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## **INVITATION TO TENDER (ITT)**

### **PROJECT TITLE:**

**Construction of Pedestrian Entrance Canopy and Roof Modifications at CFIA's  
Quarantine Inspection Station located at Woodstock New Brunswick (Border  
Crossing at Houlton, ME)**

### **TENDER CLOSING DATE AND TIME:**

**November 16, 2018 @ 3:00 p.m. hours (ADT)**

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### **EMAIL TENDER TO:**

**Canadian Food Inspection Agency (CFIA)  
Aimée Legault  
Email : Aimee.Legault@canada.ca  
ITT # E0197**

### **IMPORTANT NOTICE TO BIDDERS**

**Tenders must be delivered to the email address indicated above prior to the tender closing date and time. The CFIA will not assume responsibility for tenders received after the tender closing date and time. Tenders directed to any location other than that stated above will not be considered. The CFIA will not assume responsibility for misdirected tenders.**

### **WEB SITES**

The connection to some of the Web sites in the solicitation documents is established by the use of hyperlinks. The following is a list of the addresses of the Web sites:

Insurance Terms

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R/R2900D/2>

Certificate of Insurance Appendix D

SACC Manual

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

Schedules of Wage Rates for Federal Construction Contracts

[http://www.rhdcc-hrsdc.gc.ca/eng/labour/employment\\_standards/contracts/schedule/index.shtml](http://www.rhdcc-hrsdc.gc.ca/eng/labour/employment_standards/contracts/schedule/index.shtml)



## **TABLE OF CONTENTS - INTRODUCTION**

**This ITT is divided into seven parts plus appendices and schedules, as follows:**

- PART 1 – GENERAL INFORMATION:** Provides a general description of the requirement and additional general information on debriefings and conflict of interest. Refers to the Work Specification under Schedule 1.
- PART 2 – BIDDER INSTRUCTIONS:** Provides the instructions, clauses and conditions applicable to this ITT, and refers to additional General Instructions to Bidders identified as **R2710T**. States that the Bidder agrees to be bound by the clauses and conditions contained in all parts of this ITT.
- PART 3 – TENDER PREPARATION INSTRUCTIONS:** Provides bidders with instructions on how to prepare their tender, and refers to additional General Instructions to Bidders identified as **R2710T**. More particularly, it is a mandatory requirement that bidders use and submit the Tender and Acceptance Form (provided under Appendix A). The Tender and Acceptance Form specifies mandatory information that must be provided by the bidders.
- PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION:** Indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the tender and the basis of selection, as applicable.
- PART 5 – CERTIFICATIONS:** Indicates the certification requirements applicable under this ITT and the resulting contract.
- PART 6 – FINANCIAL AND OTHER REQUIREMENTS:** Includes specific requirements that must be addressed by bidders at the tender closing date and time, or prior to contract award, as applicable. Refer to all relevant clauses and conditions set out in the SACC Manual issued by PWGSC.
- PART 7 – RESULTING CONTRACT CLAUSES:** Refers to the Tender and Acceptance Form (provided under Appendix A) which specifies the documents, clauses and conditions that will apply to any resulting contract (including Appendix B in the case of a joint venture, Schedule 1, and clauses incorporated by reference).

**The following documents are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC), and form part of this ITT.**

**R2710T (2015-07-03) General Instructions to Bidders. Reference to R2710T, GI08 Bid Security Requirements; paragraph 1) is hereby amended as follows:**

**Delete:** The Bidder shall submit a bid security with the bid in the form of a bid bond or a security deposit in an amount that is equal to not less than 10 percent of the bid amount.

**Insert:** The Bidder shall submit a bid security with the bid in the form of a bid bond or a security deposit in the amount of \$5,000.00. (For more details, refer to **PART 6 FINANCIAL AND OTHER REQUIREMENTS, Article 1 Bid Deposit**, of the ITT).

**The following is a list of all appendices and schedules that are attached hereto and form part of this ITT:**

**APPENDIX A – TENDER AND ACCEPTANCE FORM, RESULTING CONTRACT CLAUSES**  
**APPENDIX B – JOINT VENTURE CERTIFICATION**  
**APPENDIX C – CONTRACT ADMINISTRATION FORMS**  
**APPENDIX D – CERTIFICATE OF INSURANCE**  
**SCHEDULE 1 – WORK SPECIFICATIONS**  
**SCHEDULE 2 – DRAWINGS**

## **PART 1 – GENERAL INFORMATION**

### **1. Summary**

- 1.1 Only one contract may result from this competitive ITT. Work under the resulting contract will involve the addition of a new pedestrian entrance canopy and roof modifications at CFIA's Quarantine Inspection Station located at 1403 route 95, Woodstock NB as detailed in Schedule 1 - Work Specifications.
- 1.2 The work under any resulting contract is to be completed no later than December 15, 2018.

### **2. Debriefings**

- 2.1 After contract award, bidders may request a debriefing on the results of the ITT. Bidders should make the request to the Contracting Authority within 15 working days of receipt of notification that their tender was unsuccessful. The debriefing may be provided in writing, by telephone or in person.

### **3. Conflict of Interest – Unfair Advantage**

- 3.1 In order to protect the integrity of the procurement process, bidders are advised that the CFIA may reject a tender in the following circumstances:
  - (a) if the Bidder, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the ITT or in any situation of conflict of interest or appearance of conflict of interest;
  - (b) if the Bidder, any of its subcontractors, any of their respective employees or former employees had access to information related to the ITT that was not available to other bidders and that would, in the CFIA's opinion, give or appear to give the Bidder an unfair advantage.
- 3.2 The experience acquired by a bidder who is providing or has provided the goods and services described in the ITT (or similar goods or services) will not, in itself, be considered by the CFIA as conferring an unfair advantage or creating a conflict of interest. This bidder remains however subject to the criteria established above.
- 3.3 Where the CFIA intends to reject a tender under this section, the Contracting Authority will inform the Bidder and provide the Bidder an opportunity to make representations before making a final decision. Bidders who are in doubt about a particular situation should contact the Contracting



Authority before the tender closing date and time. By submitting a tender, the Bidder represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Bidder acknowledges that it is within the CFIA's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

#### 4. Code of Conduct for Procurement

4.1 This ITT incorporates the Code of Conduct for Procurement issued by Public Works and Government Services Canada (PWGSC) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/index-eng.html>). To comply with the Code of Conduct for Procurement, bidders must respond to bid solicitations in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements stipulated in the bid solicitation and resulting contract, submit bids and enter into contracts only if they will fulfill all obligations of the contract. To ensure fairness, openness and transparency in the bidding process, the following activities are prohibited:

- (a) payment of a contingency fee by any party to a contract to a person to whom the *Lobbying Act*, 1985, c. 44 (4th Supplement) applies;
- (b) corruption and collusion in the bidding process for contracts for the provision of goods and services.

4.2 By submitting a tender, the Bidder certifies that it meets the above requirements.

4.3 Bidders further understand that the commission of certain offences may render them ineligible to be awarded a contract. By submitting a tender, the Bidder declares that it has never been convicted of an offence under section 121 (*Frauds on the government and Contractor subscribing to election fund*), section 124 (*Selling or Purchasing Office*), section 380 (*Fraud committed against Her Majesty*) or section 418 (*Selling defective stores to Her Majesty*) of the Criminal Code of Canada, or under paragraph 80(1)(d) (*False entry, certificate or return*) subsection 80(2) (*Fraud against Her Majesty*) or section 154.01 (*Fraud against Her Majesty*) of the *Financial Administration Act*.

#### 5. Estimated Budget

5.1 The budget to complete all work described in this ITT is estimated at **\$ 30,000.00** plus applicable taxes. This disclosure of project funds does not commit the CFIA to pay such amount.

## PART 2 – BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

1.1 All instructions, clauses and conditions identified in this ITT by number, date and title are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada (PWGSC).

These instructions, clauses and conditions identified in this ITT and resulting contract are incorporated by reference into and form part of this ITT and resulting contract as though expressly set out in the ITT and resulting contract.

1.2 Bidders who submit a tender agree to be bound by the instructions, clauses and conditions of this ITT and accept the clauses and conditions of the resulting contract.

1.3 Any references made to “PWGSC”, “Canada”, “Her Majesty” or the “Minister” in the documents, clauses and conditions applicable to this ITT and resulting contract shall be a reference made to the CFIA, unless the context indicates otherwise.



## **2. Appendix A (Construction Tender Instructions)**

- 2.1 R2710T (2015-07-03) General Instructions to Bidders is reference herein and forms part of this ITT; it contains instructions to bidders that apply to this ITT. If there is a conflict between the provisions of R2710T and this ITT document, this ITT document prevails.
- 2.2 Without limiting the generality of sections 5 and 11 of Appendix A, the CFIA reserves the right to:
- (a) reject any or all tenders received in response to the ITT;
  - (b) enter into negotiations with bidders on any or all aspects of their tenders;
  - (c) accept any tender in whole or in part without negotiations;
  - (d) cancel the ITT at any time;
  - (e) reissue the ITT;
  - (f) if no responsive tenders are received and the requirement is not substantially modified, reissue the ITT by inviting only the bidders who bid to resubmit tenders within a period designated by the CFIA; and,
  - (g) negotiate with the sole responsive Bidder to ensure best value to the CFIA.

## **3. Definition of Bidder**

- 3.1 "Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a tender to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.

## **4. Submission of Tenders**

- 4.1 The CFIA requires that each tender, at the tender closing date and time or upon request from the Contracting Authority, be signed by the Bidder or by an authorized representative of the Bidder; the signature is required in Appendix A, under the signature block reserved for the Bidder. (If a tender is submitted by a joint venture Bidder, it is requested to also complete and sign Appendix B and to submit it along with Appendix A)
- 4.2 It is the Bidder's responsibility to:
- (a) obtain clarification of the requirements contained in the ITT, if necessary, before submitting a tender;
  - (b) prepare its tender in accordance with the instructions contained in the ITT;
  - (c) submit by the tender closing date and time a complete tender;
  - (d) send its tender to the address specified on page 1 of the ITT;
  - (e) ensure that the Bidder's name, return address, the ITT number, and ITT closing date and time are clearly visible on the envelope or the parcel(s) containing the tender; and,
  - (f) provide a comprehensible and sufficiently detailed tender, including all requested pricing details, that will permit a complete evaluation in accordance with the criteria set out in the ITT.
- 4.3 Tenders will remain open for acceptance for a period of not less than sixty (60) days from the tender closing date and time of the ITT. The CFIA reserves the right to seek an extension of the tender validity period from all responsive bidders in writing, within a minimum of three (3) working days before the end of the tender validity period. If the extension is accepted by all responsive bidders, the CFIA will continue with the evaluation of the tenders. If the extension is not accepted by all



responsive bidders, the CFIA will, at its sole discretion, either continue with the evaluation of the tenders of those who have accepted the extension or cancel the ITT.

- 4.4 Tender documents and supporting information may be submitted in English or French.
- 4.5 Tenders received on or before the stipulated tender closing date and time will become the property of the CFIA and will not be returned. All tenders will be treated as confidential, subject to the provisions of the *Access to Information Act*, R.S. 1985, c. A-1 and the *Privacy Act*, R.S. 1985, c. P-21.
- 4.6 Unless specified otherwise elsewhere in the ITT, the CFIA will evaluate only the documentation provided with a bidder's tender. The CFIA will not evaluate information such as references to Web site addresses where additional information can be found, or technical manuals or brochures not submitted with the tender.

## 5. Late Tenders

- 5.1 The CFIA will return tenders delivered after the stipulated tender closing date and time.

## 6. Delayed Tenders

- 6.1. A tender delivered to the CFIA National Procurement & Contracting Service Centre, Commissionaire/Reception Desk (as specified at page 1 of the ITT) after the tender closing date and time will NOT be considered. Misrouting, traffic volume, weather disturbances, labour disputes or any other causes for the late delivery of tenders are not acceptable reasons for the tender to be accepted by the CFIA.

## 7. Legal Capacity

- 7.1 The Bidder must have the legal capacity to contract. If the Bidder is a sole proprietorship, a partnership or a corporate body, the Bidder must provide, if requested by the Contracting Authority, a statement and any requested supporting documentation indicating the laws under which it is registered or incorporated together with the registered or corporate name and place of business. This also applies to bidders submitting a tender as a joint venture.

## 8. Enquiries and Other Communications – Solicitation Period

- 8.1 To ensure the integrity of the competitive tender process, enquiries and other communications regarding this ITT, from the issue date of the ITT up to the tender closing date and time, are to be directed ONLY to the Contracting Authority named below. Enquiries and other communications are not to be directed to any other government official(s). Failure to comply with this requirement may result in the tender being declared non-responsive.

### Contracting Authority:

Aimée Legault

Contracting Officer

TEL: 613-773-7672

E-mail: [aimee.legault@canada.ca](mailto:aimee.legault@canada.ca)

- 8.2 All Enquiries must be received prior to 13:00 hours, Ottawa time, **2 (two) working day** prior to the tender closing date and time to allow sufficient time to provide a response. Enquiries received after this date and time may not be answered.



- 8.3 All enquiries must be in writing. Bidders should reference as accurately as possible the numbered item of the ITT to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable the CFIA to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where the CFIA determines that the enquiry is not of a proprietary nature. The CFIA may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by the CFIA.
- 8.4 To ensure consistency and quality of information provided to bidders, significant enquiries received and the replies to such enquiries will be provided simultaneously to bidders to which the ITT has been sent, without revealing the sources of the enquiries.

## **9. Price Justification – Sole Responsive Tender Received**

- 9.1 In the event that the Bidder's tender is the sole responsive tender received, the Bidder must provide, on the request of the CFIA, one or more of the following price justification:
- (a) a current published price list indicating the percentage discount available to the Government of Canada; or
  - (b) a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
  - (c) a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
  - (d) price or rate certifications; or
  - (e) any other supporting documentation as requested by the CFIA.

## **10. Conduct of Evaluation**

- 10.1 In conducting its evaluation of the tenders, the CFIA may, but will have no obligation to, do the following:
- (a) seek clarification or verification from bidders regarding any or all information provided by them with respect to the ITT and/or examine their technical, managerial, and financial capabilities to determine if they are adequate to meet the requirements of the ITT, as applicable;
  - (b) contact any or all references supplied by bidders to verify and validate any information submitted by them;
  - (c) request, before award of any contract, specific information with respect to bidders' legal status;
  - (d) conduct a survey of bidders' facilities and/or examine their technical, managerial, and financial capabilities to determine if they are adequate to meet the requirements of the ITT, as applicable;
  - (e) correct any error in the extended pricing of tenders by using unit pricing and any error in quantities in tenders to reflect the quantities stated in the ITT (if applicable to this ITT); in the case of error in the extension of prices, the unit price will govern;
  - (f) verify any information provided by bidders through independent research, use of any government resources or by contacting third parties;
  - (g) interview, at the sole costs of bidders, any bidder and/or any or all of the resources proposed by bidders to fulfill the requirement of the ITT;
  - (h) waive minor irregularities in tenders received if the CFIA determines that the variation of the tender from the exact requirements set out in the ITT can be corrected or waived without being prejudicial to other Bidders.



- 10.2 Bidders will have the number of days specified in the request by the Contracting Authority to comply with any request related to any of the above items. Failure to comply with the request may result in the tender being declared non-responsive.





## 11. Applicable Laws

- 11.1 Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Canada where the work will be performed, and by the federal laws of Canada applicable in that province.

## 12. Mandatory Site Visit

- 12.1 It is mandatory that the Bidder or a representative of the Bidder visit the work site, and failure to comply with this mandatory requirement will result in the tender being declared non-responsive and disqualified. Arrangements have been made for the site visit to be held on the date and time indicated below, and at the location also indicated below:

**Date and Time: November 5, 2018 at 10:00 a.m. (ADT)**

**Location:** 1403 Route 95, Woodstock NB.

**Contact on site:** Karen Ritchie, Area Accommodation Officer

- 12.2 Bidders should communicate in writing with the Contracting Authority (by e-mail to: [aimee.legault@canada.ca](mailto:aimee.legault@canada.ca)) **no later than 2 working days** before the scheduled visit to confirm attendance and provide the names of the person(s) who will attend. Bidders (or their representative, as applicable) will be required to sign an attendance form. Bidders who do not attend or that do not make arrangements to send a representative will not be given an alternative appointment and their tenders will be disqualified. Any clarifications or changes to the ITT resulting from the site visit will be issued as an amendment to the ITT.
- 12.3 In addition to the above requirements, if a tender will be submitted by a joint venture Bidder, it is requested to notify in writing the Contracting Authority (prior to the scheduled site visit) as to whether or not a representative of the joint venture Bidder has been appointed to attend the scheduled visit on behalf of all the members of the joint venture, and to provide the name of that representative member (if applicable) as well as the names of all the members of the joint venture Bidder. If the CFIA receives no such prior confirmation that a representative has been appointed to attend the scheduled visit on behalf of all the members of the joint venture, then all members of the joint venture must attend the scheduled visit, and failure to do so will result in the tender being declared non-responsive. Should a tender be submitted by a joint venture Bidder, it is requested that the Bidder confirms in its tender whether or not a representative of the joint venture Bidder has attended the scheduled visit on behalf of all the members of the joint venture. (For more information as to what may constitute a joint venture Bidder, please consult Appendix B attached to this ITT.)

## 13. Entire Requirement

- 13.1 The ITT documents contain all the requirements relating to the ITT. Any other information or documentation provided to or obtained by a Bidder from any source are not relevant. Bidders should not assume that practices used under previous contracts will continue, unless they are described in this ITT. Bidders should also not assume that their existing capabilities meet the requirements of the ITT simply because they have met previous requirements.

### **PART 3 – TENDER PREPARATION INSTRUCTIONS**

#### **1. Format of Tender - Tender and Acceptance Form (Appendix A)**

1.1 A Tender and Acceptance Form is attached hereto under Appendix A. It is a mandatory requirement that Bidders use and submit the Tender and Acceptance Form (Appendix A) and, more particularly, that bidders specify the MANDATORY INFORMATION as required thereunder. The Tender and Acceptance Form provides a common form (format) in which bidders provide all relevant information for the purposes of the evaluation, contract award and administration of any resulting contract. Failure to submit Appendix A and to specify the mandatory information will result in the tender being declared non-responsive and disqualified.

#### **2. Additional Construction Tender Instructions (R2010T)**

2.1 R2010T contains additional instructions to bidders on how to prepare their tender. If there is a conflict between the instructions of R2010T and Appendix A, the instructions under Appendix A prevail.

### **PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION**

1. Tenders will be assessed in accordance with the entire requirement of the ITT.

2. An evaluation team composed of representatives of the CFIA will evaluate the tenders. The CFIA may hire any independent consultant, or use any Government resources, to evaluate any tender. Not all members of the evaluation team will necessarily participate in all aspects of the evaluation.

3. If the CFIA seeks clarification or verification from the Bidder about its tender, the Bidder will have 2 working days (or a longer period if specified in writing by the Contracting Officer) to provide the necessary information to the CFIA. Failure to meet this deadline will result in the tender being declared non-responsive.

4. If the CFIA wishes to survey the Bidder's facilities, the Bidder must make its facilities available for this purpose within 2 working days (or a longer period if specified in writing by the Contracting Officer) of a request by the Contracting Authority.

5. If the CFIA conducts reference checks, wherever information provided by a reference differs from the information supplied by the Bidder, the information supplied by the reference will be the information evaluated.

#### **6. Mandatory Requirements**

6.1 The tender will be reviewed to determine whether it meets the mandatory requirements of the ITT. All elements of the ITT that are mandatory requirements to be met at the tender closing date and time are identified as such, and specifically with the words "must" or "mandatory". Tenders that do not comply with each and every mandatory requirement at the tender closing date and time will be considered non-responsive and be disqualified.

#### **7. Evaluation of Equipment, Material and/or Products**

7.1 Not Applicable



## 8. Conditions Precedent to Contract Award

- 8.1 Wherever this ITT specifies that a requirement is a Condition Precedent to Contract Award, it shall be construed as a requirement that must be met prior to contract award (as opposed to a mandatory requirement that must be met at the tender closing date and time pursuant to section 6 above of PART 4), and the Contracting Authority may, before award of any contract, seek clarification from the Bidder and/or make verification to validate any information submitted by the Bidder in this regard. This includes the right of the CFIA to verify the Bidder's technical, managerial and financial capabilities to adequately meet specific requirements of the work as detailed in this ITT. Failure to comply with the request of the Contracting Authority within the time frame as provided in the request may render the tender non-responsive.

## 9. Basis of Selection

- 9.1 A tender, must meet all the mandatory evaluation criteria and comply with all the other requirements of the ITT, as applicable, to be declared responsive. The responsive tender with the lowest fixed lump sum price (in total, i.e. for all applicable work, including GST/HST) will be recommended for award of a contract.

## PART 5 – CERTIFICATIONS

By submitting a tender, bidders certify that they comply with all the certification requirements applicable under the ITT, and especially those set out in the Tender and Acceptance Form attached hereto as Appendix A. Appendix B includes additional certification requirements for a Bidder submitting a tender as a joint venture.

## PART 6 – FINANCIAL AND OTHER REQUIREMENTS

### 1. Bid Deposit (N/A)

### 2. Bid Financial Security (N/A)

### 3. Insurance Requirements (Condition Precedent to Contract Award)

- 3.1 The Bidder must provide a copy of a **certificate** from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the ITT, can be insured in accordance with the **Commercial General Liability Insurance** requirements specified in R2900D (Insurance Terms) of the SACC Manual, and in the amount of \$2,000,000.00. If there is a conflict between the Insurance Terms of R2900D and the instructions of this ITT, the Instructions of this ITT prevail.
- 3.2 If the information is not provided in the tender, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the tender non-responsive and the tender will be disqualified.
- 3.3 The CFIA reserves the right to require additional insurance requirements in the event of a tender submitted by a Bidder as a joint venture.

## PART 7 – RESULTING CONTRACT CLAUSES



Consult the Tender and Acceptance Form provided under Appendix A, which specifies the documents, clauses and conditions that will apply to any resulting contract.



Resulting Contract No.: \_\_\_\_\_

**APPENDIX A  
TENDER AND ACCEPTANCE FORM  
AND RESULTING CONTRACT CLAUSES**

**PROJECT TITLE: New Pedestrian Canopy and Roof Modifications at CFIA's Quarantine Inspection Station located at Woodstock New Brunswick (Border Crossing at Houlton, ME.)**

**IMPORTANT INSTRUCTIONS TO BIDDERS**

**MANDATORY REQUIREMENTS:** It is a mandatory requirement that bidders use and submit this Tender and Acceptance Form (Appendix A) in response to the ITT, which must be duly completed and signed in accordance with all the applicable instructions. In this Tender and Acceptance Form, where reference is made to "MANDATORY", "MANDATORY CRITERIA" or "MANDATORY REQUIREMENT", it is an important indication to bidders that it is a mandatory requirement that bidders respond fully to the required mandatory information at the tender closing date and time. Failure to submit this Appendix A and failure to meet these mandatory requirements will result in the tender being declared non-responsive and disqualified.

**If a tender is recommended for award of a contract:** The CFIA's acceptance of a tender (Appendix A) duly completed and signed by the successful Bidder must be confirmed in writing by the Contracting Authority, who will sign under the signature block reserved for the CFIA. Upon the Contracting Authority's signature, this document (including the appendices, schedules and any other document attached hereto, as applicable, and the clauses incorporated hereto by reference) will become the Contract between the CFIA and the successful Bidder; such Contract will become effective at the date of the Contracting Authority's signature.

Under any resulting contract, it is understood that a reference made in this Appendix A to the term "Bidder" shall mean a reference made to the term "Contractor", unless the context indicates otherwise.

**If the space provided in this Appendix A to fill in the information is not sufficient, bidders can use a separate sheet and attach it to their tender.**

**A- NAME AND ADDRESS OF THE BIDDER**

Business name (the corporate name, if applicable):

\_\_\_\_\_

Laws under which it is registered or incorporated, as applicable: \_\_\_\_\_

Address of place of business:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address of head office, if applicable (if different than the place of business):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mailing address (if different than the place of business):



\_\_\_\_\_  
\_\_\_\_\_

GST Business Registration No.: \_\_\_\_\_

**CONTACT PERSON FOR THE PURPOSE OF THE TENDER (AN AUTHORIZED REPRESENTATIVE OF THE BIDDER)**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**B- OFFER (AND INFORMATION ON TENDER)**

The undersigned Bidder hereby offers to the CFIA, to furnish all necessary design, labour, materials, products, tools, plant, and equipment, as applicable, and to execute and complete in a satisfactory and workmanlike manner all the work required under any resulting contract and as described in Schedules 1 and 2, for the consideration of the Total Tendered Amount set forth in Part II (Financial Information and Applicable Requirements of this Section B).

**The tables:** Parts I and II below contain tables to be completed by the bidders. If a contract is awarded, these tables (as completed below by the successful Bidder) will form part of any resulting contract, subject to any modification (if applicable) confirmed in writing by the CFIA Contracting Authority.

**PART I: MANAGEMENT (AND EXPERIENCE) INFORMATION AND APPLICABLE REQUIREMENTS**

**1. Proposed Individual(s)**

The Bidder proposes the following individuals for the performance of the work (or any part thereof) under any resulting contract.

It is a **MANDATORY CRITERIA** to include in the table below, **at a minimum**, the name of the individual assigned: (e.g. Site Superintendent, General Contractor's Site Superintendent or Lead Foreman or Subcontractor's Site Superintendent or Lead Foreman.)

NAMES AND TITLE OF PROPOSED INDIVIDUALS (MANDATORY CRITERIA)	BRIEF DESCRIPTION OF THE WORK OR TASKS TO BE PERFORMED



**2. Subcontractor(s)**

Bidders are requested to check mark (✓) the applicable box below to confirm whether parts of the work will be subcontracted under any resulting contract:

No /  Yes

The bidders who want to subcontract any part of the work (only for such bidders) are requested to specify in the table below each part of the work that will be subcontracted under any resulting contract and the name and address of the subcontractor that will perform such part of the work.

PART OF THE WORK	SUBCONTRACTOR (Name and Address)

**3. Experience of the proposed Site Superintendent, General Contractor’s Site Superintendent or Lead Foreman or Subcontractor’s Site Superintendent or Lead Foreman.**

**3.1 The Site Superintendent, General Contractor’s Site Superintendent or Lead Foreman or Subcontractor’s Site Superintendent or Lead Foreman must have a minimum of three (3) roof repair projects.**

**The Bidder must identify three (3) similar projects that they have completed. The project should be comparable in scope of work and value as specified under this ITT. For each project, provide a reference that can be contacted to confirm and validate the identified projects.**

A project will be considered by the CFIA, at its sole discretion, as being “similar” to the work described under this ITT, and especially if the project was similar in scope in terms of value and complexity.

Any past project specified by the Bidder may have been performed by the Bidder and/or any proposed subcontractor and/or any affiliate of the Bidder. In the case of a tender submitted by a joint venture, the tender can describe the previous experience on project(s) of one or more joint venture members to meet the experience requirement on past projects – that is, one similar project could be described for one joint venture member and another project could be described for another joint venture member, as long as the minimum total of number of projects is met (if two members of the joint venture worked on the same project, it will count as one project).



<b>MINIMUM OF 3 SIMILAR PROJECTS</b> (refer to item 3.1 for a more detailed description) (MANDATORY CRITERIA) (It is also requested to include a brief description of each project to facilitate the understanding of the nature of the project. The description should include the name of a reference and their respective phone number)		TITLE/DESCRIPTION	LOCATION	REFERENCE CONTACT, TEL. NO. OR E-MAIL ADDRESS	YEAR COMPLETED
Site Superintendent, General Contractor's Site Superintendent or Lead Foreman or Subcontractor's Site Superintendent or Lead Foreman.	Project #1				
Site Superintendent, General Contractor's Site Superintendent or Lead Foreman or Subcontractor's Site Superintendent or Lead Foreman.	Project #2				
Site Superintendent, General Contractor's	Project #3				





Site Superintendent or Lead Foreman or Subcontractor's Site Superintendent or Lead Foreman.					
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**NOTE:**

If the space provided in the above table to fill in the information is not sufficient, bidders can use a separate sheet and attach it to their tender.

Failure to provide the required (MANDATORY) details as specified in the above table will result in the tender being declared non-responsive and disqualified. Further, if the results of the references contacted cannot confirm and validate the identified projects, the tender will be declared non-responsive and disqualified.

**PART II: FINANCIAL INFORMATION AND APPLICABLE REQUIREMENTS**

**1. Pricing**

Bidders must specify below the Total Fixed Lump Sum Price for the performance of the work under any resulting contract. It is requested that bidders also specify below the applicable GST/HST amount and the Total Tendered Amount.

- 1.1 Total Fixed Lump Sum Price: \$ \_\_\_\_\_, excluding GST/HST.
- 1.2 Applicable GST/HST Amount: \$ \_\_\_\_\_
- 1.3 **TOTAL TENDERED AMOUNT:** \$ \_\_\_\_\_

For greater certainty, the Bidder agrees that the Total Fixed Lump Sum Price quoted above is inclusive of all costs (e.g. for labour, materials, printing, photocopying, materials, equipment, rental, local travel, photographs, profit and overhead costs, sales taxes and other taxes except GST/HST and any other expenses related to the performance of the work under any resulting contract).

Under any resulting contract, the above Total Tendered Amount shall mean the Contract Price for all purposes under the contract.

**2. Conditions Precedent to Contract Award**

If a tender is recommended for award of a contract, the CFIA reserves the right to request the successful Bidder to provide to the Contracting Authority, prior to contract award, a detailed cost breakdown of the labour and materials that will apply and be used in the performance of the work under any resulting contract. At contract award, the CFIA may include the detailed cost breakdown into the resulting contract.



**C- RESULTING CONTRACT CLAUSES**

The following clauses apply to and form part of any contract resulting from the ITT:

1. The Contractor agrees to supply to the CFIA the services and goods described in the Contract, including Schedules 1 and 2, as applicable, in accordance with, and at the prices set out in, the Contract.
2. The **Tender and Acceptance Form (Appendix A)**, as completed and signed by the Contractor and the CFIA, (including the appendices, schedules and any other document attached hereto, as applicable, and the clauses incorporated hereto by reference), constitutes the Contract between the Parties, as amended from time to time in accordance with the terms and conditions of the Contract; it contains the Articles of Agreement applicable to the Contract.
3. **Appendix B (in the case of a Contractor as a joint venture) Appendix C (Contract Administration Forms) and Schedules 1 and 2**, are attached hereto and form part of any resulting Contract; as amended from time to time in accordance with the terms and conditions of the Contract.

**4. General Conditions:**

GC1 – General Provisions	<u>R2810D</u>	(2015-07-09)
GC2 – Administration of the Contract	<u>R2820D</u>	(2016-01-28)
GC3 - Execution and Control of the Work	<u>R2830D</u>	(2015-02-25)
GC4 - Protective Measures	<u>R2840D</u>	(2008-05-12)
GC5 - Terms of Payment	<u>R2850D</u>	(2016-01-28)
GC6 - Delays and Changes in the Work	<u>R2860D</u>	(2016-01-28)
GC7 - Default, Suspension or Termination of Contract	<u>R2870D</u>	(2008-05-12)
GC9 – Contract Security	<u>R2890D</u>	(2014-06-26)
GC10 – Insurance	<u>R2900D</u>	(2008-05-12)

**Supplemental Conditions**

Allowance Costs for Contract Changes Under GC6.4.1	<u>R2950D</u>	(2015-02-25)
GC 3 - Consultant Services	<u>R1220D</u>	(2015-02-25)
Certificate of Insurance Form Appendix D		

- 4.1 Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
- 4.2 Any amendment incorporated by mutual agreement between the CFIA and the Contractor before acceptance of the bid; and
- 4.3 Any amendment or variation of the contract documents that is made in accordance with the General Conditions
- 4.4 The documents identified by title, number and date above are incorporated in the Contract by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>
- 4.5 Schedules of Wage Rates for Federal Construction Contracts is included by reference and may be accessed from the Web site: [http://www.rhdcc-hrsdc.gc.ca/eng/labour/employment\\_standards/contracts/schedule/index.shtml](http://www.rhdcc-hrsdc.gc.ca/eng/labour/employment_standards/contracts/schedule/index.shtml).
- 4.6 The language of the contract documents is the language of the Tender and Acceptance Form submitted.



**5. Period of the Contract and Delivery Date**

- 5.1 The Contract is effective at the date of signature by the Contracting Authority of the Tender and Acceptance Form. The period of Contract ends on December 15, 2018.
- 5.2 The Work shall be performed (and all deliverables must be received) in accordance with the Work schedules applicable under any resulting Contract. The Contractor agrees to complete all Work no later than December 15, 2018.

**6. CFIA Authorities**

- 6.1 The Contracting Authority for the Contract is:  
 Name: Aimée Legault  
 Title: Contracting Officer  
 Name of Organization: CFIA National Procurement and Contracting Service Centre  
 Address: 59 Camelot Drive, Ottawa, ON K1A 0Y9  
 Telephone: 613-773-7672  
 E-mail address: aimee.legault@canada.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority, unless a change in the Work is made in accordance with the General Conditions referenced in Section 4. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority, unless requested or instructed in accordance with the General Conditions referenced in Section 4.

- 6.2 The Technical Project Leader/Authority for the Contract is: *(The Contracting Authority will identify the person at contract award.)*

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Facsimile: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

The Technical Project Leader/Authority is responsible for all matters concerning the technical content of the Work under the Contract. However, changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority, or in accordance with the General Conditions referenced in Section 4.

- 6.3 The Engineer for the Contract is: *(The Contracting Authority will identify the person at contract award.)*

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Facsimile: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_



E-mail address: \_\_\_\_\_

The Engineer's functions and authorities are limited to those specified in the applicable General Conditions (referenced in Section 4) and Schedules 1 and 2. If the General Conditions (referenced in Section 4) and any Schedule conflict, the General Conditions (referenced in Section 4) shall prevail. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority, or in accordance with the General Conditions (referenced in Section 4).

**7. Contractor's Representative(s)**

*(The Contractor will identify the person(s), as applicable, at time of bid closing.)*

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Facsimile: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

**8. Terms of Payment and Invoicing Instructions**

- 8.1 The Contractor will be paid the Contract Price (i.e. the Total Tendered Amount) included herein and in accordance with the Terms of Payment (referenced in Section 4, R2850D), as applicable.
- 8.2 The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when binding for the Contract. The Contractor further agrees that the CFIA will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the CFIA before their incorporation into the Work, all in accordance with the terms and conditions of the Contract.
- 8.3 Invoices are to be submitted to the following contact referencing **ITT No. E0197**:

CFIA-ACIA (*TBD at contract award*)  
 Insert address  
 Telephone:  
 Facsimile:  
 Attention:  
 E-mail address:

**9. Requirements for the Access of the Laboratory Facility/Site:**

- 9.1 The Contractor's personnel requiring access to specific areas of the Laboratory facility/site will be escorted at all times by CFIA personnel or a designate.
- 9.2 As and where requested by CFIA personnel, the Contractor's personnel shall submit a local proof of identity (by means of photo ID) prior to admittance to the facility/site.
- 9.3 The CFIA reserves the right to deny access to any facility/site, or part thereof, of any Contractor's personnel at any time.

**10. Certifications**



- 10.1 Compliance with the certifications provided by the Contractor in its tender is a condition of the Contract and subject to verification by the CFIA during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its tender is untrue, whether made knowingly or unknowingly, the CFIA has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## 11. Applicable Laws

- 11.1 Without limiting the generality of the General Conditions (referenced in Section 4), the Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Canada where the Work is performed, and by the federal laws of Canada applicable in that province.

## 12. Priority of Documents

- 12.1 If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list:
- (a) these Articles of Agreement;
  - (b) General Conditions referenced in Section 4 to the Contract, and Appendix B (in the case of a joint venture Contractor);
  - (c) the PWGSC STANDARD ACQUISITION CLAUSES AND CONDITIONS (SACC) identified herein by ID, title and date (incorporated in the Contract by reference);
  - (d) Schedule 1 and 2 to the Contract;
  - (e) any document attached to the Contractor's tender, if applicable.

## 13. Insurance Requirements

- 13.1 Without limiting the generality of the General Conditions (R2900D), the Contractor must comply with the **Commercial General Liability Insurance** requirements referenced in Section (R2900D Insurance Terms), in the amount of **\$2,000,000.00**. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.
- 13.2 The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

## 14. Insurance Terms

### Insurance Contracts

- (a) The Contractor must, at the Contractor's expense, obtain and maintain insurance contracts in accordance with the requirements of the Certificate of Insurance. Coverage must be placed with an Insurer licensed to carry out business in Canada.
- (b) Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.



2) Period of Insurance

- (a) The policies required in the Certificate of Insurance must be in force from the date of contract award and be maintained throughout the duration of the Contract.
- (b) The Contractor must be responsible to provide and maintain coverage for Products/Completed Operations hazards on its Commercial General Liability insurance policy, for a period of six (6) years beyond the date of the Certificate of Substantial Performance.

3) Proof of Insurance

- (a) Before commencement of the Work, and no later than thirty (30) days after acceptance of its bid, the Contractor must deposit with Canada a Certificate of Insurance on the form attached herein.
- (b) Upon request by Canada, the Contractor must provide originals or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the Certificate of Insurance.

4) Insurance Proceeds

In the event of a claim, the Contractor must, without delay, do such things and execute such documents as are necessary to effect payment of the proceeds.

5) Deductible

The payment of monies up to the deductible amount made in satisfaction of a claim must be borne by the Contractor.

**15. Contract Financial Security (N/A)**

**16. Joint Venture Contractor (if applicable)**

- 16.1 The Contractor confirms that it is a joint venture and that it is comprised of the members listed in Appendix B (Joint Venture Certification).
- 16.2 With respect to the relationship among the members of the joint venture Contractor, each member agrees, represents and warrants (as applicable) that:
  - (a) a member has been appointed by the other members (if specified in Appendix B), as the representative of the joint venture Contractor, and has full authority to act as agent for each member regarding all matters relating to the Contract;
  - (b) by giving notice to the representative of the joint venture Contractor, the CFIA will be considered to have given notice to all members of the joint venture Contractor; and
  - (c) all payments made by the CFIA to the representative of the joint venture Contractor will act as a release by all the members.
- 16.3 All the members agree that the CFIA may terminate the Contract in its discretion if there is a dispute among the members that, in the CFIA's opinion, affects the performance of the Work in any way.



16.4 All the members of the joint venture Contractor are jointly and severally or solidarily liable for the performance of the entire Contract.

16.5 The Contractor acknowledges that any change in the membership of the joint venture (i.e. a change in the number of members or the substitution of another legal entity for an existing member) constitutes an assignment and is subject to the assignment provisions of the General Conditions (referenced in Section 4).

#### **17. Changes to the Tables of the Tender and Acceptance Form**

17.1 No changes can be made to the tables contained herein unless prior written approval has been provided by the Contracting Authority or his/her designated representative, in accordance with the amendment provisions of the General Conditions (referenced in Section 4) of the Contract.

#### **18. Changes to the Scope of Work**

18.1 No changes to the scope of Work can be made unless prior written approval has been provided by the Contracting Authority or his designated representative, as applicable, in accordance with the General Conditions (referenced in Section 4) of the Contract.

#### **19. Replacement of Specific Individuals**

19.1 The Contractor must provide the services of those individuals identified in the Contract to perform the Work unless the Contractor is unable to do so for reasons beyond its control.

19.2 If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to the CFIA. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:

- (a) the name, qualifications and experience of the proposed replacement; and
- (b) proof that the proposed replacement has the required security clearance granted by the CFIA, if applicable.

19.3 The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with section 18.2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

#### **20. Subcontracts**

20.1 If no subcontractor has been identified in the table contained in Section B (Part 1, section 2) at the time of the award of the Contract, the Contractor must, if it wants to subcontract any part of the work, obtain the Contracting Authority's written consent before subcontracting or permitting the subcontracting of any part of the Work. If any subcontractor has been identified in the table in question at the time of the award of the Contract, and if the Contractor wants to replace any such subcontractor or to add any new subcontractor, the Contractor must obtain the Contracting Authority's written consent before subcontracting or permitting the subcontracting of any part of the Work.



- 20.2 In any subcontract, the Contractor must, unless the Contracting Authority agrees in writing, ensure that the subcontractor is bound by conditions compatible with and, in the opinion of the Contracting Authority, not less favourable to the CFIA than the conditions of the Contract.
- 20.3 Even if the CFIA consents to a subcontract, the Contractor is responsible for performing the Contract and the CFIA is not responsible to any subcontractor. The Contractor is responsible for any matters or things done or provided by any subcontractor under the Contract and for paying any subcontractors for any part of the Work they perform.
- 20.4 In the Contractor's opinion the subcontractors named hereunder are reliable and competent to perform that part of the work for which each is listed.

## **21. Conduct of the Work**

- 21.1 The Contractor represents and warrants that:
- (a) it is competent to perform the Work;
  - (b) it has everything necessary to perform the Work, including the resources, facilities, labour, technology, equipment, and materials; and
  - (c) it has the necessary qualifications, including knowledge, skill, know-how and experience, and the ability to use them effectively to perform the Work.
- 21.2 The Contractor must:
- (a) perform the Work diligently and efficiently;
  - (b) except for Government Property, supply everything necessary to perform the Work;
  - (c) use, as a minimum, quality assurance procedures, inspections and controls generally used and recognized by the industry to ensure the degree of quality required by the Contract;
  - (d) select and employ a sufficient number of qualified people;
  - (e) perform the Work in accordance with standards of quality acceptable to the CFIA and in full conformity with the Specifications and all the requirements of the Contract;
  - (f) provide effective and efficient supervision to ensure that the quality of workmanship meets the requirements of the Contract.
- 21.3 The Work must not be performed by any person who, in the opinion of the CFIA, is incompetent, unsuitable or has been conducting himself/herself improperly.
- 21.4 All services rendered under the Contract must, at the time of acceptance, be free from defects in workmanship and conform to the requirements of the Contract. If the Contractor is required to correct or replace the Work or any part of the Work, it will be at no cost to the CFIA.
- 21.5 The CFIA's facilities and personnel are not available to the Contractor to perform the Work unless the Contract specifically provides for it. The Contractor is responsible for advising the Project Leader in advance if it requires access to the CFIA's facilities or personnel to perform the Work. The Contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.
- 21.6 Unless the Contracting Authority orders the Contractor to suspend the Work or part of the Work pursuant to the applicable terms of the Contract, the Contractor must not stop or suspend the Work or part of the Work pending the settlement of any dispute between the Parties about the Contract.





- 21.7 The Contractor must provide all reports that are required by the Contract and any other information that the CFIA may reasonably require from time to time.
- 21.8 The Contractor is fully responsible for performing the Work. The CFIA will not be responsible for any negative consequences or extra costs if the Contractor follows any advice given by the CFIA unless the Contracting Authority provides the advice to the Contractor in writing and includes a statement specifically relieving the Contractor of any responsibility for negative consequences or extra costs that might result from following the advice.

## **22. Specifications and Drawings**

- 22.1 All specifications and drawings provided by the CFIA or on behalf of the CFIA to the Contractor in connection with the Contract belong to the CFIA and must be used by the Contractor only for the purpose of performing the Work.

## **23. Entire Agreement**

- 23.1 The Contract constitutes the entire and only agreement between the Parties and supersedes all previous negotiations, communications and other agreements, whether written or oral, unless they are incorporated by reference in the Contract. There are no terms, covenants, representations, statements or conditions binding on the Parties other than those contained in the Contract.



**D- ACKNOWLEDGEMENT AND CERTIFICATIONS OF THE BIDDER**

By submitting a tender, the Bidder agrees, acknowledges and certifies that:

1. The tender  **is** /  **is not** (place check mark (✓) in the applicable box) submitted as a joint venture. (If the Bidder is a joint venture, complete Appendix B and submit it with the Tender and Acceptance Form. The Tender and Acceptance Form shall either be signed by all members of the joint venture **or** by the member that has been duly appointed to act on behalf of all members of the joint venture (as specified in Appendix B attached herein).)
2. It is competent and has the technical, managerial, and financial capabilities to adequately meet all the requirements of the ITT, as applicable
3. All statements and information specified in and accompanying the tender are accurate and factual, and we (the Bidder) are aware that the CFIA reserves the right to verify any information provided in this regard and that untrue statements may result in the tender being declared non-responsive.
4. Should a verification by the CFIA disclose untrue statements, the CFIA shall have the right to treat any contract resulting from this tender as being in default, to take the work out of the Contractor's hands and to take any other action as deemed appropriate by the CFIA, and the CFIA assumes no liability towards the Contractor, its employees, subcontractors, agents or toward any other person for any damage (including indirect or incidental damage).
5. We have read and agree to be bound by the terms and conditions applicable to this ITT and the resulting contract.
6. This Tender and Acceptance Form, together with the attachments, if any, constitutes the complete tender and is made subject to the provisions contained herein.
7. This tender is irrevocable for 60 days after the tender closing date and time, and in the event that bid security is provided with this tender it will be forfeited if the Bidder refuses a contract as a result of this ITT.
8. This complete Tender and Acceptance Form together with and subject to all the provisions contained herein shall, when accepted and executed on behalf of CFIA constitute a binding Contract between the Contractor and the CFIA.





JOINT VENTURE CERTIFICATION

A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred as a consortium, to bid together on a requirement.

**NOTE TO BIDDERS:** If the space provided below to fill in the requested information is not sufficient, please attach to this Appendix B additional page(s) as necessary to complete with all relevant information. It is requested to Bidders who bid as a joint venture to confirm in section D of the Tender and Acceptance Form (Appendix A) that the tender is submitted as a joint venture, and to complete this Appendix B with the following information:

- 1. **Composition of joint venture:** (names and addresses of **all** members of the joint venture and the Procurement Business Number (PBN) of each member of the joint venture):

- \_\_\_\_\_ PBN: \_\_\_\_\_
- \_\_\_\_\_ PBN: \_\_\_\_\_
- \_\_\_\_\_ PBN: \_\_\_\_\_
- \_\_\_\_\_ PBN: \_\_\_\_\_

- 2. **The name of the representative of the joint venture, i.e., the member appointed by the other members to act on their behalf, if applicable:**

\_\_\_\_\_

- 3. **The name of the joint venture, if applicable:**

\_\_\_\_\_

- 4. **Type of joint venture** (check mark (√) applicable box):

- incorporated joint venture
- contractual joint venture
- other

The Tender and Acceptance Form (Appendix A) and this Appendix B must be signed by all members of the joint venture unless a representative of the joint venture has been appointed to represent all members of the joint venture.

The Contracting Authority may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as its representative for the purposes of the tender and any resulting contract. If a contract is awarded to a joint venture, all members of the joint venture will be jointly and severally or solidarity liable for the performance of any resulting contract.

**Signature of all members of the joint venture or of the representative of the joint venture, as applicable:**

_____	_____	_____	
(Print name)	(Signature)		Date
_____	_____	_____	
(Print name)	(Signature)		Date



**APPENDIX C**  
**CONTRACT ADMINISTRATION FORMS**  
**FORMUAIRES D'ADMINISTRATION DE CONTRAT**

**1. INTERIM CERTIFICATE OF COMLETION/CERTIFICAT PROVISOIRE  
D'ACHÈMENT**

**2. CERTIFICATE OF COMPLETION STATUTORY  
DECLARATION/CERTIFICAT D'ACHÈVEMENT  
DÉCLARATION SOLENNELLE**

**3. REQUEST FOR CONTRACT/DEMANDE DE PAIEMENT CONSTRUCTION**

**4. FINAL CERTIFICATION OF COMPLETION/CERTIFICAT DÉFINITIF  
D'ACHÈVEMENT**





Province or Territory  
Province ou Territoire

**CERTIFICATE OF COMPLETION  
STATUTORY DECLARATION**

**CERTIFICAT D'ACHÈVEMENT  
DÉCLARATION SOLENNELLE**

IN THE MATTER of a contract between HER MAJESTY  
THE QUEEN, in Right of Canada, and

DANS L'AFFAIRE d'un contrat entre SA MAJESTÉ  
LA REINE du chef du Canada et

Insert full name of Contractor / Indiquer le nom de l'entrepreneur

herein referred to as "the Contractor," for

ci-après désigné « l'Entrepreneur » pour

State contract name & number / Indiquer les nom et numéro du contrat

Dated the / Fait le \_\_\_\_\_ day of / jour de \_\_\_\_\_ in the year / dans l'année \_\_\_\_\_ and: / et :

IN THE MATTER OF the Interim Certificate  
of Completion relating thereto.

DANS L'AFFAIRE du certificat d'achèvement  
provisoire s'y rapportant.

**TO WIT / DÉCLARATION**

I, / Je, \_\_\_\_\_ of, / , de \_\_\_\_\_  
Print or type full name of Declarant / Indiquer le nom du déposant  
Declarant's Address / Adresse du déposant

do solemnly declare / déclare solennellement

(1) That I am / Que je suis \_\_\_\_\_  
Print or type Declarant's title or position with the Contractor or state that Declarant is the Contractor  
Indiquer la qualité du déposant ou que le déposant est l'entrepreneur

and, as such, have a personal knowledge of the said  
contract and of the facts and matters stated herein

et que, de ce fait, je suis personnellement au courant  
dudit contrat et des faits et affaires mentionnés à la  
présente.

(2) That for the work contracted for, all the contractor's  
lawful obligations with respect to:

(2) Qu'à l'égard des travaux visés par le marché,  
l'entrepreneur a satisfait à toutes ses obligations,  
et s'en voit libérer, relativement :  
a) Aux conditions de travail;  
b) Aux sous-entrepreneurs et aux fournisseurs;  
c) À l'inscription et au paiement de toutes les taxes  
dans la province des travaux.

- a) The Labour Conditions;
- b) Subcontractors and Suppliers of material; and
- c) Registering and paying all provincial sales tax in  
the Province of the work; are fully discharged.

And I make this SOLEMN DECLARATION  
conscientiously believing it to be true, and knowing that  
it is of the same force and effect as if made under  
oath, and by virtue of the CANADA EVIDENCE ACT.

Et je fais cette DÉCLARATION SOLENNELLE, la  
croyant consciencieusement vraie et sachant qu'elle a  
la même force et le même effet que si elle était sous  
serment et en application de la LOI SUR LA PREUVE  
DU CANADA.

Declarant's - Signature - du déposant

DECLARED before me at / DÉCLARÉ devant moi à \_\_\_\_\_  
this / ce \_\_\_\_\_ day of / jour de \_\_\_\_\_ in the year / dans l'année \_\_\_\_\_

Signature of person before whom declaration is made  
Signature de la personne recevant la déclaration

Print name of person before whom declaration is made  
Inscrire le nom de la personne recevant la déclaration



Contract Serial No. / N° de contrat
Request No. / N° de la demande

**REQUEST FOR CONTRACT  
PAYMENT - CONSTRUCTION**

**DEMANDE DE PAIEMENT  
CONSTRUCTION**

Contractor's Name and Address / Nom et adresse de l'entrepreneur	Date	Period of work covered by this claim Cette demande couvre la période de travail	
	Contract Value (GST includ) Valeur du contrat (TPS inclus)	GST-HST No. N° TPS-TVH	
Contractor's Report of progress (if more space is required, please use separate sheet) and attach interim or Final Certificate of Completion Rapport sur le progrès du travail de l'entrepreneur (utiliser une feuille additionnelle si nécessaire) et joindre le certificat d'achèvement provisoire ou définitif			
Description: (Expenditures are to be claimed in accordance with the contract UNIT PRICE TABLE) (Dépenses doivent être réclamées selon le TABLEAU DES PRIX UNITAIRES dans le contrat)	Current Request Cette demande <b>(A)</b>	Total Previous Requests Total des demandes antérieures <b>(B)</b>	Total to Date Total actuel <b>(A+B)</b>
Sub Total / Sous-total			
Less % Holback / Moins retenu de % _____			
Total			
GST-HST on Total / TPS-TVH sur Total			
GST-HST on Holback / TPS-TVH sur Retenu			
Percentage of the work completed Pourcentage du travail complété _____	Amount Due / Montant dû		
_____ Signature		_____ Date	

This request for payment must be accompanied by an interim or final certificate of completion signed by CFIA representative

Cette demande de paiement doit être accompagnée du certificat d'achèvement provisoire ou définitif signé par le représentant de l'ACIA







### APPENDIX D - CERTIFICATE OF INSURANCE



<b>Description and Location of Work</b>  New Pedestrian Entrance Canopy and Roof Modifications at CFIA's Quarantine Inspection Station located at Woodstock New Brunswick (Border Crossing at Houlton, ME).	<b>Contract No.</b>  
	<b>Project No.</b> <b>E0197</b>

Name of Insurer, Broker or Agent Code	Address (No., Street)	City	Province	Postal
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Name of Insured (Contractor) Code	Address (No., Street)	City	Province	Postal
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**Additional Insured**  
**Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services**

Type of Insurance	Insurer Name and Policy Number	Inception Date D / M / Y	Expiry Date D / M / Y	Limits of Liability		
				Per Occurrence	Annual General Aggregate	Completed Operations Aggregate
<b>Commercial General Liability</b>				\$	\$	\$
<b>Umbrella/Excess Liability</b>				\$	\$	\$

**I certify that the above policies were issued by insurers in the course of their Insurance business in Canada, are currently in force and include the applicable insurance coverage's stated on page 2 of this Certificate of Insurance, including advance notice of cancellation / reduction in coverage.**

Name of person authorized to sign on behalf of Insurer(s) (Officer, Agent, Broker)  
 Telephone number

Signature  
 Date D / M / Y

\_\_\_\_\_



## CERTIFICATE OF INSURANCE Page 2 of 2

### General

The insurance policies required on page 1 of the Certificate of Insurance must be in force and must include the insurance coverage listed under the corresponding type of insurance on this page.

The policies must insure the Contractor and must include Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services as an additional Insured.

The insurance policies must be endorsed to provide Canada with not less than thirty (30) days notice in writing in advance of a cancellation of insurance or any reduction in coverage.

Without increasing the limit of liability, the policies must protect all insured parties to the full extent of coverage provided. Further, the policies must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

### Commercial General Liability

The insurance coverage provided must not be substantially less than that provided by the latest edition of IBC Form 2100.

The policy must either include or be endorsed to include coverage for the following exposures or hazards if the Work is subject thereto:

- (a) Blasting.
- (b) Pile driving and caisson work.
- (c) Underpinning.
- (d) Removal or weakening of support of any structure or land whether such support be natural or otherwise if the work is performed by the insured contractor.

The policy must have the following minimum limits:

- (a) **\$5,000,000** Each Occurrence Limit;
- (b) **\$10,000,000** General Aggregate Limit per policy year if the policy contains a General Aggregate; and
- (c) **\$5,000,000** Products/Completed Operations Aggregate Limit.

Umbrella or excess liability insurance may be used to achieve the required limits.



## Schedule 1 – Work Specifications

### 1.0 New Roof Snow Guards

**The existing and new roofs are to be fit-up with (2) rows of snow guards. The requirement is to provide an individual snow guard to be mounted into the existing purlins in a 2 row staggered pattern. This is intended to control sudden release of snow from the roof that has proven dangerous.**

- provide (2) rows of snow guard for the existing roof and the new canopy in an alternating staggered pattern
- provide butyl tape between each roof guard and roof sheeting.
- Use galvanized snow guards and fasteners
- locate existing purlins and ensure the snow guards are supported by the purlin

### 2.0 Pedestrian Entrance Canopy Requirement

We require a permanent wood framed canopy for the pedestrian entrance in order to divert snow and reduce ice build-up at the entrance. The requirements are summarized as follows:

- Refer to the detailed drawings and specifications
- Canopy to be a gable roof over the pedestrian entrance
- Canopy to be tied-in to the walls and roof of the existing building
- Helical screw pile footings will be used to minimize disturbance of the existing asphalt
- The outside end of the canopy beam will be mounted to a steel column that will be in turn mounted to the helical screw pile
- Roof & fascia cladding to be ribbed metal sheets to match existing building



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CFIA Woodstock, NB  
Canopy Main Entrance and Related Work  
CFIA Project: ITT E0197

Section 01 00 10  
**GENERAL INSTRUCTIONS**

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## SPECIFICATIONS

### **CFIA WOODSTOCK – CANOPY PEDESTRIAN ENTRANCE**

**Version 1.0**

**2018-10-01**



**Part 1 General**

**1.0 SECTION INCLUDES**

- .1 Summary of Work
- .2 Codes
- .3 Work Restrictions
- .4 Construction Schedule
- .5 Submittal Procedures
- .6 Shop Drawings
- .7 Samples
- .8 Delivery Storage and Handling.
- .9 Access to Work
- .10 Procedures
- .11 Protection
- .12 Rejected Work
- .13 Mock-ups
- .14 Alterations or Repairs to Existing Work
- .15 Cutting and Patching
- .16 Subsurface Conditions
- .17 Health and Safety Requirements
- .18 Waste Management
- .19 Inspection and Declaration
- .20 Regulatory Requirements / Environmental Procedures
- .21 Cleaning
- .22 Maintenance Materials
- .23 As-Builts
- .24 Operation Maintenance Manual
- .25 Guaranties and Warranties

**1.1 SUMMARY OF WORK**

- .1 Work of this Contract comprises providing a new gable style canopy over the main pedestrian entrance, facing North, and providing snow guards on the the existing metal roof as well as the new canopy. The work includes but is not limited to the following: provide piers and columns, carpentry framing, roofing metal work (roof, flashing, fascia, soffit and trim) and sealants for the Canopy and provide 2 rows of snow guards on all roof edges.
- .2 Construct Work under single stipulated price contract.
- .3 Upon award of tender submit cost breakdown schedule for work to be performed.
- .4 Conduct pre-installation meeting to verify site conditions for installation.
- .5 Project is to be completed by date indicated in bid documents.

**1.2 CODES**

- .1 Perform work in accordance with applicable codes including but not limited to National Building Code of Canada (NBC), National Fire Code and any other code of provincial or



- local application provided that in any case of conflict or discrepancy, the more stringent requirement shall apply.
- .2 Any hot work has to be approved by CFIA at least 24 hours before the work. Hot work includes any cutting or grinding of steel, welding or use of torches.
  - .3 Meet or exceed requirement of:
    - .1 Contract Documents.
    - .2 Specified standards, codes and Referenced documents.
  - .4 Where standards and referenced documents have changed, the most recent version shall apply.
- 1.3 WORK RESTRICTIONS**
- .1 Execute work with least possible interference or disturbance to normal use of premises. Make arrangements with CFIA Accommodations representative to facilitate work as stated.
  - .2 Contractor is to coordinate with CFIA Accommodations Representative for use of on site services and storage of materials.
  - .3 Carry out work weekdays from 7:00 am to 6:00 pm. Allow 3 business days for response when coordinating with CFIA Accommodations Representative if after hours or weekend work will be required.
  - .4 Maintain access to the building from the main entrance at all times. Facilitate entrance and exit to the main entrance as needed. This is a very low volume building, there are no permanent occupants and at least 2 hours' notice will be provided should any entry or exit be required.
  - .5 Access to the building in silent hours is not required, as such, from 6pm to 7am, ensure there is signage and barricades to identify the dangers.
- 1.4 CONSTRUCTION SCHEDULE**
- .1 REQUIREMENTS
    - .1 Ensure Schedules are practical and remain within specified contract duration.
    - .2 Plan to complete work in accordance with prescribed time frame.
    - .3 Ensure that it is understood that award of contract or time of beginning, rate of progress, Interim Certificate and Final Certificate as defined times of completion are of essence of this contract.
  - .2 SUBMITTALS
    - .1 Provide submittals in accordance with 01 00 10 Section 1.6 - Submittal Procedures.
    - .2 Submit Project Schedule to CFIA Accommodations Representative within 5 working days of award.
  - .3 PROJECT SCHEDULE
    - .1 Develop a schedule for each call-up and ensure it includes as minimum activity types, as applicable, according to the following general list. Include, if any, the scheduling of the work to be completed by CRC tradespersons as outlines in the SOW.
      - .1 Award.
      - .2 Shop Drawings, Samples.
      - .3 Permits.
      - .4 Mobilization.
      - .5 Foundation.



- .6 Canopy
- .7 Siding and Roofing.
- .8 Snow Guards
- .2 CFIA Accommodations Representative will review and return revised schedules within 5 working days.
- .3 Revise impractical schedule and resubmit within 5 working days.
- .4 **PROJECT SCHEDULE REPORTING**
  - .1 Update Project Schedule on weekly basis reflecting activity changes and completions, as well as activities in progress.
  - .2 Provide mitigation or action plan when delays are occurring that may compromise the completion date initially established
- .5 **PROJECT MEETINGS**
  - .1 An initial meeting at the start-up will be held and informal weekly meetings on site thereafter. These may include CFIA representatives by phone.
  - .2 Weather related delays with their remedial measures will be discussed and negotiated.
- 1.5 **SUBMITTAL PROCEDURES**
  - .1 Submit submittals promptly at the start of the project and in orderly sequence to not cause delay in work. Failure to submit in ample time is not considered sufficient reason for extension of Contract Time and no claim for extension by reason of such default will be allowed.
  - .2 Do not proceed with Work affected by submittal until review is complete and e-mail confirming acceptance is provided.
  - .3 Review submittals prior to submission to CFIA Accommodations Representative. This review represents that necessary requirements have been determined and verified, or will be, and that each submittal has been checked and co-ordinated with requirements of Work and Contract Documents.
  - .4 Provide MSDS with all submittals, maintain binder with copies of all MSDS on site.
  - .5 Refer to contract documents for the following submittals such as Provincial Workers Compensation Certificates and Insurance.
- 1.6 **SHOP DRAWINGS**
  - .1 Submit for the CFIA Accommodations Representative's review, one (1) electronic copy of each shop drawing in Portable Document Format (PDF) format.
  - .2 The review is for the sole purpose of ascertaining conformance with the general design concept, and does not mean approval of the design details inherent in the shop drawings, responsibility for which shall remain with the Contractor. Such review shall not relieve the Contractor of responsibility for errors or omissions in the shop drawings or of his responsibility for meeting all requirements of the Contract Documents.
  - .3 Provide product data for new all items shown on shop drawings.
  - .4 Submit drawings stamped and signed by professional engineer registered or licensed in the Province of New Brunswick, Canada, as applicable.
  - .5 Do not commence manufacture or order materials before shop drawings are reviewed.





**1.7 SAMPLES**

- .1 Submit for review samples as requested in respective specification Sections. Label samples with origin and intended use.
- .2 Deliver samples to the site for CFIA Accommodation representative.
- .3 Provide product data:
  - .1 Description of products and accessories.
  - .2 Manufacturer's recommendations.
  - .3 Application and installation instructions.
  - .4 Manufacturer's guarantees and warranties
- .4 Notify CFIA Accommodations Representative in writing, at time of submission of deviations in samples from requirements of Contract Documents.
- .5 Where colour, pattern or texture is criterion, submit full range of samples. Refer to 01 00 10 Section 1.14 Mock-ups for more details.
- .6 Verify availability and quantities of selected materials.
- .7 Adjustments made on samples by CFIA Accommodations Representative are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to CFIA Accommodations Representative prior to proceeding with Work.
- .8 Make changes in samples, which CFIA Accommodations Representative may require, consistent with Contract Documents.
- .9 Reviewed and accepted samples will become standard of workmanship and material against which installed Work will be verified.

**1.8 DELIVERY, STORAGE AND HANDLING**

- .1 Handle and store products in manner to prevent damage, adulteration, deterioration and soiling and in accordance with manufacturer's instructions when applicable.
- .2 Hoard for the construction site is not required, however the construction zone must be clearly signed using cones and tape or other visible means of ensuring safety. The entrance is a public entrance and it is essential to ensure the safety of the public as well as CFIA operations personnel when access is required. This is the only pedestrian entrance to the building, as such this entrance must remain accessible on an as-needed basis. CFIA representative to coordinate with contractor in advance for access.
- .3 Store packaged or bundled products in original and undamaged condition with manufacturer's seal and labels intact. Do not remove from packaging or bundling until required in Work.
- .4 Store products subject to damage from weather in weatherproof enclosures.
- .5 Store in heated and ventilated storage unit. Remove oily rags and other combustible debris from site daily. Take every precaution necessary to prevent spontaneous combustion.
- .6 Remove and replace damaged products at own expense and to satisfaction of CFIA Accommodations Representative.
- .7 Touch-up damaged factory finished surfaces to CFIA Accommodations Representative's satisfaction. Use touch-up materials to match original. Do not paint over name plates.

**1.9 ACCESS TO WORK**

- .1 Allow inspection/testing agencies access to Work, off site manufacturing and fabrication plants.
- .2 Co-operate to provide reasonable facilities for such access.



- 1.10 PROCEDURES**
- .1 Notify appropriate agency and CFIA Accommodations Representative in advance of requirement for tests, in order that attendance arrangements can be made.
  - .2 Submit samples and/or materials required for testing, as specifically requested in specifications. Submit with reasonable promptness and in orderly sequence to not cause delays in Work.
  - .3 Provide labour and facilities to obtain and handle samples and materials on site.
  - .4 Provide sufficient space to store and cure test samples.
- 1.11 PROTECTION**
- .1 Prevent movement, settlement, or damage to adjacent structures, utilities, finishes and parts of building to remain in place. Provide bracing and shoring as required.
  - .2 Protect building systems, services and equipment.
- 1.12 REJECTED WORK**
- .1 Remove defective Work, whether result of poor workmanship, use of defective products or damage and whether incorporated in Work or not, which has been rejected CFIA Accommodations Representative as failing to conform to Contract Documents. Replace or re-execute in accordance with Contract Documents.
  - .2 Make good work damaged by such removals or replacements promptly.
  - .3 If in opinion of CFIA Accommodations Representative it is not expedient to correct defective Work or Work not performed in accordance with Contract Documents, Owner will deduct from Contract Price difference in value between Work performed and that called for by Contract Documents, amount of which will be determined by CFIA Accommodations Representative.
- 1.13 MOCK-UPS**
- .1 Mock-Ups are not required for this project.
- 1.14 ALTERATIONS OR REPAIRS TO EXISTING BUILDING**
- .1 Execute work with least possible interference or disturbance to occupants, public and normal use of premises. Contractor shall maintain all emergency paths of egress at all times.
- 1.15 CUTTING AND PATCHING**
- .1 Site issued and controlled Hot Work permit is required for any welding or use of torches on site. Contact CFIA Accommodations Representative a minimum of 72 hours (3 business days) prior to the issuance of the Hot Works permit.
  - .2 Cut and patch as required to make work fit.
  - .3 Make cuts with clean, true, smooth edges.
  - .4 Where new work connects with existing and where existing work is altered, cut, patch and make good to match existing adjacent work.
- 1.16 SUBSURFACE CONDITIONS**
- .1 Contractor to have public and private utilities located, in area of work, prior to commencement of excavation and backfilling procedures.
  - .2 Promptly notify CFIA Accommodations Representative in writing if subsurface conditions at Place of Work differ materially from those indicated in Contract Documents, or a reasonable assumption of probable conditions based thereon.



- .3 After prompt investigation, should CFIA Accommodations Representative determine that conditions do differ materially; instructions will be issued for changes in Work as provided in Changes and Change Orders.

#### 1.17 HEALTH AND SAFETY REQUIREMENTS

- .1 REFERENCES
  - .1 Canada Labour Code, Part 2, Canada Occupational Safety and Health Regulations
  - .2 Health Canada/Workplace Hazardous Materials Information System (WHMIS)
    - .1 Material Safety Data Sheets (MSDS).
  - .3 Province of New Brunswick as administered by WorkSafe NB: comply with applicable H&S regulations of New Brunswick.
    - .1 Workplace Health, Safety and Compensation Commission and Workers' Compensation Appeals Tribunal Act
    - .2 The Workers' Compensation Act
    - .3 The Occupational Health and Safety Act
- .2 HEALTH AND SAFETY SUBMITTALS
  - .1 Submittals are not required for this project other than an outline of the plan for working at heights pertaining to canopy framing, canopy roof and snow guards. CFIA strictly enforces the use of fall prevention devices IAW the contractor's plan and regulatory requirements.
  - .2 Submit copies of reports or directions issued by Federal, Provincial and Territorial health and safety inspectors.
  - .3 Submit copies of incident and accident reports, to CFIA Accommodations Representative within 24 hours of occurrence.
  - .4 CFIA Accommodations Representative will review Contractor's site-specific Health and Safety Plan and provide comments to Contractor within 2 days after receipt of plan. Revise plan as appropriate and resubmit plan to CFIA Accommodations Representative.
  - .5 On-site Contingency and Emergency Response Plan: address standard operating procedures to be implemented during emergency situations.
  - .6 Maintain copies on site of all the product MSDS utilized in this project.
- .3 GENERAL REQUIREMENTS
  - .1 CFIA Accommodations Representative may respond in writing, where deficiencies or concerns are noted and may request re-submission with correction of deficiencies or concerns.
- .4 RESPONSIBILITY
  - .1 Be responsible for health and safety of persons on site, safety of property on site and for protection of persons adjacent to site and environment to extent that they may be affected by conduct of Work.
  - .2 Comply with and enforce compliance by employees with safety requirements of Contract Documents, applicable federal, provincial, territorial and local statutes, regulations, and ordinances, and with site-specific Health and Safety Plan.
  - .3 Fall Protection, due to higher probability of falls during this contract, fall protection policies and procedures will be strictly enforced.



- .5 UNFORSEEN HAZARDS
  - .1 When unforeseen or peculiar safety-related factor, hazard, or condition occur during performance of Work, follow procedures in place for Employee's Right to Refuse Work in accordance with Acts and Regulations of Province Territory having jurisdiction and advise CFIA Accommodations Representative verbally and in writing.
- .6 HEALTH AND SAFETY CO-ORDINATOR
  - .1 At the start of the project, identify the contractor representative acting in the role of Safety Co-ordinator. Health and Safety Co-ordinator must:
    - .1 Have site-related working experience specific to activities associated with this contract.
    - .2 Have working knowledge of occupational safety and health regulations.
    - .3 Be responsible for implementing, enforcing daily and monitoring site-specific Contractor's Health and Safety Plan.
- .7 POSTING OF DOCUMENTS
  - .1 Ensure applicable items, articles, notices and orders are posted in conspicuous location on site in accordance with Acts and Regulations of Province having jurisdiction, and in consultation with CFIA Accommodations Representative.
- .8 CORRECTION OF NON-COMPLIANCE
  - .1 Immediately address health and safety non-compliance issues identified by authority having jurisdiction or by CFIA Accommodations Representative.
  - .2 Provide CFIA Accommodations Representative with written report of action taken to correct non-compliance of health and safety issues identified.
  - .3 CFIA Accommodations Representative may stop Work if non-compliance of health and safety regulations is not corrected.
- 1.18 **WASTE MANAGEMENT**
  - .1 Waste management plan is not required for this project.
  - .2 Dispose waste in accordance with local laws and ordinances.
  - .3 Contract price is to include removal of all waste produced by this contract.
- 1.19 **INSPECTION AND DECLARATION**
  - .1 Contractor's Inspection: Contractor and all Subcontractors shall conduct an inspection of Work, identify deficiencies and defects, and repair as required to conform to Contract Documents.
    - .1 Notify CFIA Accommodations Representative in writing of satisfactory completion of Contractor's Inspection and that corrections have been made.
    - .2 Request CFIA Accommodations Representative's Inspection.
  - .2 CFIA Accommodations Representative's Inspection: CFIA Accommodations Representative and Contractor will perform inspection of Work to identify obvious defects or deficiencies. Contractor shall correct Work accordingly.
  - .3 Completion: submit written notification that following have been performed:



- .1 Work has been completed and inspected for compliance with Contract Documents.
- .2 Defects have been corrected and deficiencies have been completed.
- .3 Work is complete and ready for Final Inspection.
- 4 Final Inspection: when items noted above are completed, request final inspection of Work by Engineer, and Contractor. If Work is deemed incomplete by CFIA Accommodations Representative, complete outstanding items and request re-inspection.
- 5 Declaration of Substantial Performance: when CFIA Accommodations Representative considers deficiencies and defects have been corrected and it appears requirements of Contract have been substantially performed, make application for certificate of Substantial Performance.
- 6 Commencement of Lien and Warranty Periods: date of Owner's acceptance of submitted declaration of Substantial Performance shall be date for commencement for warranty period and commencement of lien period unless required otherwise by lien statute of Place of Work.
- .7 Final Payment: When CFIA Accommodations Representative considers final deficiencies and defects have been corrected and it appears requirements of Contract have been totally performed, make application for final payment. If Work is deemed incomplete by CFIA Accommodations Representative, complete outstanding items and request re-inspection.
- .8 Payment of Holdback: After issuance of certificate of Substantial Performance of Work, submit an application for payment of holdback.

#### 1.20

#### REGULATORY REQUIREMENTS/ ENVIROMENTAL PROCEDURES

- .1 DESIGNATED SUBSTANCES
  - .1 In accordance with regulatory requirements, a limited designated substances survey was conducted at the site.
  - .2 Refer to Annex A of this document for designated substances report
  - .3 Asbestos containing materials were not found however, precautions are recommended for specific types of materials as potentially containing.
- .2 HAZARDOUS MATERIAL DISCOVERY
  - .1 Asbestos: demolition of spray or trowel-applied asbestos is hazardous to health. Stop work immediately when material resembling spray or trowel-applied asbestos is encountered during demolition work. Notify CFIA Accommodations Representative.
  - .2 PCB: Polychlorinated Biphenyl: stop work immediately when material resembling Polychlorinated Biphenyl is encountered during demolition work. Notify CFIA Accommodations Representative.
  - .3 Mould: stop work immediately when material-resembling mould is encountered during demolition work. Notify CFIA Accommodations Representative.
- .3 DISPOSAL OF WASTES
  - .1 Do not bury rubbish and waste materials on site.
  - .2 Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.
  - .3 Dispose all waste associated with this project in accordance with applicable laws and ordinances.



- 1.21 CLEANING**
- .1 Maintain Work in tidy condition, free from accumulation of waste products and debris.
  - .2 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
  - .3 Dispose of waste materials and debris off site waste facility.
  - .4 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
  - .5 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.
  - .6 When Work is Substantially Performed remove surplus products, tools, construction machinery and equipment not required for performance of remaining Work.
  - .7 Remove waste products and debris other than that caused by others, and leave Work clean and suitable for occupancy.
  - .8 Prior to final review remove surplus products, tools, construction machinery and equipment.
  - .9 Remove stains, spots, marks and dirt from decorative work, electrical and mechanical fixtures, furniture fittings, walls.
- 1.22 MAINTENANCE MATERIALS**
- .1 Does not apply to this project
- 1.23 AS-BUILTS**
- .1 CFIA Accommodations Representative will provide 1 set of reproducible drawings. Provide sets of white prints as required for each phase of work. Mark changes as work progresses and as changes occur. Red line markup on a full size paper print is an acceptable alternative.
  - .2 Transfer information to reproducibles, revising reproducibles to show work as actually installed.
  - .3 Prior to Final inspection, finalize production of as-built drawings.
  - .4 Submit to CFIA Accommodations Representative for approval and make corrections as directed.
  - .5 Submit completed reproducible as-built drawings with Operating and Maintenance Manuals.
  - .6 Shop Drawings: include complete set of reviewed final shop drawings and product data.
- 1.24 OPERATION MAINTENANCE MANUAL**
- .1 Not required for this project
- 1.25 GUARRANTIES AND WARRANTIES**
- .1 Before completion of work collect all manufacturer's guaranties and warranties and provide to the CFIA Accommodations Representative.
  - .2 Where conflicting guarantee/warranty period exists, the longer period will supersede the shorter.

END OF SECTION



**ANNEX A - GENERAL INSTRUCTIONS**

**CFIA WOODSTOCK – CANOPY PEDESTRIAN ENTRANCE**

**DESIGNATED SUBSTANCES REPORT**

**Version 1.0**

**2018-10-01**



March 31, 2017  
Mr. Kirk Garrison, Environmental Services  
Page 3 of 6

**Reference: Asbestos Assessment, Woodstock Animal Inspection Station, 1403 Highway #95, Richmond, New Brunswick**

#### REFERENCE DOCUMENTATION

A summary of the regulations, guidelines and other reference documents used for this assessment is provided below. This information was used to evaluate results and make recommendations.

- Hazardous Products Act, R.S.C., 1985, c. H-3, Government of Canada, current to February 24, 2017;
- Asbestos Products Regulations, SOR/2007-260, Government of Canada, current to February 24, 2017;
- Canada Labour Code, R.S.C., 1985, c.L-2, Government of Canada, current to February 24, 2017;
- Canada Occupational Health and Safety Regulations, SOR/86-304, Government of Canada, current to February 24, 2017;
- PWGSC Publication DP 057, titled "Asbestos Management" and dated 1997-12-03; and,
- A Code of Practice for Working with Materials Containing Asbestos in New Brunswick referenced in New Brunswick Regulation (NB) 92-106 made under the Occupational Health and Safety Act.

Federal employees working on federal properties are subject to the *Canada Labour Code* and its *Canada Occupational Health and Safety Regulations*. The *Canada Occupational Health and Safety Regulations* require the employer to manage and control hazards associated with hazardous substances like asbestos that are used, handled, and stored in the work place.

The above information was used to evaluate results and make recommendations. The disturbance of ACMs on construction projects is governed by New Brunswick Regulation 92-106, *A Code of Practice for Working with Materials Containing Asbestos in New Brunswick (NB 92-106)*. ACMs must be removed prior to any demolition or renovation that may potentially disturb the ACMs.

For the purposes of managing worker exposure during building maintenance, renovation and demolition, the NB Regulation defines an ACM as a material which contains 1% or more by volume of asbestos.

The assessment included both friable and non-friable asbestos building materials. The term friable is applied to a material that can be readily reduced to dust or powder by hand or moderate pressure. Asbestos materials that are friable have a much greater potential to release airborne asbestos fibres when disturbed.

The New Brunswick waste regulations require the disposal of asbestos waste in a double sealed container, properly labeled and free of cuts, tears or punctures. The waste must be disposed of in a licensed waste facility, which has been properly notified of the presence of asbestos waste.





March 31, 2017  
Mr. Kirk Garrison, Environmental Services  
Page 4 of 6

**Reference: Asbestos Assessment, Woodstock Animal Inspection Station, 1403 Highway #95, Richmond, New Brunswick**

The transport of asbestos waste to the disposal site is covered by the federal "Transportation of Dangerous Goods Act". Asbestos waste is to be handled by a licensed waste hauler.

#### **ASBESTOS ASSESSMENT RESULTS AND DISCUSSION**

A visual assessment of the interior of the building was conducted to check for the presence of suspected ACMs along with non-intrusive sampling to assess for the presence of asbestos within the building. Stantec did not perform intrusive sampling of the interior or exterior of the building to assess concealed materials beneath visible flooring systems, within wall cavities, and beneath visible exterior building finishes at the time of the assessment. The current state of suspected ACMs was noted during the assessment. Representative bulk samples of suspected ACMs were collected.

A total of 48 samples (WL-BS-01A to WL-BS-13C) of suspected ACMs were collected from the interior of the building, and submitted for analysis. Analysis was conducted by EMSL Canada Inc. located in Mississauga, Ontario. The Laboratory Certificates of Analysis and the Sampling Summary Table (Table A.1) are included as Attachments.

Laboratory analytical results indicate that asbestos was not detected in the samples collected from the building at the time of the assessment. However, based on the observations made during the assessment, the following potential ACMs were identified:

- Gaskets (pipe flange and bell joint) associated with various piping systems;
- Pipe runs and fittings insulation concealed in pipe chases/washrooms;
- Concealed materials within wall systems and beneath exterior metal siding; and,
- Roofing materials and sealants.

These potential ACMs were either not sampled to protect the integrity of the materials, or concealed, enclosed, encapsulated, or inaccessible. As these materials are known to have been manufactured with asbestos, they should be presumed to be asbestos-containing unless proven otherwise by laboratory analysis. Prior to performing any work that may disturb these materials such as repairs, replacement, and disposal, destructive and/or intrusive sampling may be undertaken to confirm if asbestos fibres are present.

#### **RECOMMENDATIONS**

Based on the visual assessment and laboratory analysis, asbestos was not detected in building material samples collected during the site visit; however, potential ACMs were identified at the building. Recommendations pertaining to the handling, removal and/or disposal of potential ACMs identified are provided below:

- Potential ACMs should be managed in accordance with the building's AMP and applicable federal and provincial legislation.



March 31, 2017  
Mr. Kirk Garrison, Environmental Services  
Page 5 of 6

**Reference: Asbestos Assessment, Woodstock Animal Inspection Station, 1403 Highway #95, Richmond, New Brunswick**

- Prior to the renovation and/or demolition activities that would disturb them, undertake destructive and/or intrusive testing of potential ACMs that may be impacted to determine their asbestos content. Confirmed ACMs should be handled accordingly.
- Any work involving the disturbance, repair (i.e., encapsulation) or removal of confirmed ACMs should be conducted by a certified contractor using Asbestos Work Procedures as defined by A Code of Practice for Working with Materials Containing Asbestos in New Brunswick referenced in New Brunswick Regulation (NB) 92-106 made under the Occupational Health and Safety Act and the PWGSC Asbestos Management Directive 057.
- Should other material(s) suspected to contain asbestos, not previously sampled, be uncovered during renovation activities, work must stop, and the material(s) tested to determine whether asbestos is present. Confirmed asbestos materials should be handled accordingly.

#### CLOSURE

This report documents work that was performed in accordance with generally accepted professional standards at the time and location in which the services were provided. No other representations, warranties or guarantees are made concerning the accuracy or completeness of the data or conclusions contained within this report, including no assurance that this work has uncovered all potential liabilities associated with the identified property.

This report provides an evaluation of selected environmental conditions associated with the identified portion of the property that was assessed at the time the work was conducted and is based on information obtained by and/or provided to Stantec at that time. There are no assurances regarding the accuracy and completeness of this information. All information received from the client or third parties in the preparation of this report has been assumed by Stantec to be correct. Stantec assumes no responsibility for any deficiency or inaccuracy in information received from others.

The opinions in this report can only be relied upon as they relate to the condition of the portion of the identified property that was assessed at the time the work was conducted. Activities at the property subsequent to Stantec's assessment may have significantly altered the property's condition. Stantec cannot comment on other areas of the property that were not assessed.

Conclusions made within this report consist of Stantec's professional opinion as of the time of the writing of this report, and are based solely on the scope of work described in the report, the limited data available and the results of the work. They are not a certification of the property's environmental condition. This report should not be construed as legal advice.

This report has been prepared for the exclusive use of the client identified herein and any use by any third party is prohibited. Stantec assumes no responsibility for losses, damages, liabilities or claims, howsoever arising, from third party use of this report.

The locations of any utilities, buildings and structures, and property boundaries illustrated in or described within this report, if any, including pole lines, conduits, water mains, sewers and other



March 31, 2017  
Mr. Kirk Garrison, Environmental Services  
Page 6 of 6

**Reference: Asbestos Assessment, Woodstock Animal Inspection Station, 1403 Highway #95, Richmond, New Brunswick**

surface or sub-surface utilities and structures are not guaranteed. Before starting work, the exact location of all such utilities and structures should be confirmed and Stantec assumes no liability for damage to them.

The conclusions are based on the site conditions encountered by Stantec at the time the work was performed at the specific testing and/or sampling locations, and conditions may vary among sampling locations. Factors such as areas of potential concern identified in previous studies, site conditions (e.g., utilities) and cost may have constrained the sampling locations used in this assessment. In addition, analysis has been carried out for only a limited number of chemical parameters, and it should not be inferred that other chemical species are not present. Due to the nature of the investigation and the limited data available, Stantec does not warrant against undiscovered environmental liabilities nor that the sampling results are indicative of the condition of the entire site. As the purpose of this report is to identify site conditions which may pose an environmental risk; the identification of non-environmental risks to structures or people on the site is beyond the scope of this assessment.

Should additional information become available which differs significantly from our understanding of conditions presented in this report, Stantec specifically disclaims any responsibility to update the conclusions in this report.

This report was prepared by Karen Cameron, B.Sc., and reviewed by Paul Paulin, P.Eng. Should you have any questions, please do not hesitate to call us at 506-648-1462.

Regards,

**STANTEC CONSULTING LTD.**

Karen Cameron, B.Sc.  
Environmental Scientist  
Tel: (902) 468-7777  
[karen.cameron@stantec.com](mailto:karen.cameron@stantec.com)

Paul Paulin, P.Eng.  
Project Manager  
Tel: (506) 648-1462  
[paul.paulin@stantec.com](mailto:paul.paulin@stantec.com)

Attachment: Table A.1 – Summary of Asbestos Sample Results  
Drawing No. 1 – First Floor Sampling Location Plan  
Laboratory Certificates of Analysis

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Table A.1 - Summary of Asbestos Results

Sample Number	Building	Floor	Room	Description of Sampled Material	Asbestos Type and Content
WL-BS-01A	Woodstock Animal Inspection Station	First	Storage & Electrical	Parging insulation pipe fitting	None Detected
WL-BS-01B	Woodstock Animal Inspection Station	First	Storage & Electrical	Parging insulation pipe fitting	None Detected
WL-BS-01C	Woodstock Animal Inspection Station	First	Storage & Electrical	Parging insulation pipe fitting	None Detected
WL-BS-02A	Woodstock Animal Inspection Station	First	Storage & Electrical (Attic)	Tar paper (black)	None Detected
WL-BS-02B	Woodstock Animal Inspection Station	First	Storage & Electrical (Attic)	Tar paper (black)	None Detected
WL-BS-02C	Woodstock Animal Inspection Station	First	Storage & Electrical (Attic)	Tar paper (black)	None Detected
WL-BS-03A	Woodstock Animal Inspection Station	First	Storage & Electrical (Attic)	Blown in insulation	None Detected
WL-BS-03B	Woodstock Animal Inspection Station	First	Storage & Electrical (Attic)	Blown in insulation	None Detected
WL-BS-03C	Woodstock Animal Inspection Station	First	Storage & Electrical (Attic)	Blown in insulation	None Detected
WL-BS-04A	Woodstock Animal Inspection Station	First	Storage & Electrical	Caulking on interior wall seams (white)	None Detected



Table A.1 - Summary of Asbestos Results

Sample Number	Building	Floor	Room	Description of Sampled Material	Asbestos Type and Content
WL-BS-04B	Woodstock Animal Inspection Station	First	Storage & Electrical (Ceiling)	Caulking on interior wall seams (white)	None Detected
WL-BS-04C	Woodstock Animal Inspection Station	First	Storage & Electrical (Ceiling)	Caulking on interior wall seams (white)	None Detected
WL-BS-04D	Woodstock Animal Inspection Station	First	Animal Inspection Area	Caulking in wall seams (white)	None Detected
WL-BS-04E	Woodstock Animal Inspection Station	First	Animal Inspection Area	Caulking in wall seams (white)	None Detected
WL-BS-04F	Woodstock Animal Inspection Station	First	Animal Inspection Area	Caulking in wall seams (white)	None Detected
WL-BS-05A	Woodstock Animal Inspection Station	First	Storage & Electrical	Floor leveling compound	None Detected
WL-BS-05B	Woodstock Animal Inspection Station	First	Storage & Electrical	Floor leveling compound	None Detected
WL-BS-05C	Woodstock Animal Inspection Station	First	Storage & Electrical	Floor leveling compound	None Detected
WL-BS-05D	Woodstock Animal Inspection Station	First	Animal Inspection Area	Floor leveling compound	None Detected
WL-BS-05E	Woodstock Animal Inspection Station	First	Animal Inspection Area	Floor leveling compound	None Detected



Table A.1 - Summary of Asbestos Results

Sample Number	Building	Floor	Room	Description of Sampled Material	Asbestos Type and Content
WL-BS-05F	Woodstock Animal Inspection Station	First	Animal Inspection Area	Floor leveling compound	None Detected
WL-BS-07A	Woodstock Animal Inspection Station	First	Animal Inspection Area	Caulking at construction joints (grey)	None Detected
WL-BS-07B	Woodstock Animal Inspection Station	First	Animal Inspection Area	Caulking at construction joints (grey)	None Detected
WL-BS-07C	Woodstock Animal Inspection Station	First	Animal Inspection Area	Caulking at construction joints (grey)	None Detected
WL-BS-08A	Woodstock Animal Inspection Station	First	Animal Inspection Area	Caulking at floor and wall seams (grey)	None Detected
WL-BS-08B	Woodstock Animal Inspection Station	First	Animal Inspection Area	Caulking at floor and wall seams (grey)	None Detected
WL-BS-08C	Woodstock Animal Inspection Station	First	Animal Inspection Area	Caulking at floor and wall seams (grey)	None Detected
WL-BS-09A	Woodstock Animal Inspection Station	First	Hallway	Cement board lower wall panels in animal area (white)	None Detected
WL-BS-09B	Woodstock Animal Inspection Station	First	Hallway	Cement board lower wall panels in animal area (white)	None Detected
WL-BS-09C	Woodstock Animal Inspection Station	First	Animal Inspection Area	Cement board lower wall panels in animal area (white)	None Detected



Table A.1 - Summary of Asbestos Results

Sample Number	Building	Floor	Room	Description of Sampled Material	Asbestos Type and Content
WL-BS-10A	Woodstock Animal Inspection Station	First	Animal Inspection Area	Caulking on cement board (white)	None Detected
WL-BS-10B	Woodstock Animal Inspection Station	First	Animal Inspection Area	Caulking on cement board (white)	None Detected
WL-BS-10C	Woodstock Animal Inspection Station	First	Animal Inspection Area	Caulking on cement board (white)	None Detected
WL-BS-12A-FLOOR TILE	Woodstock Animal Inspection Station	First	Office	Vinyl floor tile (12"x12" cream with dark beige)	None Detected
WL-BS-12A-MASTIC	Woodstock Animal Inspection Station	First	Office	Vinyl floor tile (12"x12" cream with dark beige)	None Detected
WL-BS-12B-FLOOR TILE	Woodstock Animal Inspection Station	First	Office	Vinyl floor tile (12"x12" cream with dark beige)	None Detected
WL-BS-12B-MASTIC	Woodstock Animal Inspection Station	First	Office	Vinyl floor tile (12"x12" cream with dark beige)	None Detected
WL-BS-12C-FLOOR TILE	Woodstock Animal Inspection Station	First	Office	Vinyl floor tile (12"x12" cream with dark beige)	None Detected
WL-BS-12C-MASTIC	Woodstock Animal Inspection Station	First	Office	Vinyl floor tile (12"x12" cream with dark beige)	None Detected
WL-BS-13A-FLOOR TILE	Woodstock Animal Inspection Station	First	Animal Inspection Area	Vinyl floor tile (12"x12" cream with light beige)	None Detected



Table A.1 - Summary of Asbestos Results

Sample Number	Building	Floor	Room	Description of Sampled Material	Asbestos Type and Content
WL-BS-13A-MASTIC	Woodstock Animal Inspection Station	First	Animal Inspection Area	Vinyl floor tile (12"x12" cream with light beige)	None Detected
WL-BS-13B-FLOOR TILE	Woodstock Animal Inspection Station	First	Bathroom	Vinyl floor tile (12"x12" cream with light beige)	None Detected
WL-BS-13B-MASTIC	Woodstock Animal Inspection Station	First	Bathroom	Vinyl floor tile (12"x12" cream with light beige)	None Detected
WL-BS-13C-FLOOR TILE	Woodstock Animal Inspection Station	First	Bathroom	Vinyl floor tile (12"x12" cream with light beige)	None Detected
WL-BS-13C-MASTIC	Woodstock Animal Inspection Station	First	Bathroom	Vinyl floor tile (12"x12" cream with light beige)	None Detected
WL-BS-14A	Woodstock Animal Inspection Station	Exterior	Exterior	Window caulking (beige)	None Detected
WL-BS-14B	Woodstock Animal Inspection Station	Exterior	Exterior	Window caulking (beige)	None Detected
WL-BS-14C	Woodstock Animal Inspection Station	Exterior	Exterior	Window caulking (beige)	None Detected





**EMSL Canada Inc.**

2756 Slough Street Mississauga, ON L9T 5N4  
Phone/Fax: 289-997-4602 / (289) 997-4607  
<http://www.EMSL.com> / [torontolab@emsl.com](mailto:torontolab@emsl.com)

EMSL Canada Order 551701233  
Customer ID: 55JACQ30EE  
Customer PO: 121812204.200  
Project ID:

**Attn:** Michael Malone  
Stantec Consulting Ltd.  
102-40 Highfield Park Drive  
Suite 102  
Dartmouth, NS B3A 0A3  
**Proj:** 121812204.200  
**Phone:** (902) 468-7777  
**Fax:** (902) 468-9009  
**Collected:**  
**Received:** 2/03/2017  
**Analyzed:** 2/10/2017

**Test Report: Asbestos Analysis of Bulk Materials for Nova Scotia Code of Practice Section 66 OHS  
Act - Asbestos in the Workplace via EPA600/R-93/116 Method**

**Client Sample ID:** WL-BS-01A **Lab Sample ID:** 551701233-0001  
**Sample Description:** Parging insulation pipe fitting

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/10/2017	Gray	20%	80%	None Detected	

**Client Sample ID:** WL-BS-01B **Lab Sample ID:** 551701233-0002  
**Sample Description:** Parging insulation pipe fitting

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/10/2017	Gray	20%	80%	None Detected	

**Client Sample ID:** WL-BS-01C **Lab Sample ID:** 551701233-0003  
**Sample Description:** Parging insulation pipe fitting

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/10/2017	Gray	35%	65%	None Detected	

**Client Sample ID:** WL-BS-02A **Lab Sample ID:** 551701233-0004  
**Sample Description:** Tar paper (black)

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM Grav. Reduction	2/10/2017	Black	0.0%	100%	None Detected	

**Client Sample ID:** WL-BS-02B **Lab Sample ID:** 551701233-0005  
**Sample Description:** Tar paper (black)

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM Grav. Reduction	2/10/2017	Black	0.0%	100%	None Detected	

**Client Sample ID:** WL-BS-02C **Lab Sample ID:** 551701233-0006  
**Sample Description:** Tar paper (black)

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM Grav. Reduction	2/10/2017	Black	0.0%	100%	None Detected	

**Client Sample ID:** WL-BS-03A **Lab Sample ID:** 551701233-0007  
**Sample Description:** Blown in insulation

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/10/2017	Gray	90%	10%	None Detected	



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<http://www.EMSL.com> / [torontolab@emsl.com](mailto:torontolab@emsl.com)

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Project ID:

**Test Report: Asbestos Analysis of Bulk Materials for Nova Scotia Code of Practice Section 66 OHS  
Act - Asbestos in the Workplace via EPA600/R-93/116 Method**

*Client Sample ID:* WL-BS-03B *Lab Sample ID:* 551701233-0008  
*Sample Description:* Blown in insulation

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/10/2017	Gray	90%	10%	None Detected	

*Client Sample ID:* WL-BS-03C *Lab Sample ID:* 551701233-0009  
*Sample Description:* Blown in insulation

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/10/2017	Tan/Various	80%	20%	None Detected	

*Client Sample ID:* WL-BS-04A *Lab Sample ID:* 551701233-0010  
*Sample Description:* Caulking on interior wall seams (white)

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM Grav. Reduction	2/10/2017	Gray/White	0.0%	100%	None Detected	

*Client Sample ID:* WL-BS-04B *Lab Sample ID:* 551701233-0011  
*Sample Description:* Caulking on interior wall seams (white)

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM Grav. Reduction	2/10/2017	Gray/White	0.0%	100%	None Detected	

*Client Sample ID:* WL-BS-04C *Lab Sample ID:* 551701233-0012  
*Sample Description:* Caulking on interior wall seams (white)

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM Grav. Reduction	2/10/2017	Gray/White	0.0%	100%	None Detected	

*Client Sample ID:* WL-BS-04D *Lab Sample ID:* 551701233-0013  
*Sample Description:* Caulking in wall seams (white)

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM Grav. Reduction	2/10/2017	Gray/White	0.0%	100%	None Detected	

*Client Sample ID:* WL-BS-04E *Lab Sample ID:* 551701233-0014  
*Sample Description:* Caulking in wall seams (white)

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM Grav. Reduction	2/10/2017	Gray/White	0.0%	100%	None Detected	

*Client Sample ID:* WL-BS-04F *Lab Sample ID:* 551701233-0015  
*Sample Description:* Caulking in wall seams (white)

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM Grav. Reduction	2/10/2017	Gray/White	0.0%	100%	None Detected	



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2756 Slough Street Mississauga, ON L9T 5N4  
Phone/Fax: 289-997-4602 / (289) 997-4607  
<http://www.EMSL.com> / [torontolab@emsl.com](mailto:torontolab@emsl.com)

EMSL Canada Order 551701233  
Customer ID: 55JACQ30EE  
Customer PO: 121812204.200  
Project ID:

**Test Report: Asbestos Analysis of Bulk Materials for Nova Scotia Code of Practice Section 66 OHS  
Act - Asbestos in the Workplace via EPA600/R-93/116 Method**

Client Sample ID: WL-BS-05A						Lab Sample ID: 551701233-0016
Sample Description: Floor Leveling Compound						
TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/10/2017	Gray	0%	100%	None Detected	
Client Sample ID: WL-BS-05B						Lab Sample ID: 551701233-0017
Sample Description: Floor Leveling Compound						
TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/10/2017	Gray	0%	100%	None Detected	
Client Sample ID: WL-BS-05C						Lab Sample ID: 551701233-0018
Sample Description: Floor Leveling Compound						
TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/10/2017	Gray	0%	100%	None Detected	
Client Sample ID: WL-BS-05D						Lab Sample ID: 551701233-0019
Sample Description: Floor Leveling Compound						
TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/10/2017	Gray	0%	100%	None Detected	
Client Sample ID: WL-BS-05E						Lab Sample ID: 551701233-0020
Sample Description: Floor Leveling Compound						
TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/10/2017	Gray	0%	100%	None Detected	
Client Sample ID: WL-BS-05F						Lab Sample ID: 551701233-0021
Sample Description: Floor Leveling Compound						
TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/10/2017	Gray/White	0%	100%	None Detected	
Client Sample ID: WL-BS-07A						Lab Sample ID: 551701233-0022
Sample Description: Caulking at Construction joints (grey)						
TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM Grav. Reduction	2/10/2017	Gray	0.0%	100%	None Detected	
Client Sample ID: WL-BS-07B						Lab Sample ID: 551701233-0023
Sample Description: Caulking at Construction joints (grey)						
TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM Grav. Reduction	2/10/2017	Gray	0.0%	100%	None Detected	



**EMSL Canada Inc.**  
2756 Slough Street Mississauga, ON L9T 5N4  
Phone/Fax: 289-997-4602 / (289) 997-4607  
<http://www.EMSL.com> / [torontolab@emsl.com](mailto:torontolab@emsl.com)

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Act - Asbestos in the Workplace via EPA600/R-93/116 Method**

<i>Client Sample ID:</i>	WL-BS-07C					<i>Lab Sample ID:</i>	551701233-0024
<i>Sample Description:</i>	Caulking at Construction joints (grey)						
<b>TEST</b>	<b>Analyzed Date</b>	<b>Color</b>	<b>Non-Asbestos</b>		<b>Asbestos</b>	<b>Comment</b>	
			<b>Fibrous</b>	<b>Non-Fibrous</b>			
PLM Grav. Reduction	2/10/2017	Gray	0.0%	100%	None Detected		
<i>Client Sample ID:</i>	WL-BS-08A					<i>Lab Sample ID:</i>	551701233-0025
<i>Sample Description:</i>	Caulking at floor and wall seams (grey)						
<b>TEST</b>	<b>Analyzed Date</b>	<b>Color</b>	<b>Non-Asbestos</b>		<b>Asbestos</b>	<b>Comment</b>	
			<b>Fibrous</b>	<b>Non-Fibrous</b>			
PLM Grav. Reduction	2/10/2017	Gray	0.0%	100%	None Detected		
<i>Client Sample ID:</i>	WL-BS-08B					<i>Lab Sample ID:</i>	551701233-0026
<i>Sample Description:</i>	Caulking at floor and wall seams (grey)						
<b>TEST</b>	<b>Analyzed Date</b>	<b>Color</b>	<b>Non-Asbestos</b>		<b>Asbestos</b>	<b>Comment</b>	
			<b>Fibrous</b>	<b>Non-Fibrous</b>			
PLM Grav. Reduction	2/10/2017	Gray	0.0%	100%	None Detected		
<i>Client Sample ID:</i>	WL-BS-08C					<i>Lab Sample ID:</i>	551701233-0027
<i>Sample Description:</i>	Caulking at floor and wall seams (grey)						
<b>TEST</b>	<b>Analyzed Date</b>	<b>Color</b>	<b>Non-Asbestos</b>		<b>Asbestos</b>	<b>Comment</b>	
			<b>Fibrous</b>	<b>Non-Fibrous</b>			
PLM Grav. Reduction	2/10/2017	Gray	0.0%	100%	None Detected		
<i>Client Sample ID:</i>	WL-BS-09A					<i>Lab Sample ID:</i>	551701233-0028
<i>Sample Description:</i>	Cement board lower wall panels in animal area (white)						
<b>TEST</b>	<b>Analyzed Date</b>	<b>Color</b>	<b>Non-Asbestos</b>		<b>Asbestos</b>	<b>Comment</b>	
			<b>Fibrous</b>	<b>Non-Fibrous</b>			
PLM	2/10/2017	White	60%	40%	None Detected		
<i>Client Sample ID:</i>	WL-BS-09B					<i>Lab Sample ID:</i>	551701233-0029
<i>Sample Description:</i>	Cement board lower wall panels in animal area (white)						
<b>TEST</b>	<b>Analyzed Date</b>	<b>Color</b>	<b>Non-Asbestos</b>		<b>Asbestos</b>	<b>Comment</b>	
			<b>Fibrous</b>	<b>Non-Fibrous</b>			
PLM	2/10/2017	White	60%	40%	None Detected		
<i>Client Sample ID:</i>	WL-BS-09C					<i>Lab Sample ID:</i>	551701233-0030
<i>Sample Description:</i>	Cement board lower wall panels in animal area (white)						
<b>TEST</b>	<b>Analyzed Date</b>	<b>Color</b>	<b>Non-Asbestos</b>		<b>Asbestos</b>	<b>Comment</b>	
			<b>Fibrous</b>	<b>Non-Fibrous</b>			
PLM	2/10/2017	White	45%	55%	None Detected		
<i>Client Sample ID:</i>	WL-BS-10A					<i>Lab Sample ID:</i>	551701233-0031
<i>Sample Description:</i>	Caulking on cement board (white)						
<b>TEST</b>	<b>Analyzed Date</b>	<b>Color</b>	<b>Non-Asbestos</b>		<b>Asbestos</b>	<b>Comment</b>	
			<b>Fibrous</b>	<b>Non-Fibrous</b>			
PLM Grav. Reduction	2/10/2017	White	0.0%	100%	None Detected		



**EMSL Canada Inc.**

2756 Slough Street Mississauga, ON L9T 5N4  
Phone/Fax: 289-997-4602 / (289) 997-4607  
<http://www.EMSL.com> / [torontolab@emsl.com](mailto:torontolab@emsl.com)

EMSL Canada Order 551701233  
Customer ID: 55JACQ30EE  
Customer PO: 121812204.200  
Project ID:

**Test Report: Asbestos Analysis of Bulk Materials for Nova Scotia Code of Practice Section 66 OHS  
Act - Asbestos in the Workplace via EPA600/R-93/116 Method**

<i>Client Sample ID:</i> WL-BS-10B		<i>Lab Sample ID:</i> 551701233-0032				
<i>Sample Description:</i> Caulking on cement board (white)						
TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM Grav. Reduction	2/10/2017	White	0.0%	100%	None Detected	
<i>Client Sample ID:</i> WL-BS-10C		<i>Lab Sample ID:</i> 551701233-0033				
<i>Sample Description:</i> Caulking on cement board (white)						
TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM Grav. Reduction	2/10/2017	White	0.0%	100%	None Detected	
<i>Client Sample ID:</i> WL-BS-12A-Floor Tile		<i>Lab Sample ID:</i> 551701233-0034				
<i>Sample Description:</i> Vinyl floor tile (12"x12" cream with dark beige)						
TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM Grav. Reduction	2/10/2017	Gray	0.0%	100%	None Detected	
<i>Client Sample ID:</i> WL-BS-12A-Mastic		<i>Lab Sample ID:</i> 551701233-0034A				
<i>Sample Description:</i> Vinyl floor tile (12"x12" cream with dark beige)						
TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/10/2017	Black	0%	100%	None Detected	
<i>Client Sample ID:</i> WL-BS-12B-Floor Tile		<i>Lab Sample ID:</i> 551701233-0035				
<i>Sample Description:</i> Vinyl floor tile (12"x12" cream with dark beige)						
TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM Grav. Reduction	2/10/2017	Gray	0.0%	100%	None Detected	
<i>Client Sample ID:</i> WL-BS-12B-Mastic		<i>Lab Sample ID:</i> 551701233-0035A				
<i>Sample Description:</i> Vinyl floor tile (12"x12" cream with dark beige)						
TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/10/2017	Black	0%	100%	None Detected	
<i>Client Sample ID:</i> WL-BS-12C-Floor Tile		<i>Lab Sample ID:</i> 551701233-0036				
<i>Sample Description:</i> Vinyl floor tile (12"x12" cream with dark beige)						
TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM Grav. Reduction	2/10/2017	Gray	0.0%	100%	None Detected	
<i>Client Sample ID:</i> WL-BS-12C-Mastic		<i>Lab Sample ID:</i> 551701233-0036A				
<i>Sample Description:</i> Vinyl floor tile (12"x12" cream with dark beige)						
TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/10/2017	Black	0%	100%	None Detected	



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Act - Asbestos in the Workplace via EPA600/R-93/116 Method**

**Client Sample ID:** WL-BS-13A-Floor Tile **Lab Sample ID:** 551701233-0037  
**Sample Description:** Vinyl floor tile (12"x12" cream with light beige)

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM Grav. Reduction	2/10/2017	Gray	0.0%	100%	None Detected	

**Client Sample ID:** WL-BS-13A-Mastic **Lab Sample ID:** 551701233-0037A  
**Sample Description:** Vinyl floor tile (12"x12" cream with light beige)

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/10/2017	Black	0%	100%	None Detected	

**Client Sample ID:** WL-BS-13B-Floor Tile **Lab Sample ID:** 551701233-0038  
**Sample Description:** Vinyl floor tile (12"x12" cream with light beige)

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM Grav. Reduction	2/10/2017	Gray	0.0%	100%	None Detected	

**Client Sample ID:** WL-BS-13B-Mastic **Lab Sample ID:** 551701233-0038A  
**Sample Description:** Vinyl floor tile (12"x12" cream with light beige)

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/10/2017	Black	0%	100%	None Detected	

**Client Sample ID:** WL-BS-13C-Floor Tile **Lab Sample ID:** 551701233-0039  
**Sample Description:** Vinyl floor tile (12"x12" cream with light beige)

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM Grav. Reduction	2/10/2017	Gray	0.0%	100%	None Detected	

**Client Sample ID:** WL-BS-13C-Mastic **Lab Sample ID:** 551701233-0039A  
**Sample Description:** Vinyl floor tile (12"x12" cream with light beige)

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/10/2017	Black	0%	100%	None Detected	

**Client Sample ID:** WL-BS-14A **Lab Sample ID:** 551701233-0040  
**Sample Description:** Window caulking (beige)

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM Grav. Reduction	2/10/2017	Gray/White	0.0%	100%	None Detected	

**Client Sample ID:** WL-BS-14B **Lab Sample ID:** 551701233-0041  
**Sample Description:** Window caulking (beige)

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM Grav. Reduction	2/10/2017	Gray/White	0.0%	100%	None Detected	



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Project ID:

**Test Report: Asbestos Analysis of Bulk Materials for Nova Scotia Code of Practice Section 66 OHS  
Act - Asbestos in the Workplace via EPA600/R-93/116 Method**

Client Sample ID: WL-BS-14C

Lab Sample ID: 551701233-0042

Sample Description: Window caulking (beige)

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM Grav. Reduction	2/16/2017	Gray/White	0.0%	100%	None Detected	

**Analyst(s):**

Jon Delos Santos	PLM (14)
Matthew Davis	PLM (7)
Romeo Samson	PLM Grav. Reduction (9)
Romeo Samson	PLM Grav. Reduction (18)

**Reviewed and approved by:**

Matthew Davis  
or Other Approved Signatory

None Detected = <0.1%. EMSL maintains liability limited to cost of analysis. This report relates only to the samples reported above and may not be reproduced, except in full, without written approval by EMSL. EMSL bears no responsibility for sample collection activities or analytical method limitations. Interpretation and use of test results are the responsibility of the client. Samples received in good condition unless otherwise noted. This report must not be used to claim product endorsement by NVLAP of any agency of the U.S. Government.

Samples analyzed by EMSL Canada Inc. Mississauga, ON NVLAP Lab Code 200877-0

Initial report from: 02/10/2017 19:41:01

Test Report: EPAMultiTests-7.32.2.D Printed: 2/10/2017 07:41PM



**Stantec**

Stantec Consulting Ltd.  
102 - 40 Highfield Park Drive, Dartmouth NS B3A 0A3

March 31, 2017  
File: 121812204.200

**Attention: Mr. Kirk Garrison, Environmental Services**  
Canadian Food Inspection Agency c/o  
Public Services and Procurement Canada  
1713 Bedford Row  
Halifax, NS B3J 3C9

Dear Mr. Garrison,

**Reference: Asbestos Assessment, Woodstock Animal Inspection Station, 1403 Highway #95,  
Richmond, New Brunswick**

At the request of Public Services and Procurement Canada (PSPC), formerly Public Works and Government Services (PWGSC), on behalf of the Canadian Food Inspection Agency (CFIA), Stantec Consulting Ltd. (Stantec) completed an Asbestos Assessment and an Asbestos Management Plan (AMP) for the CFIA Woodstock Animal Inspection Station building located at 1403 Highway #95, Richmond, New Brunswick (NB), herein referred to as the Site.

The purpose of the assessment was to check for the presence of asbestos in pre-determined building materials, which would require management for repair, abatement, or disposal. The assessment was conducted to identify the nature, location, condition, and amount of asbestos-containing materials (ACMs) located throughout the building.

The scope of work for the Asbestos Assessment included the following:

- Conducted an Asbestos Assessment, including a site visit, in accessible areas of the site building, to identify the presence, location, condition, and quantities of identified ACMs;
- Prepared site plan drawings illustrating asbestos sample locations; and,
- Prepared this report detailing the assessment results.

The field work for the asbestos assessment was conducted on January 31, 2017. Based on visual observations and our experience with known ACMs, various samples were collected for analysis. Sampling was completed and observations were made to support the development of an AMP for the building. The AMP for the Woodstock Animal Inspection Station building was prepared and provided under a separate cover.





March 31, 2017  
Mr. Kirk Garrison, Environmental Services  
Page 2 of 6

Reference: **Asbestos Assessment, Woodstock Animal Inspection Station, 1403 Highway #95, Richmond, New Brunswick**

**SUMMARY OF FINDINGS**

Table 1 provides a summary of the ACMs and potential ACMs identified at the site building.

**Table 1 – Summary of Findings**

Hazard	Findings and Recommendations
Asbestos	<p>Asbestos was not detected in the building material samples collected at the building during the asbestos assessment. However, based on the observations made during the assessment, the following potential ACMs were identified:</p> <ul style="list-style-type: none"> <li>• Gaskets (pipe flange and bell joint) associated with various piping systems;</li> <li>• Pipe runs and fittings insulation concealed in pipe chases/washrooms;</li> <li>• Concealed materials within wall systems and beneath exterior metal siding; and</li> <li>• Roofing materials and sealants.</li> </ul> <p>These potential ACMs were either not sampled to protect the integrity of the materials, or concealed, enclosed, encapsulated, or inaccessible. As these materials are known to have been manufactured with asbestos, they should be presumed to be asbestos-containing unless proven otherwise by laboratory analysis. Prior to performing any work that may disturb these materials such as repairs, replacement, and disposal, destructive, and/or intrusive sampling may be undertaken to confirm if asbestos fibres are present.</p> <p>Confirmed ACMs should be managed in accordance with the building's AMP and applicable federal and provincial legislation.</p> <p>Should any material suspected of containing asbestos be discovered during renovation or demolition activities, work in that area must be stopped. Samples of the suspected material must be submitted for analysis to determine if asbestos fibres are present.</p>

**SITE BACKGROUND**

The Woodstock Animal Inspection Station building located at 1403 Highway #95 is a one story slab on grade building with a pitched roof and was originally constructed in 1982. The total area of the building is approximately 270 m<sup>2</sup> and is occupied by CFIA. Interior finishes include painted wood panel walls and ceiling, vinyl floor tile, and poured concrete. Metal siding was present of the exterior walls and roof of the building.

The assessed areas of the building consisted of readily accessible rooms throughout the interior of the building. Stantec did not perform intrusive sampling of the interior of the building and care was taken to sample materials in discrete location as the building is currently occupied (part time). Concealed materials, mechanical system pipe chases, plumbing for washrooms along with the roof and exterior of the building were not assessed at the time of the assessment, although efforts were made to locate hatches or other access points to assess these areas in a non-destructive manner.



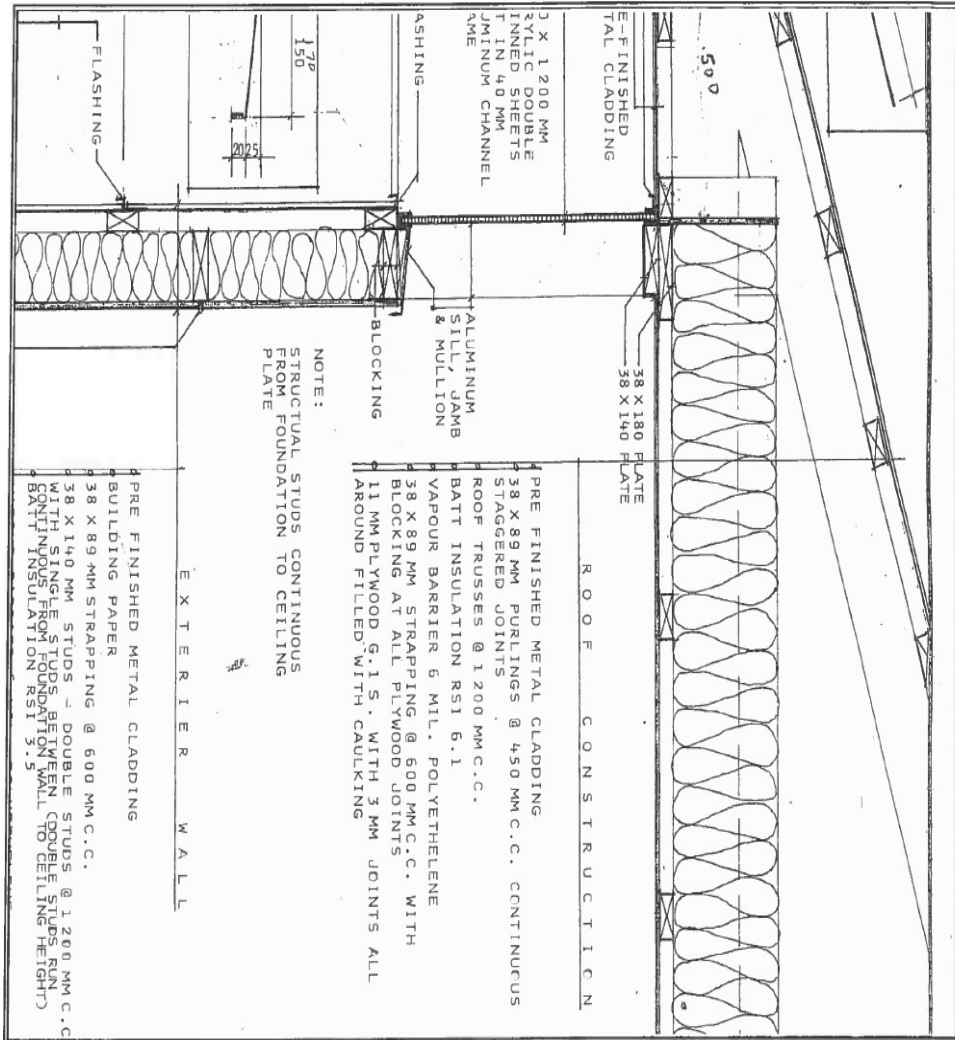
**ANNEX B - GENERAL INSTRUCTIONS**

**CFIA WOODSTOCK – CANOPY PEDESTRIAN ENTRANCE**

**EXISTING ROOF CONSTRUCT**

**Version 1.0**

**2018-10-01**



Structural framing

