



ASPHALT PAVEMENT REPAIRS AND INSTALLATION

To furnish all labor, material, equipment, supervision and transportation necessary to repair, maintain and service the facilities at Canadian Forces Base Esquimalt.

1. GENERAL DESCRIPTION OF THE WORK

The work performed under this standing offer includes the supply of all labour, materials, tools, equipment, supervision, shipping and transportation (to the worksites) necessary to provide Asphalt Paving repairs and installation services on an “as and when requested” basis for the Department of National Defence at Canadian Forces Base Esquimalt for Section Esquimalt, Real Property Operations Unit (Pacific).

2. SITE OF WORK

The site of the work is in (but not restricted to) the following geographic areas of **Canadian Forces Base Esquimalt**:

- a.) **Dockyard**: is located west of the City of Victoria approximately 8 kilometers at the Western terminus of Esquimalt Road.
- b.) **Naden**: is located at Admirals Road approximately 1 kilometer north of the junction of Esquimalt Road and Admirals Road.
- c.) **Work Point Barracks**: is located west of the City of Victoria, approximately 5 kilometers via Esquimalt Road and Head Street. South on Head Street approximately 1 kilometer to the gates of Work Point Barracks – Head Street at Lyall.
- d.) **Albert Head**: is west and south of the City of Victoria via Highway 1 and 1A, Sooke Road, Metchosin Road and Duke Road; follow approximately 2 kilometers on Duke Road to Albert Head Road, approximately 1 kilometer in a southerly direction on Albert Head Road to gate entrance.
- e.) **Bay Street Armoury**: 715 Bay Street. Victoria, BC
- f.) **Malahat**: 20 Huron Street. Victoria, BC
- g.) **Ashton Armoury**: 724 Vanalman Avenue. Victoria, BC



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- h.) **Pat Bay:** is north of the City of Victoria via the Pat Bay Highway to McTavish Road west to Willington Road; follow approximately 3 kilometers to Kitty Hawk Road. The hanger is home to 443 SQN.
 - i.) **Colwood:** is west of the City of Victoria via Highway 1 and 1A to Wilfert Road. Then left for approximately ½ kilometer to a controlled gate.
 - j.) **Belmont Park:** is west of the City of Victoria via Highway 1 and 1A to Ocean Boulevard, then left for approximately 1 kilometer to Belmont Park.
 - k.) **Rocky Point:** is south and west of the City of Victoria via Highway 1 and 1A to Sooke Road then left at Happy Valley Road to Rocky Point Road then right on East Sooke Road and left to a controlled gate.
 - l.) **Heals Range:** is approximately 13 km North-west of the City of Victoria via Douglas St. Burnside West, Interurban Road, West Saanich Road to Wallace Drive.
 - m.) **Munroe Head:** is west of the City of Victoria via Esquimalt Road to Admirals Road then North for approximately 1 – ½ kilometers to Maplebank Road then West to gate entrance.

NOTE: The exact type of equipment, quality of materials, and location of the work is detailed in the Site Authority's call-up instructions for each service request.

2.1 Access to Department of National Defence Property

CFB Esquimalt has set procedures for accessing DND properties. The security levels on the Base may change from time to time in response to potential threats, operational requirements or as part of a training activity. Contractor ID cards may be required for access to most DND properties, and potentially building sites within them. Ensure you carry your Contractor ID with you at all times and be prepared to show it when requested. At the end of the contract ALL issued ID cards must be returned.

NOTE: All personnel accessing DND property are subject to search without notice.

3. PRIME CONTRACTOR

When requested by the the Engineer, The Contractor agrees to accept the role of "Prime Contractor" as it is defined by Work Safe BC if there are 2 or more contractors involved in work at the work site at the same time.



4. DEFINITIONS

- I. **SITE AUTHORITY:** The term "SITE AUTHORITY", where it appears in these specifications, shall mean the Officer Commanding Real Property Operations (Pacific) or his designated representative, who will make regular inspections and be available to ensure the specifications are observed. The SITE AUTHORITY will authorize the work, make periodic inspections and will be available to give advice and direction to ensure the specifications are observed and assist with the interpretation of the specifications. They are the local point of contact for all work authorized under this contract.
- II. **CONTRACTOR:** The individual, partnership, sole proprietorship, or corporation executing the proposed contract.
- III. **PRIME CONTRACTOR:** The Contractor awarded the work and who has the permission of the SITE AUTHORITY to sub-contract. When sub-contracting they are reasonable to DND for controlling and directing the work on the site for themselves, their employees and their sub-trades. The PRIME CONTRACTOR "as defined by Work Safe BC" will be responsible for all on-site co-ordination including occupational health and safety issues. They will ensure that they comply with the federal or provincial OH&S laws governing the subject work. The PRIME CONTRACTOR must also ensure that all their sub-contractors do likewise.

5. CONTRACTOR'S USE OF THE SITE

- 5.1 Access to and from the work site must be coordinated through the SITE AUTHORITY is subject to:
 - a.) traffic regulations established by DND;
 - b.) security regulations established by DND; and
 - c.) operations.
- 5.2 The Contractor at the request of the SITE AUTHORITY shall provide a list of all employees on the site.
- 5.3 The Contractor must not encumber the site with materials or equipment.
- 5.4 At the direction of the SITE AUTHORITY, the Contractor must promptly remove any material or equipment that interferes with access or operations.
- 5.5 Use of DND facilities by the Contractor is not permitted unless otherwise indicated or approved of in writing by the SITE AUTHORITY.



5.6 Use of DND facilities is not permitted unless otherwise indicated or approved in writing by the SITE AUTHORITY.

6. REFERENCES AND CODES

6.1 Perform all work in accordance with the applicable National, Provincial, Regional or Local Code, Regulation, Legislation or Directive.

6.2 Observe and enforce construction safety measures required by the latest version of the; National Building Code, British Columbia Building Code, Work Safe BC, , and applicable Municipal statutes and authorities.

6.3 Ensure compliance with the most current version of the: Canada Labor Code, and the Occupational Health and Safety Regulations as well as compliance with the Workers' Compensation Act, Work Safe BC and any other regulations or legislation having to do with the prevention of accidents, the prevention of diseases, and the provision of safe working conditions including proper safety equipment, lighting, and ventilation.

6.4 In the event of any conflict between an Act, Regulation, legislation or Code, the most stringent provision shall apply.

7. CONTRACTOR'S RESPONSIBILITIES

7.1 The Department of National Defence (DND) and the Canadian Forces (CF) is committed to protecting the health and safety of its employees and the public. The goal is the prevention of accidents and injuries. The private Contractor performing the work MUST be compliant with Formation, Base, Provincial and National policy and legislation for the protection and safety of all workers on DND property.

7.2 The Contractor is required to provide, be in possession of, and to ensure all personnel are trained and make proper use of any equipment, devices, tools and machinery, including all Personal Protective Equipment (PPE) required for the work.

7.3 The Contractor must ensure compliance on his part and on the part of all his subcontractors with the standards of Part II, Canada Labour Code, and the Occupational Health and Safety Regulations. As well as compliance with the *Workers' Compensation Act* and any regulations there under the said *Act* having to do with the prevention of accidents, the prevention of diseases, and the provision of safe working conditions including proper safety equipment, lighting, and ventilation.

7.4 Execute the work with the least possible interference or disturbance to occupants, public and normal use of premises.



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- 7.5 Where security has been reduced by work, provide temporary means to maintain security.
- 7.6 Obtain prior approval from the Engineer before using or blocking stairways, elevators, dumbwaiters, or conveyors in buildings, only those assigned may be used for moving men and material. By using the device Contractor accepts liability for any damage to the equipment and agrees to immediately affect repairs to return it to the condition it was in prior to the Contractor's use.
- 7.7 The Contractor will observe and enforce all fire regulations as set down by the Base Fire Chief, and shall not store any flammable substances on site. (copy attached)
- 7.8 The Contractor shall at all times provide and maintain an adequate and suitable means of protecting and saving personnel, the building and its contents from damage or defacement during the course of the work; i.e., barriers, drop cloths, tarpaulins, fire extinguishers, etc.
- 7.9 The Contractor is responsible for the safety of persons and property on the work site and the protection of federal employees and the general public circulating adjacent to work site operations to extent that they may be affected by conduct of work.
- 7.10 The Contractor is to enforce compliance by workers and other persons granted access to work site with all safety requirements applicable under the federal, provincial, and local statues, regulations, and ordinances, and with the Contractor's Health and Safety Program.
- 7.11 Should a safety related hazard or condition become evident during the performance of work, the Contractor shall:
- a.) Immediately take measures to rectify the situation and prevent damage or harm.
 - b.) Advise the SITE AUTHORITY verbally and in writing of the incident.
- 7.12 Contractors are required to be aware of the known hazardous substances and/or conditions and are to include the mitigation costs in their price for each call up and all work associated with in and around the hazards.
- 7.13 Contractors working on or in federally owned or leased premises and or properties acknowledge and accept responsibility for compliance with the appropriate provincial health and safety regulatory instruments.
- 7.14 When acting as a PRIME CONTRACTOR the Contractor accepts the responsibility for ensuring that they and all sub-contractors will comply with provincial or federal regulatory instruments, as appropriate.



8. SUB-CONTRACT

- 8.1 Sub-contracting is permitted under the terms of the contract. The Contractor may subcontract the supply of goods or services that are customarily subcontracted by the Contractor. When they do so they are then acting as the PRIME CONTRACTOR with all the inherent responsibilities and obligations.
- 8.2 Before any subcontract, the Contractor must obtain the consent in writing from the SITE AUTHORITY. The SITE AUTHORITY may require the Contractor to provide the particulars of the proposed subcontract.
- 8.3 Subcontracting does not relieve the PRIME CONTRACTOR from fulfilling any of its obligations under the terms of the Contract nor impose any liability upon Canada from a subcontractor.
- 8.4 In any subcontract, the Contractor agrees to bind the subcontractor by the same conditions by which the Contractor is bound under the Contract, unless the Contracting Authority requires or agrees otherwise, with the exception of requirements under the Federal Contractors Program for employment equity which only apply to the Contractor.

9. WARRANTY

- 9.1 The Contractor must provide a one year written warranty on all labor and material provided and/or installed by the Contractor or any of its subcontractors.
- 9.2 The warranty start date shall be the date the invoice was submitted for payment to DND.

10. ACCIDENT REPORTING

- 10.1 Investigate and report incidents and accidents as required by the Workers Compensation Act of British Columbia, and the Regulations made pursuant to the Act.
- 10.2 Provide to the SITE AUTHORITY a copy of incident / accident investigation reports within 3 working days.
- 10.3 For the purpose of this contract, immediately notify the SITE AUTHORITY of incidents and accidents that involve:
- a.) a resulting injury that may require medical aid;
 - b.) exposure to toxic chemicals or substances;
 - c.) property damage; and
 - d.) interruption to DND operations.



10.4 In the investigation and reporting of incidents and accidents, the Contractor is required to respond in a timely fashion to correct the action that was deemed to have caused the incident and/or accident and advise in writing on the action taken to prevent a reoccurrence of the incident and/or accident.

11. SITE AUTHORITY: The SITE AUTHORITY shall have the following rights;

11.1 Authority to decide whether any part of the work has been performed to the level of quality specified in the Contract;

11.2 Authority to question, accept or reject the quality and quantity of any labor or material used in the execution of the work;

11.3 Authority to question the timing or scheduling of the various phases of the work.

11.4 Authority to increase or decrease the scope of work in accordance with the terms and conditions; and

11.5 Authority to inspect, accept or reject work done by the Contractor.

11.6 Certain areas on the Base may be designated as Operations, Security, or High Security Zones and there are additional security requirements in these areas. All Contractor personnel should be aware of the security requirements for the areas that they are working in.

11.7 The SITE AUTHORITY for this standing offer and any subsequent call-ups is:

Carlos Da Silva (or designate)
Section Esquimalt, Real Property Operations Unit (Pacific)
Box 17000, Stn forces
CFB Esquimalt.
Victoria, BC. V9A 7N2
Ph: 250 363-1900 ext 60021
Fx: 250 363-5324

Correspondence and Invoices, unless otherwise specified shall be sent to:

Section Esquimalt, Real Property Operations Unit (Pacific)
Box 17000, Stn Forces
CFB Esquimalt
Victoria, BC V9A 7N2
Attn: Contracts



12. ALTERATIONS, ADDITIONS OR REPAIRS TO EXISTING BUILDING

- 12.1 Execute work with the least possible interference or disturbance to occupants and normal use of and access to the premises. Any shut-downs or closures must be arranged with the SITE AUTHORITY in advance, to facilitate execution of work.
- 12.2 Ensure that DND workers and the public in the area are protected from harm at all times. At NO time should any work being undertaken cause harm or risk anybody's health or life.

13. EXISTING SERVICES

- 13.1 Notify SITE AUTHORITY and utility companies of intended interruption of services and obtain required permissions or permits prior to any shut-down, closure or interruption in service or access.
- 13.2 Where the work involves modifications of or connections to existing services, the Contractor is to give the SITE AUTHORITY, 10 working days of notice for necessary interruption of service throughout course of work.
- 13.3 The work must be implemented in a manner that minimises the duration and number of interruptions but still maintains safety.
- 13.4 Interruptions may be done after normal working hours or on weekends, only with the approval of the SITE AUTHORITY.
- 13.5 Implement safe work procedures around open excavations, as per the governing safety authority. Maintain safe access for pedestrian and vehicular traffic.

14. WORK IN BUILDINGS OR ACCESS AREAS

- 14.1 Execute all work with the least possible; risk, interference or disturbance to occupants, public, and normal use of premises.
- 14.2 Arrange with SITE AUTHORITY to facilitate execution of work.
- 14.3 Where security has been reduced by the work of the Contractor, provide a temporary means to maintain security.
- 14.4 Provide temporary dust screens, barriers, and warning signs in locations where renovation and alteration work is adjacent to areas used by the public or government staff.
- 14.5 Provide pedestrian barricade or/and warning tape to mark perimeter of work areas directed by SITE AUTHORITY.



15. SMOKING

15.1 Comply with the Base smoking policy. Smoking is not allowed in any DND Building it is only allowed in designated smoking areas. This includes smoking in any privately owned motor vehicle while on DND property.

16. PERMITS

16.1 Obtain permits, licenses and compliance certificates at appropriate times and frequencies as required by the local authorities having jurisdiction.

16.2 Provide copies of the permits to the SITE AUTHORITY when submitting the invoice for payment.

16.3 Hold a copy of all permits, licenses and compliance certificates on the work site. Be prepared to show them at any time when requested.

17. SANITARY FACILITIES

17.1 Permanent facilities may be used only with the approval of SITE AUTHORITY.

17.2 If permanent facilities are unavailable the Contractor must make their own arrangements for portable facilities. The location of any portable must be authorised in writing by the SITE AUTHORITY.

18. PARKING

18.1 Parking Space may be made available on site for the Contractor's work vehicles only. The location and number of spaces used will be as directed by SITE AUTHORITY. Be aware that there is little open parking on the base and the Contractor will be subject to ticketing/towing if parking improperly.

19. POWER AND WATER SUPPLY

19.1 DND may provide temporary electric power and water for construction purposes.

19.2 Supply of any temporary services to the Contractor is subject to DND requirements and may be discontinued by the SITE AUTHORITY at any time without notice. All estimates must take this disruption into consideration.

19.3 The SITE AUTHORITY will determine delivery points and quantitative limits.



19.4 The SITE AUTHORITY's written permission is required before any connection is made.

19.5 All connections to existing supply must be made in accordance with the appropriate Code and at the end of the job returned to their original configuration.

20. SIGNS OR NOTICES

20.1 Only signs and notices for hazard, safety, or instructions are permitted on the work site.

20.2 The format, location, and quantity of site signs and notices to be approved by SITE AUTHORITY.

20.3 Signs and notices for safety or instruction are to be in both official languages or commonly understood graphic symbols.

21. FIRE SAFETY

21.1 When required, the SITE AUTHORITY shall coordinate arrangements for the Contractor to be briefed on Fire Safety by the Fire Chief before any work is commenced.

21.2 Contractors and their personnel shall know the location of nearest fire alarm box and telephone including the emergency telephone number.

21.3 Report immediately all fire incidents to the Fire Department as follows:

- a.) Activate nearest fire alarm box; or Telephone Local 9-911;
- b.) The person activating the fire alarm box shall remain at the box to direct the Fire Department to the scene of fire; and
- c.) When reporting a fire by telephone, give the location of the fire, name or number of the building, and be prepared to verify the location.

21.4 Interior and Exterior Fire Protection and Alarm Systems Fire protection and alarm systems shall not be

- a.) obstructed,
- b.) shut off, or
- c.) left inactive.

21.5 At the end of each working day the fire protection and alarm systems must be returned to service unless authorized in writing by the Fire Chief or the SITE AUTHORITY.

21.6 Fire hydrants, standpipes, and hose systems shall not be used for anything other than firefighting purposes unless authorized by the Fire Chief or the SITE AUTHORITY.



21.7 The Contractor shall supply a sufficient number of 20 lb. ABC fire extinguishers (number to be determined by the Fire Chief) to protect in an emergency the work in progress and the Contractor's physical plant on site.

21.8 The Fire Chief shall be advised of any work that would impede fire apparatus response. This includes violation of minimum overhead clearance, erecting of barricades, and the digging of trenches.

22. RUBBISH, WASTE MATERIAL, GARBAGE AND CONSTRUCTION DEBRIS

22.1 The burning of rubbish, waste material, and garbage or construction debris on DND property is prohibited.

22.2 All rubbish, waste material, garbage or construction debris shall be removed from the work site at the end of the work day or shift by the Contractor.

22.3 Using DND solid waste containers to dispose of rubbish, waste material, garbage or construction debris generated by the Contractor during the course of the work is prohibited unless authorized by the SITE AUTHORITY in writing.

23. HAZARDOUS SUBSTANCES

23.1 If the work entails the use of any toxic or hazardous materials, chemicals, and/or explosives, or otherwise creates a hazard to life, safety, or health, then work shall be performed in accordance with the National Fire Code of Canada.

23.2 The Fire Chief is to be advised and a "Hot Work" permit obtained in all cases involving welding, burning, or using of blow torches and salamanders.

23.3 Special precautions are necessary to safeguard life and property from damage by fire and explosives.

23.4 Wherever work is being carried out in dangerous or hazardous areas involving the use of heat, fire watchers equipped with sufficient fire extinguishers shall be provided. The determination of dangerous and hazardous areas along with the level of precaution necessary for Fire Watch shall be at the discretion of the Fire Chief.

23.5 Contractors are responsible for providing a fire watch service for their work on a scale established and in conjunction with the Fire Chief.



CFB Esquimalt Fire Rescue

Fire Prevention Division

Project: _____

Location: CFB
Esquimalt _____

Fire Orders and Regulations for Contractors

All personnel are to be thoroughly familiar with the contents of this order and in addition are to be conversant with relevant regulations pertaining to:

Fire Safety Plans

- ❑ Prior to commencement of construction or demolition, the Contractor shall prepare for the site a Fire Safety Plan conforming to the *National Fire Code of Canada Section 2.8 Emergency Planning*.
- ❑ Prior to commencement of construction or demolition, the Contractor and their personnel shall be familiar with the *National Building Code of Canada Section 8.2 Protection of the Public and Fire Safety* or *British Columbia Building Codes section 8.2*.

Reporting Fires

- ❑ Report immediately all fire incidents to the Fire Department as follows:
 - Activate nearest fire alarm (if applicable) and
 - Telephone 911
 - Telephone the Fire Department 363-1990/1991
 - CFB Esquimalt Rocky Point Fire Station #3 @363-5165
- ❑ When reporting a fire by telephone, give location of fire, name or number of building and be prepared to verify the location.
 - When reporting by cellular phone, inform the operator you are working at **CFB Esquimalt Rocky Point**. You may initially receive a 911 operator from another jurisdiction depending on your cellular phone.

Fire Precautions

- ❑ Fire safety will be maintained in accordance with Canadian Forces Base (CFB) Esquimalt Fire Orders.
- ❑ Fire watchers provided with sufficient fire equipment (Company Owned) to control or extinguish fire shall be provided:
 - Whenever work is being carried out in dangerous or hazardous areas involving the use of heat.
 - For the duration of cutting, welding, and roofing operations and for a period of **1 HR** thereafter (minimum)...**2 HR** for roofing. Before leaving, he/she shall inspect the site to ensure that all is in order.

- On a scale established in conjunction with the engineer prior to commencing work.
- Hot works permits are required from the Fire Prevention Division, **363-1911** in all cases involving welding, cutting, grinding, roofing or the use of blowtorches, salamanders, etc. Regulations in the Hot Works permit will be strictly adhered to.
- The contractor shall supply fire extinguishers, as scaled by the Chief Fire Inspector, necessary to protect the work in progress and the contractor's physical plant on site.

Interior and Exterior Fire Protection Systems and Alarm Systems

- Fire hydrants, sprinklers systems, and fire protection and alarm systems will not be:
 - Obstructed;
 - Tampered with, shut-off; or
 - Left inactive at the end of a working day or shift without authorization from the Chief Fire Inspector.
 - The Chief Fire Inspector must be notified before disconnecting the power to buildings with fire alarm systems.
- Fire hydrants, standpipes and hose systems will not be used for other than firefighting purposes unless authorized by the Chief Fire Inspector **363-1911**.

Blocking of Roadways or Access/Egress

- Blocking of Roadways: in all area the Chief Fire Inspector is to be advised prior to the erection of barricades or the digging of trenches which might impede fire apparatus. The Contractor shall provide an emergency access road as required and as directed by the Chief Fire Inspector.
- Blocking of Access/Egress: The Chief Fire Inspector shall be advised of any work that would restrict access/egress or block a door to an area of the building. The Contractor shall provide an emergency access route as directed by the Chief Fire Inspector.

Flammable Liquids

- Flammable liquids such as gasoline, kerosene, naphtha, etc., may be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing the Underwriters Laboratory or Factory Mutual Seal of Approval.
- Transfer of flammable liquids is prohibited within buildings. In all cases where the transfer of such liquids is necessary, care is to be taken to provide adequate bonding between containers and ground.
- The transfer of flammable liquids shall not be carried out in the vicinity of open flame or any type of heat producing devices.
- Storage of quantities of flammable liquids exceeding 45 litres for work purposes requires the permission of the Chief Fire Inspector. Flammable liquids having a flash point below 38°C (100°F) such as gasoline or naphtha, etc., shall not be used in solvents or cleaning agents.
- Disposal of flammable liquids shall be in a safe approved manner.

Smoking Precautions

- ❑ Although smoking is not permitted in hazardous areas, care must still be exercised in the use of smoking materials in non-restricted areas. Smoking is not permitted in Department of National Defence buildings.

Storage and Removal of Rubbish and Waste Materials

- ❑ Accumulations of rubbish and waste materials are to be kept to a minimum, and removed from buildings at the end of the workday or shift.
- ❑ Flammable waste materials shall not be stored in the work area without the consent of the Chief Fire Inspector.
- ❑ The burning of rubbish is prohibited

Quality Control

Automatic Fire Protection and Detection Systems (AFP and DS)

- ❑ The Chief Fire Inspector, Fire Prevention Division, CFB Esquimalt Fire Rescue, shall be informed in advance of acceptance inspections or tests of new AFP and DS.
- ❑ A copy of the applicable manufacturer’s operating maintenance, parts list manual, one set of keys for new alarm panels in addition to any other manuals, and keys called for in this specification, shall be provided to the Chief Fire Inspector at the time of acceptance.
- ❑ The Contractor shall arrange a briefing from a manufacturer’s representative for the Chief Fire Inspector prior to or at the time of acceptance of new AFP and DS.
- ❑ When existing AFP and DS are modified, required repair, or are being expanded, the Chief Fire Inspector shall be notified prior to commencement of work and kept informed of progress. On completion, the Chief Fire Inspector shall be informed to enable Fire Department staff to test the system.

I acknowledge I am aware of these regulations requiring compliance with CFB Esquimalt Fire Safety Orders and Directives in connection with the work to be performed.

Inspector: _____

Date: _____

Contractor:
Phone # _____

Date: _____