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Canada

Correctional Service  
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LA SÉCURITÉ,  
LA DIGNITÉ  
ET LE RESPECT  
POUR TOUS

SAFETY, RESPECT  
AND DIGNITY  
FOR ALL

## TECHNICAL SPECIFICATIONS

# CARPENTER AND APPRENTICE CARPENTER SERVICES

CSC Title and File Number:  
21301-19-2952099

**Port-Cartier and Donnacona Institutions and Marcel-Caron CCC**

Prepared by:  
TECHNICAL SERVICES  
CORRECTIONAL SERVICE CANADA

May 2018

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# 1.1 GENERAL REQUIREMENTS

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## 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, tools and, when required by the CSC representative, the supply for carpenter and apprentice carpenter (level 1) services at the following institutions:

- a) Donnacona Institution  
1537, Road 138  
Donnacona, Quebec  
G3M 1C9
- b) Marcel-Caron CCC  
825, Kirouac Street  
Quebec, Quebec  
G1N 2J7
- c) Port-Cartier Institution  
1, Chemin de l'Aéroport  
Port-Cartier, Québec  
G5B 2W2

1.1.2. The work required for each call-up will be indicated on the plans provided by the institution's works department representative.

1.1.3. 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 will establish the hours of work based on the type of work. For safety and time optimization reasons, the CSC representative may require that Contractor's employees bring a meal to eat on the work site.

1.2.2. The work week is Monday through Friday, from 8:00 to 16:00 each day.

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 Warden as soon as the Contractor becomes aware of this necessity and must then follow the Warden'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 work must be performed on weekend or statutory holiday 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.

#### **1.4. 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 carry out the work within five (5) days 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's technical authority.
- 1.5.2. Based on the work schedule submitted, the CSC Technical Authority shall make draft revisions to work progress as he/she sees fit. The Contractor will update the work schedule with the approval and collaboration of the CSC Technical Authority.

#### **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 at 1.6.1, 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 approval by the CSC Technical Authority.

**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 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 request shall be made. For institutional safety 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. 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.

**1.12. PRESENCE OF ASBESTOS**

- 1.12.1. Removing asbestos fibers that was sprayed or applied by trowel can be a health hazard. During the work, should the Contractor discover materials similar to asbestos applied in such manner, he must immediately cease operation and notify the CSC representative as soon as possible. Work cannot be resumed without written authorization from the CSC representative.
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**1.13. LOCATION OF VARIOUS TYPES OF DEVICES AND EQUIPMENT**

- 1.13.1. The locations of the various types of surface and underground devices and equipment included in the drawings or specified shall be considered approximate.
- 1.13.2. When required by the institution's works department representative, the Contractor shall submit location plans indicating the relative positions of the various types of exposed equipment and systems in the work area.

**1.14. CLEAN-UP**

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

**1.15. DISPOSAL OF EXCAVATED MATERIALS**

- 1.15.1. 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.

**1.16. ADDITIONAL DRAWINGS**

- 1.16.1. 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.
- 1.16.2. 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**

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## 1. GENERAL

### 1.1. PURPOSE

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

### 1.2. DEFINITIONS

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

- a) intoxicants including alcohol, drugs or narcotics;
- b) weapons or parts thereof, ammunition and objects intended to kill, maim or disable 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
- g) 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 superintendant of an institution, as applicable.
  - d) "Contractor's employee": An employee of the principal contractor or a sub-contractor, equipment operators, material suppliers, assessment or inspection firms or regulatory agencies.
  - e) "perimeter": Area of the institution surrounded by fences or walls to block inmate movement.
  - f) "Construction zone": Areas as specified on project plans where the Contractor is authorized to work. This may be an area outside the institutional security compound.
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### **1.3. PRELIMINARY MEASURES**

1.3.1 Prior to the commencement of work, the Contractor shall meet with the Warden to:

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

1.3.2 The Contractor shall:

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

### **1.4. CONTRACTOR'S EMPLOYEES**

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 the Request to Access a Federal Institution.

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

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

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

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

1.4.5 Any person will be immediately directed to leave the institution if such person:

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

### **1.5. VEHICLES**

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

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**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 may limit the number and type of vehicles permitted on institutional property at any time.

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

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

1.5.4 If the 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 wire mesh.

## 1.6. PARKING

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

## 1.7. DELIVERIES

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

## 1.8. COMMUNICATION DEVICES

1.8.1 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.

1.8.2 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 from the institution. Include the following list.

1.9.2 Keep an updated list of the tools and equipment specified above 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 institutional 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 start and end of each construction project;
  - b) weekly, if the project lasts over one week

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

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

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

## 1.10. 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 Contractor's employees 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 Hand over all dismantled 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 Contractor's employees 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 Contractor's employees 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 property.

1.14.2 If contraband is 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.

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**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, Contractor's employees 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.
- 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 Contractor's employees 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**

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- 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 Contractor's employees must remain on site during coffee/health 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. 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 work or, as applicable, upon handover of the premises, the Contractor shall remove all material, tools and equipment from the institution.

**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 01 74 11**



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## 1.2 TECHNICAL REQUIREMENTS

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## **1 GENERAL INFORMATION**

### **1.1 SECTION CONTENT**

1.1.1 This section describes Carpenter/Joiner and Apprentice Carpenter/Joiner services.

### **1.2 REFERENCES**

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

1.2.2 The Act respecting occupational health and safety (R.S.Q., c. S-2.1) and the Regulation respecting occupational health and safety (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**

1.3.1 The Contractor must 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 must prevail.

1.3.2 The Contractor must comply with all the requirements of the Treasury Board Fire Protection Standards, the National Building Code of Canada, and the National Fire Code of Canada (NFCC).

### **1.4 EQUIPMENT LIST**

1.4.1 List of minimum equipment and materials that the Contractor must have when it comes to the institution:

#### **Equipment:**

- truck with:
- 30-foot ladder
- 6-, 8- and 10-foot stepladders
- sufficient number of toolboxes with a complete assortment of basic hand tools
- sufficient number of extension cords
- Hilti hammer drill, 3/16" to 2"
- cordless drill
- power saw
- cordless drill
- 5 000-watt generator, if necessary
- concrete saw, percussion drill
- safety harness for every employee

#### **Materials:**

- Any basic hardware required for joinery work
-

## **1.5 PERMITS AND REGULATIONS**

- 1.5.1 The Contractor must comply with all the legislation and regulations related to the work at the federal, provincial and municipal levels, as if it were working for someone other than the Crown.
- 1.5.2 The Contractor must pay for all permits, certificates and licences required to carry out the work. At the request of the Technical Authority, the Contractor must provide proof that it meets its legal obligations relating to said permits, certificates and licences.

## **1.6 CALL-UP AWARD**

- 1.6.1 All call-ups must 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, must head to the work site at its own expense to assess the scope of the work.
- 1.6.3 Prior to each contract, CSC must provide a plan of the targeted facilities and the Contractor must develop an operation strategy and submit it in writing for CSC's approval.
- 1.6.4 Upon receipt of the preliminary assessment sheet, the Technical Authority must authorize the work in writing and define the terms and conditions of the project work.
- 1.6.5 The Contractor's representatives that carry out the work must 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 must be verified and approved by the Technical Authority. The representatives must obtain the Technical Authority's signature to ensure the validity of the document.
- 1.6.6 The worksheets must be submitted at the end of every work day.
- 1.6.7 Billing information must be entered on the invoice slips provided by CSC and justified by the valid worksheets.
- 1.6.8 The Contractor must advise the Technical Authority when work progress reaches 75%. Should the Contractor believe that the preliminary assessment will be exceeded, it must inform the Technical Authority when progress reaches 75% or beforehand. If the Contractor fails to submit a progress report, intentionally or unintentionally, it cannot bill hours that have not been approved.
- 1.6.9 Any delays that may incur additional costs for CSC may be debited from the Contractor's account.
- 1.6.10 For the duration of the Standing Offer, CSC will guarantee three (3) hours for each service call. Time paid must be calculated based on arrival and departure times at the institution.
- 1.6.11 Payment for services rendered must be based on an hourly rate and issued upon receipt of the invoices.
- 1.6.12 Any changes made after this invitation will not affect the established rates.

## **1.7 SERVICE CALLS FOR EMERGENCY WORK**

- 1.7.1 For emergency work, the Contractor must begin the work within 3 hours of receiving confirmation by phone or other means from the Technical Authority or as soon as possible.
  - 1.7.2 The Contractor must provide an emergency phone number where it can be reached and must be available 24/7.
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- 1.7.3 The Contractor must provide the qualified labour, parts, materials, tools, and equipment necessary to carry out emergency work.
- 1.7.4 There is a difference between emergency work and work planned outside of business hours:
- 1.7.4.1 *Emergency work* is a service call made by the institution requiring the Contractor's immediate mobilization with less than 24 hours' notice, regardless of the rate period during which the work is carried out.
  - 1.7.4.2 *Planned work* is a service call made by the institution with at least 24 hours' notice. The call-up award protocol described in paragraph 1.6 of this section can be applied in its entirety.
- 1.7.5 The rate for an emergency service call can only be applied to that service call.
- 1.7.6 For the duration of the Administrative Agreement, CSC will guarantee three (3) hours for each emergency service call. Time paid must 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 construction: The Contractor must immediately inform the Technical Authority of the situation and try to limit the damage as much as possible while making sure not to endanger itself or others.
- 1.8.2 The Contractor must inform the Technical Authority 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 must carry it out during the hours established by the Technical Authority while disrupting institutional activities and operations as little as possible.
- 1.9.2 The Contractor must submit the work schedule to the CSC Technical Authority and obtain its approval at least 48 hours in advance regarding any stoppage or disruption of existing networks or services. Stoppages will be carried out in accordance with the approved schedule and the Technical Authority will be given advance notice.

## 1.10 PROVISION OF MATERIALS

- 1.10.1 The Contractor may provide utility parts and materials upon request. The materials provided must be previously approved by the Technical Authority and indicated on the worksheet signed by the Technical Authority at the end of every work day.

## 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 an Apprentice
- 1.11.2 Upon request by CSC, The Contractor's employees must demonstrate that they have trade certificates issued by the Commission de la Construction de Québec to perform the work.

1.11.3 The Contractor must be able to provide carpenter/joiner and apprentice carpenter/joiner services.

## **1.12 QUALITY ASSURANCE**

1.12.1 The Contractor must 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:

1.12.1.1 General Contractor

1.12.2 For repair and restoration work, CSC may require that the Contractor have at least five (5) years' experience.

## **1.13 INSPECTION AND ACCEPTANCE OF WORK**

1.13.1 The Contractor must complete the work satisfactorily, with diligence, and according to trade practices. Any call-up work or small-scale projects falling under this Standing Offer must be subject to inspection and acceptance by the Technical Authority.

## **1.14 SECURITY CONTROL**

1.14.1 The Contractor cannot leave the work site without notifying the CSC Technical Authority.

## **2 PRODUCTS**

## **3 EXECUTION**

### **3.1 PRESENCE OF ASBESTOS**

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

**END OF SECTION 22 10 00**

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