmates.

1.9. TOOLS AND EQUIPMENT

1.9.1 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 that are prohibited for a given project. Insert the list herein after.

1.9.2 Keep an updated list of the tools and equipment for the duration of the construction project.

1.9.3 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.).

1.9.4 Store tools and equipment in the authorized secure locations.

1.9.5 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 CSC representative.

1.9.6 Immediately notify the Warden of any lost or missing tool or equipment.

1.9.7 The Warden 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 the beginning and end of each construction project;
- b) weekly, if the project lasts more than one (1) week

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

1.9.8 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 one (1) day's work. Used blades/powder actuation devices will be handed over to the Warden 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.

1.9.9 If propane or natural gas is used for project heating purposes, the institution requires that one of the Contractor's employees supervise the work site outside of the regular working hours.

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

1.10. KEYS

1.10.1 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.

1.10.2 The Security Maintenance Officer will issue the Contractor a receipt for keys.

- 1.10.3 The Contractor will submit a copy of the receipt to the Engineer.
- 1.10.4 During the construction project, the Contractor will use standard cylinders in standard locks;
- 1.10.5 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.
- 1.10.6 Upon completion of each phase of the construction project, the Warden, 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.
- 1.10.7 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.

1.11. SECURITY DEVICES

- 1.11.1 Submit all uninstalled security devices to the Warden for destruction or storage in a safe location for later use.

1.12. PRESCRIPTION MEDICATION

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

1.13. SMOKING RESTRICTIONS

- 1.13.1 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.
- 1.13.2 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.
- 1.13.3 Smoking is permitted only outside the institutional perimeter, at a location specified by the Warden.

1.14. PROHIBITED ITEMS (CONTRABAND)

- 1.14.1 Weapons, ammunition, explosives, alcohol, drugs and narcotics are prohibited on institutional premises.
- 1.14.2 If prohibited items are found in the possession of a person present on the work site, the Warden shall be notified immediately.
-

- 1.14.3 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.
- 1.14.4 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.

1.15. SEARCHES

- 1.15.1 Any person or vehicle arriving on institutional property may be searched.
- 1.15.2 Where the Warden has reasonable grounds to believe that an employee of the Contractor is in possession of contraband or unauthorized objects, the Warden may order a search of the person in question.
- 1.15.3 The personal property of all employees entering the institution is subject to inspection to detect the presence of prohibited drug residue.

1.16. ACCESS TO INSTITUTION AND REMOVAL OF VEHICLES

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

1.17. VEHICLE TRAFFIC

- 1.17.1 Vehicles may enter and leave institutional property under escort through the service barrier at the times specified in section 01 14 00.
- 1.17.2 Contractor's vehicles may not leave the institution until the inmate count has been performed.

NOTE: Hours vary from one institution to the next. They should be verified with the institution in question.

- 1.17.3 The Contractor shall notify the Warden twenty-four (24) hours in advance of the arrival of heavy equipment, such as cement trucks, cranes, etc.
- 1.17.4 Vehicles loaded with soil or construction debris that cannot be searched shall remain under constant surveillance by CSC employees or commissionaires reporting to the Warden.
- 1.17.5 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.
- 1.17.6 Access to CSC property will be denied to any vehicle whose content, in the Warden's opinion, presents a risk to institutional security.
- 1.17.7 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 Warden.
-

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

1.17.8 Subject to prior authorization by the Warden, 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.

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

1.18. CONSTRUCTION WORKER MOVEMENT ON INSTITUTIONAL PROPERTY

1.18.1 Subject to the need to maintain adequate security, the Warden will allow the Contractor and the Contractor's employees as much freedom of action and movement as possible.

1.18.2 Notwithstanding the above paragraph, the Warden 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.

1.19. SUPERVISION AND INSPECTION

1.19.1 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.

1.19.2 CSC employees will ensure that workers clearly understand the need for surveillance and inspections at the start and for the duration of the work.

1.20. WORK STOPPAGE

1.20.1 The Warden 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.

1.20.2 The Contractor shall inform the Warden of the situation within twenty-four (24) hours following the work stoppage.

1.21. CONTACT WITH INMATES

1.21.1 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.

1.21.2 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.

1.22. COMPLETION OF WORK

1.22.1 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. PROJECT CLEANLINESS

- 1.1.1. Maintain work in tidy condition, free from accumulation of waste products and debris;
- 1.1.2. Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris;
- 1.1.3. As required, provide on-site containers for collection of waste materials and debris;
- 1.1.4. Dispose of waste materials and debris off-site at end of each working day;
- 1.1.5. Store volatile waste in covered metal containers, and remove from premises at end of each working day;
- 1.1.6. Clean existing roads used by Contractor's vehicles each day.

1.2. FINAL CLEANING

- 1.2.1. Sweep and clean paved areas and tidy remainder of grounds;

1.3. MEASUREMENTS FOR PAYMENT PURPOSES

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

END OF SECTION



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1.2 TECHNICAL REQUIREMENTS

1 GENERAL INFORMATION

1.1 SECTION CONTENT

1.1.1 This section describes the electrician and apprentice electrician service.

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).
- 1.2.4 Material Safety Data Sheets (MSDS).

1.3 CODES AND STANDARDS

- 1.3.1 The Contractor shall complete the work in accordance with the National Building Code of Canada (NBC) 2015, the Canadian Electrical Code and any other applicable provincial or municipal codes. In the event of any inconsistency or conflict, the stricter requirements shall prevail.
 - 1.3.2 Comply with all the requirements of the Quebec Construction Code – chapter V Electricity
 - 1.3.3 Carry out all work in accordance with the CAN/CSA Z462-12 Workplace Electrical Safety Standard
 - 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
 - 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
 - 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&entqr=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.

1.4 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 maintenance, replacement, modification and addition of new components to the electrical network facilities. The work will be carried out on various types of networks:
- 1.4.2.1 Electric network low tension (750V and lower)**
- 1.4.3 The Contractor shall provide labor, materials and equipment required for the full and consistent implementation of the work requested.
- 1.4.4 Generally, materials will be supplied by CSC. Contractor shall, upon CSC representative's request, supply with missing materials to allow completion of works on a daily basis. It will also be possible that CSC representative requires that the needed materials shall be provided by the contractor. Might that be the case, contractor shall present the list of materials and detailed pricing with profit percentage as specified by the present quotation documentation.
- 1.4.5 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 Offer.
- 1.4.6 The contractor shall have the necessary tools and equipment in his truck to perform the works required by CSC representative according to the Call-up.

Equipment that the Contractor must provide at no cost:

- truck with:
 - 20 and 30 foot ladder
 - 6, 8, and 10 foot stepladders
 - Hilti hammer drill, with 3/16" to 2" drill bits
 - cordless drill
 - portable band saw
 - power saw
 - 1/2 electric drill
 - hole saw, 1/2 to 4 inches
 - shop vacuum
 - mechanical bender for 1/2", 3/4" and 1" EMT conduit
-

- electrician's basic tool bag
- 3 50-foot electric extension cords
- 2 portable bobbins for wire reels
- drop light
- Brady wire marker
- tape measure
- iron saw
- 3 padlocks and 1 15-foot, 3/8" chain
- wire puller for 100 feet of 1/8 wire
- multimeter
- ammeter
- Personal protective equipment, such as protection against electric arcs and shocks
- Class A-B-C fire extinguisher, 10 lb

Materials:

- 1/2" to 1" EMT conduit (100 feet of each)
- EMT Hardware
- #14, #12, #10 xlink wires in four colours
- 10 feet of cantruss in 7/8 and 1^{5/8}
- 1/2" and 3/8" threaded rods
- #14 and #12 BX armoured cable
- various sized boxes and covers (4x4, 4x4^{11/16}, 6x6)
- Wire connectors of various sizes
- Electric tape

List of equipment that the Contractor must provide at no cost and upon request when arriving at the institution.

- electric tugger
- 400 feet of 3/4" nylon cable
- 400 feet of 1/4" nylon cable
- set of pulleys for pulling
- 2"-4" hydraulic press brake
- 1/2" to 4" die heads
- wire puller for 200 feet of 1/4" wire
- bobbins for wire reels of 2 feet in diameter
- enclosed-space personal equipment :Harness, 4 gas detector, tripod, support cable, carabiner
- sledgehammer, pick, round shovel, rake
- chain hoist, hand winch
- 1 x10 kW 120-240 V generators

- Brady wire and panel marker
- compression pliers for #6 AWG - 500 MCM wires
- PVC hose 1/2" to 2" in diameter and 30" in length
- PVC dryer
- isolation and phase rotation tester

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.
 - 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 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 based on an hourly rate and issued upon receipt of the invoices.
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1.7 SERVICE CALLS FOR EMERGENCY WORK

- 1.7.1 For emergency work, the Contractor shall begin the work within **3 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, materials upon CSC representative's request, tools, and equipment necessary to carry out emergency work.
- 1.7.4 The applicable rate for an emergency service call will be based on the invoice rate for the period in which the works were carried out.
- 1.7.5 For the duration of the Administrative Agreement, CSC will guarantee 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 Technical Authority 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 Technical Authority 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 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 Journeyman

1.11.1.2 A Journeyman and a Level-2 Apprentice.

1.11.2 The skill cards must be provided together with the form Institutional acces / visitor's statement 352-Ps-0259 in Section 01 35 13.

1.11.3 The employees of the Contractor should demonstrate skill cards issued by the Construction Committee of Quebec for work.

1.11.3.1 Electricians (companion map of competence approved by CCQ).

1.11.3.2 Help electrician (apprentice 2).

1.11.4 The Contractor shall be able to provide the service by both types of skills.

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.

1.12.3 When working in confined spaces, the Contractor shall provide all the necessary equipment, consonant with norms, including tripod, life cables, carabiners and other components of personal protective equipment.

1.12.4 When working in confined spaces, contractor shall provide all necessary personal protective equipment at no cost.

1.12.5 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 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 PRESENCE OF ASBESTOS

1.15.1 In CSC's installations, there are a lot of materials containing asbestos. These materials have been characterized, and an inventory is taken annually. They are found particularly in the piping

and ventilation insulation, and also in other materials such as joint compound, mortar, stucco, vinyl and acoustic tile, to name only a few. Before drilling or tampering with an existing material, the Contractor is responsible for asking an institutional representative about the presence of asbestos.

- 1.15.2 Inhaling asbestos fibre may be harmful to human health. If, during the course of the work, the Contractor discovers materials that look like asbestos, it must stop the work and notify the CSC representative immediately. Do not resume the work until you have received written instructions from the CSC representative in this regard.

1.16 QUALITY ASSURANCE

- 1.16.1 The Electrical Contractor or one of their employees must be officially recognized as a member in good standing of the Corporation des maîtres électriciens du Québec (CMEQ) and must hold a master electrician licence issued by the CMEQ in accordance with the Building Act.
- 1.16.2 The Contractor shall provide a copy of its licence issued by the Régie du Bâtiment du Québec (RBQ) in the categories required for the work, or at least the following category: **16 Electrical Contractor**.

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 CSC Technical Authority.

2. PRODUCTS

2.1. BUILDING WIRING

- 2.1.1. Copper conductors designed for a voltage of 1000V type RW90.

- 2.1.2. Copper conductors designed for TI network

2.2. CABLE TECK

- 2.2.1. Copper conductor

- 2.2.2. The thermosetting insulating polyethylene, chemically cross linked, RW90 type designed for a voltage of 1000 V.

2.3. ARMOURED CABLES (BX)

- 2.3.1. Copper conductor

- 2.3.2. AC90-type cables

- 2.3.3. Metal aluminum armor

2.4. OUTLET BOXES OR BYPASS

- 2.4.1. Galvanized steel boxes

2.4.2. Molded boxes type FS or FD aluminum

2.5. PIPES

2.5.1. Rigid metal conduit according to CSA C22.2 No. 45 galvanized steel screw

2.5.2. Metal EMT conform to CSA C22.2 No. 83, provided with connection

2.5.3. Rigid PVC conduit in accordance with CSA C22.2 No. 211.2

2.5.4. Flexible Metal Conduit in accordance with CSA C22.2 no56, aluminum watertight liquid

2.6. SCRAPS DISPOSAL

2.6.1. Scrap ducts, son and electrical or electronic accessories should be placed in containers identified by the CSC. Debris are disposed on the working time charged to CSC. The CSC representative will advise the worker to go wear scrap.

3. PERFORMANCE

3.1. WIRES AND CABLES

3.1.1. Use copper conductors in conduits such RW90

3.1.2. Teck use in wet areas with presence of raceway

3.1.3. Use armored cable (BX type) for connection of luminaries from the junction box.

3.2. BOXES

3.2.1. Use galvanized steel boxes for flush mounting

3.2.2. Use boxes type FS or FD-mounting

3.3. PIPES

3.3.1. Use rigid conduit in places where inmates can remain without constant supervision (location indicated by the CSC representative)

3.3.2. Use rigid conduits within 2400 mm in height in places where vehicles or equipment run.

3.3.3. Use metal conduit EMT except conduits embedded in concrete

3.3.4. Use rigid PVC conduit in the case of pipes embedded in the concrete

3.3.5. Use flexible metal conduit for connection of motors (maximum length of 1 meter) and flexible metal conduit liquid tight in places where there is a risk of splashing or in corrosive environments.

3.4. FIRE SAFETY AND PROTECTION OF PLANTS

3.4.1. For hot work where an open flame must be used, follow these additional precautions: Inform the CSC representative and wait for issuance of a hot work permit before starting work.

3.4.2. At the end of each working day, use a heat gun detector to detect any outbreak of fire may smolder. The site organization must allow the presence of workers at least one hour after completion of welding. An inspection must be made at the end of daily work by an employee of the Contractor. At the end of each day, a written report, signed and dated must be submitted to the CSC representative certifying that the inspection was done according to the requirements.

- 3.4.3. Never solder directly on the wood of the flame strips must be provided when applicable.
- 3.4.4. Very carefully to ensure the cleanliness of the site and always have a hose off when possible and at least one fire extinguisher UL listed Class A, B and C loaded and in perfect condition throughout the implementation, within 6 meters of each torch.
- 3.4.5. Observe the safety instructions accompanying data sheets sealants.
- 3.4.6. Ensure that the location where the torch is placed is not located near flammable or combustible materials.
- 3.4.7. In no case the torch flame should enter an area where it is not visible or can't be controlled easily.
- 3.4.8. Report to the CSC representative welding work anticipated and safeguards put in place to perform the work. The technical authority shall make the necessary checks before allowing welding. The Contractor shall advise when the work is completed.

END OF SECTION
