



Service correctionnel
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Correctional Service
Canada

SPECIFICATIONS

SHEET METAL WORKER AND APPRENTICE SHEET METAL
WORKER SERVICES



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01 14 00 GENERAL REQUIREMENTS

1. GENERAL INFORMATION

1.1. DESCRIPTION OF SERVICES

- 1.1.1. The services to which this Standing Offer applies includes, but are not limited to, the supply of: skilled labour, tools, and when requested by the CSC, materials, special equipment and disposal relating to the services of Sheet Metal Worker and Apprentice Sheet Metal Worker.
- 1.1.2. The scope of the services may include inspection, maintenance, repair and construction work of various scales. Please refer to paragraph 1.4 of section 22 10 00 *Technical aspects* for a description of the different tasks required.

1.2. DEFINITIONS

- 1.2.1. "CSC" – Correctional Service of Canada.
- 1.2.2. "Call-up" – Granting of a new mandate by the Technical Authority in order to carry out new inspection, maintenance, repair and/or construction work.
- 1.2.3. "Warden" – Warden or CSC representative, as the case may be.
- 1.2.4. "Technical Authority" – Individual responsible for the management of a call-up, including but not limited to, the Chief, Facilities management; Supervisor, Facilities management; Technical officer or Project leader.
- 1.2.5. "CSC representative" – All CSC employees or other individual mandated by the Technical Authority to intervene, to supervise or to oversee work in progress during a call-up.
- 1.2.6. "Contractor's Employee" – Employee of the Contractor or of one of the Subcontractors, equipment operators, transporters or suppliers.

1.3. RELEVANT SITES

- 1.3.1. The present Standing Offer may refer to any of the institutions indicated in Annex I. CSC reserves the right to require proof that the Contractor can easily offer the required services according to the deadlines and for each of the regions for which a quote will be submitted.

1.4. WORK SITE VISITS

- 1.4.1. There must be no work site visits under this Standing Offer.
- 1.4.2. Unless otherwise stipulated by the Technical Authority, a site visit will be required only in the following cases:
 - a) When the first term is awarded by the institution;
 - b) When a call-up is issued;
 - c) When a preliminary or detailed assessment is issued by the Technical Authority.

- 1.4.3. All visits for evaluating work site conditions and particularities in order to prepare a preliminary or detailed assessment, or to allow the Contractor to prepare for the work, must be made at the expense of the Contractor.
- 1.4.4. The Contractor must refrain from justifying errors, omissions or imperfections in the work by attributing them to existing conditions and particularities.
- 1.4.5. If a site visit is desired for a call-up, a request must be made to the Technical Authority. For institutional safety reasons, site visits must be conducted at specific times as determined in consultation with the Technical Authority. This visit will be at the expense of the Contractor.

1.5. CODES AND REGULATIONS

- 1.5.1. The Contractor must conform to all laws and regulations relating to the work, should they be under federal, provincial or municipal jurisdiction, as would be the case if the work was executed for a person other than the Government of Canada.
- 1.5.2. The Contractor must complete the work in accordance with the National Building Code of Canada (NBC) and any other applicable provincial or municipal codes. In the event of any inconsistency or conflict, the stricter requirements must prevail.
- 1.5.3. The Contractor must respect the obligations outlined by the *Act respecting labour relations, vocational training and workforce management in the construction industry* (Act R-20).

1.6. AWARDING CALL-UPS

- 1.6.1. Prior to each mandate, CSC must provide an outline of the work required and the facilities affected, and the Contractor must develop an operation strategy and submit it in writing for approval by the CSC Representative.
- 1.6.2. Within five (5) working days from the date the call-up is issued, the Contractor must submit all required documents.
- 1.6.3. The Contractor must advise the Technical Authority when work progress reaches 75%. Should the Contractor believe that the preliminary assessment will be exceeded, it must inform the Technical Authority prior to reaching 75% work progress. If the Contractor fails, intentionally or unintentionally, to submit a progress report, it cannot bill hours that have not been approved.
- 1.6.4. During or following a call-up, should any rules, codes, objectives or other aspects not be respected by the Contractor, the CSC will produce dissatisfaction and deficiency report. This report will be shared with the Contractor as well as the Contracting Authority. The Contractor must then carry out the appropriate corrections and, if applicable, must carry out this work at their own expense. The dissatisfaction and deficiency report can be consulted in Annex IV.

1.7. DETAILED ASSESSMENT SHEET

- 1.7.1. The detailed assessment sheet can be consulted in Annex II.
- 1.7.2. At the request of the Technical Authority, a call-up can begin by an assessment of work required and the production of a detailed assessment sheet by the Contractor. The Contractor must request approval by the Technical Authority to bill the time required for the production of the assessment in accordance with the applicable rated in the Basis of Payment.

- 1.7.3. Upon receipt of the detailed assessment sheet, the Technical Authority must authorize the work in writing and define the terms and conditions of the project work.
- 1.7.4. When requested by the Technical Authority, the Contractor may be asked to provide associated documents, such as described in paragraph 2.3 of section 22 10 00 *Technical Aspects*. The number of hours required to produce said documents must be preapproved by the Technical Authority.
- 1.7.5. CSC reserves the rights to refuse moving forward with the work following a proposed detailed assessment sheet. As previously agreed upon with the Technical Authority, the Contractor must be compensated for the time required to produce the document.

1.8. TIMESHEETS

- 1.8.1. At all times, the Contractor must use the timesheet provided by the CSC. The timesheet can be consulted in Annex III.
- 1.8.2. The Contractor's Employees must fill out a worksheet at the end of each work day, taking care to complete all sections. The Contractor's Employees must obtain the Technical Authority's signature to ensure the validity of the document. Should the Technical Authority be absent, the worksheet must be signed by the CSC Representative mandated by the Technical Authority.
- 1.8.3. The time will be verified by the CSC Representative mandated to accompany the Contractor.
- 1.8.4. The number of hours indicated on the timesheet must correspond to productive working time only. All waiting time accrued by the Contractor or the Contractor's Employees caused by operational needs of CSC can be considered as working time to be billed.

1.9. WORK TIMELINES

- 1.9.1. The Contractor must commence work no later than ten (10) working days after a call-up is issued or according to the date indicated on the purchase order and must work diligently until all work is completed.
- 1.9.2. If the work cannot be carried out or is interrupted because of poor weather conditions, the Contractor must return to the site and carry out the work within one (1) day of the return of favorable weather conditions.
- 1.9.3. The Contractor should be able to provide more than one work team simultaneously, whether it be for the same work, a different call-up or, if applicable, a different institution.

1.10. WORK SCHEDULE

- 1.10.1. Pedestrian and vehicle access varies by institution. The opening hours for vehicle access can be, depending on the institution, restrictive and reduce the normal work hours in a day. The Technical Authority will share with the Contractor the applicable opening hours for vehicle access.
- 1.10.2. For safety and time optimization reasons, the Technical Authority may require that the Contractor's Employees bring a meal to eat on the work site.

- 1.10.3. The normal work week is Monday through Friday, from 7:00 to 17:00 each day. However, specific work hours may vary between institutions. A normal work day can consist of up to eight (8) hours of work. These hours must be prescribed to the Contractor by the Technical Authority before the commencement of the mandate.
- 1.10.4. Work is not permitted on weekends or statutory holidays without the express authorization of the Warden, who must be asked at least seven (7) days in advance.

1.11. OVERTIME WORK

- 1.11.1. Authorization from the Warden is required for all overtime work. Furthermore, forty-eight (48) hours advanced notice is required before carrying out any authorized overtime work.
- 1.11.2. If overtime is required to complete an urgent task or ensuring safety, the Contractor must notify the Technical Authority as soon as the Contractor becomes aware of this necessity and must then follow the Technical Authority's instructions.
- 1.11.3. When overtime, weekend or statutory holiday work must be performed, as authorized by the Warden or the person appointed by, the Warden may designate additional supervisory staff. The Technical Authority may also assign additional staff to inspect the activities.

1.12. SERVICE CALLS FOR EMERGENCY WORK

- 1.12.1. NO OBJECT

1.13. REQUIRED DOCUMENTS

- 1.13.1. The Contractor must keep a copy of each of the following documents on the work site:
 - a) Contract drawings and call-up work descriptions;
 - b) Change order authorizations for modifications to the aforementioned.

1.14. ADDITIONAL DRAWINGS

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

2. PRODUCTS

2.1. NO OBJECT

3. EXECUTION

3.1. WORK FOLLOW-UP

- 3.1.1. When required, the Contractor must carry out an update of the work schedule in collaboration with and under the authorization of the Technical Authority.

- 3.1.2. The Contractor or his employees must advise the Technical Authority or CSC representative when they leave the site.
- 3.1.3. Timesheets must be submitted to the Technical Authority at the end of each work day.

3.2. CHANGE ORDERS

- 3.2.1. During the execution of work, all changes to the initial mandate must be approved by the Technical Authority.

3.3. CONTRACTOR'S USE OF SITE

- 3.3.1. The Contractor must refrain from unnecessarily cluttering the site with materials and equipment.
- 3.3.2. The Contractor must ensure that CSC staff and vehicles can access the site at all times.
- 3.3.3. The Contractor must comply with existing authorities.
- 3.3.4. The Contractor must have any vehicles that could be damaged during the work moved. In the event that one or more vehicles or other items on the site are damaged, the Contractor must have them repaired or replaced by authorized professionals, to the satisfaction of the Technical Authority.

3.4. LOCATION OF VARIOUS TYPES OF DEVICES AND EQUIPMENT

- 3.4.1. The locations of the various surface and underground devices and equipment included in the drawings or specified by the Technical Authority or other CSC representative must be considered approximate.
- 3.4.2. When applicable, the Contractor must modify work techniques in order to ensure detection of elements and to minimize risk of damage.

3.5. WARNING DEVICES

- 3.5.1. When applicable, the Contractor must provide, install and maintain temporary warning devices.

3.6. DRILLING AND DEMOLITION WORK

- 3.6.1. At all times and regardless of the scope of work, all drilling, drilling for anchoring and demolition work must be subject to a consultation with the Technical Authority prior to execution of the task. This consultation allows the Technical Authority to verify the asbestos registry in order to authorize the work. Following this, the work can be carried out in accordance with the requirements of the *CSC asbestos management program*. (Refer to paragraph 3.2 of section *01 74 11 Cleaning* for specifications on cleaning and associated costs).

3.7. WASTE MANAGEMENT AND DISPOSAL

- 3.7.1. When mentioned by the Technical Authority, the CSC waste containers may be made available to the Contractor.
- 3.7.2. See paragraph 2.3 of section *22 10 00 Technical Aspects* of the present specifications for this service description's, applicable when requested by the Technical Authority.
- 3.7.3. The Contractor must remove all unnecessary materials that are not salvaged or re-used and proceed with the elimination of the waste.

- 3.7.4. During demolition or with materials leftover from the work, the Contractor must carry out waste sorting in order to facilitate recycling of the various waste materials.
- 3.7.5. The Contractor must divert unused metal materials to an appropriate recycling facility approved by the Technical Authority.
- 3.7.6. The Contractor is responsible for choosing waste treatment sites.
- 3.7.7. It is forbidden to bury rubbish or waste materials.
- 3.7.8. It is forbidden to dispose of waste, volatile materials, mineral spirits, oil, paint thinner or any other waste material in storm or sanitary sewers or in waterways. These materials must be disposed of in accordance with the *Canadian Environmental Protection Act (1999)* and the *Québec Residual Materials Management Policy (1998-2008)*.

3.8. PATCHING UP

- 3.8.1. All elements damaged during work must be repaired to their prior condition.

3.9. BILLING

- 3.9.1. Detailed billing information must correspond to the costs per unit identified in the Basis of Payment and be justified by the previously approved timesheets. In case of a difference between the initial assessment and the totals upon completion of the work, the Contractor must adjust the invoice according to actual hours worked.
- 3.9.2. Break, lunch and transport time must not be billed.
- 3.9.3. The Contractor must ensure that each invoice includes, at minimum, the following:
 - a) The call-up number;
 - b) The timesheet number(s).
- 3.9.4. The Contractor must ensure that each invoice includes a breakdown of cost per unit for materials.

END OF SECTION 01 14 00



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01 35 13 CSC SECURITY

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1. GENERAL INFORMATION

1.1. PURPOSE

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

1.2. DEFINITIONS

- 1.2.1. "prohibited items" :

- a) Intoxicants, including alcohol, drugs and narcotics;
- b) A weapon or a component thereof, ammunition, or anything that is designed to kill, injure or disable a person or that can be assembled or modified for such purposes, possessed without prior authorization;
- c) An explosive or a bomb, or a component thereof;
- d) An amount of money exceeding the regulatory limit;

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

- e) Any other item possessed without prior authorization that could jeopardize the security of the penitentiary or the safety of persons;
- f) Electronic or telecommunication devices;
- g) Tobacco products and associated products (including, but not limited to, cigarettes, electronic cigarettes, cigars, tobacco, chewing tobacco, cigarette-making machines, matches and lighters) are considered unauthorized items.

- 1.2.2. "commercial vehicle": Vehicle intended for the transportation of material, equipment or tools necessary for the work.

- 1.2.3. "work site": Area in which the Contractor is authorized to work, as indicated in the project plans. This area may be isolated from the institution's security perimeter.

- 1.2.4. "perimeter": Area of the institution surrounded by fencing or walls, preventing the free movement of inmates.

1.3. PRELIMINARY MEASURES

- 1.3.1. Prior to starting the work, the Contractor must communicate with the technical authority to:

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

- 1.3.2. The Contractor must:

- a) be sure to inform their employees of the security requirements;
- b) work with institutional staff to ensure that their employees comply with the security requirements.

1.4. CONTRACTOR'S EMPLOYEES

- 1.4.1. According to the Warden's preference, the Contractor must be aware that no employee will be admitted access to the institution without valid security clearance and have a recent photo identification card, such as a provincial driver's licence.
- 1.4.2. The Contractor must submit to the technical authority a list of the names and birth dates of all hi employees scheduled to work in the institution or all other CSC site, as well as their completed security clearance forms (*Federal Institution Access Request form*). Allow two (2) weeks for the security clearance forms to be processed.
- 1.4.3. The Warden may require that headshots be taken of the Contractor's Employees so that their pictures can be posted in appropriate areas throughout the institution or entered into a database for identification purposes. The Warden may also require that the Contractor's Employees prominently display photo identification on their clothing when they are within the institutional perimeter.
- 1.4.4. An individual will be refused entry to institutional premises if there is reason to believe that they pose a security risk.
- 1.1.2. Individuals will be immediately removed from institutional premises if:
 - a) they appear to be under the influence of alcohol, drugs or narcotics;
 - b) they behave in an abnormal or disorderly manner;
- 1.4.5. they are in possession of prohibited items.

1.5. VEHICLES

- 1.5.1. The personal vehicles of the Contractor's Employees are not allowed within the perimeter of medium- or maximum-security institutions without the express permission of the Warden.
- 1.5.2. All individuals who leave a vehicle unattended on CSC premises must close the windows and lock the doors and trunk. The owner of the vehicle or the employee from the company that owns the vehicle must ensure that the keys are kept safely in their personal possession.

NOTE: The institution may require that all vehicles and motorized equipment be equipped with a device that allows for locking the fuel cap.
- 1.5.3. The Warden can limit the number and type of vehicles permitted within the perimeter at any time.
- 1.5.4. Those delivering materials needed for the work may be required to have security clearance.
- 1.5.5. Should the Warden allow trailers to be left within the institution's perimeter, the doors and windows must remain closed and locked when left unattended. Windows must be equipped with expanded metal grates.

1.6. PARKING

- 1.6.1. The CSC Representative designates authorized parking areas for vehicles. If the Contractor's Employees park elsewhere, their vehicle may be towed.

1.7. SHIPMENTS

- 1.7.1. All shipments of material, equipment or tools for the work must be addressed to the Contractor to clearly distinguish them from shipments for the institution. The Contractor must ensure that his employees are on site to receive deliveries, as CSC staff will **not** accept deliveries of materials, equipment or tools intended for the Contractor.

1.8. COMMUNICATION DEVICES

- 1.8.1. Cellular or digital cordless phones (including, but not limited to, text messaging devices, pagers, BlackBerry, and telephones used as two-way radios), laptop computers and tablets are prohibited in the institution without the express authorization of the Warden. Even when permitted, they are not to be used by inmates.
- 1.8.2. The Warden may approve but limit the use of two-way radios.
- NOTE:** In some institutions, cellular or digital phones and two-way radios are permitted; however, conditions may apply. For example, their use may not be permitted in areas accessible to inmates.

1.9. TOOLS AND EQUIPMENT

- 1.9.1. The Contractor must keep a comprehensive list of the tools and equipment used during the work. This list must be kept up-to-date for the length of the work and be submitted for inspection when necessary.
- NOTE:** A list of unauthorized or restricted tools and equipment may be provided to the Contractor if necessary.
- 1.9.2. The Contractor's Employees must never leave tools unattended, particularly mechanical tools, files, saw blades, hacksaws, wire, rope, ladders and any item used for lifting (jacks, cylinders, etc.).
- 1.9.3. The Contractor's Employees must store tools and equipment in a secure, authorized location.
- 1.9.4. The Contractor's Employees must lock all toolboxes after use and keep the keys with them at all times. They must also lock scaffolding that is not being used; once erected, scaffolding must be secured to the satisfaction of the CSC representative.
- 1.9.5. The Contractor's Employees must notify the Technical Authority immediately if any tools or equipment have been lost or are unaccounted for.
- 1.9.6. The Warden will ensure that security staff verifies the Contractor's tools and equipment based on the list provided by the Contractor, at the following times:
- at the beginning and end of each project;
 - each week, if the work lasts more than one (1) week.
- NOTE:** Some institutions require that tools and equipment be removed from the work site on a daily basis (e.g., in a busy area).
- 1.9.7. Some tools and equipment - such as cartridges and metal saw blades - are closely controlled. At the beginning of the day, the Contractor will be given a sufficient number of these items for one (1) day's work. Used blades/cartridges must be returned to the security personnel at the end of each day.
- 1.9.8. The use of fastening tools or other tools with cartridges is strictly prohibited.
- NOTE:** Controlled items are managed differently from one institution to another and

must be verified with the specific institution.

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

NOTE: This is a concern if the work site is located near inmates' living units. A fire could put human lives in danger. Check the institution's policy.

1.10. KEYS

- 1.10.1. During the work, the Contractor must use regular cylinders in regular locks.
- 1.10.2. Once the security locks are installed, the CSC representative who escorts the Contractor's Employees must obtain the keys in order to open doors according to the Contractor's needs. The Contractor must inform his employees that only the CSC representatives escorting them are authorized to use the keys.

1.11. PRESCRIPTION MEDICATION

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

1.12. RESTRICTIONS ON TOBACCO USE

- 1.12.1. Neither Contractors nor the Contractor's Employees are permitted to smoke inside correctional institutions, nor outside while within the perimeter of a correctional institution. They must not have unauthorized tobacco products in their possession within the institutional perimeter.
- 1.12.2. All individuals who violate this policy will be asked to stop smoking or to throw out all unauthorized tobacco products immediately. Individuals who continue to violate this policy will be asked to leave the institution.
- 1.12.3. Smoking will only be permitted outside the correctional institution's perimeter, in a location designated by the CSC representative.

1.13. PROHIBITED ITEMS

- 1.13.1. Firearms, ammunition, explosives, alcohol, drugs and narcotics are prohibited on institutional premises.
- 1.13.2. The Warden must be notified immediately if anyone is found in possession of prohibited items on the work site.
- 1.13.3. The Contractor must be vigilant in monitoring their employees as well as the employees of their Subcontractors. Individuals found in possession of prohibited items may have their security clearance revoked. If the violation is serious, the company in question may be expelled from the institution for the duration of the work.
- 1.13.4. If firearms or ammunition are found in the vehicle of a Contractor, Subcontractor, supplier, or their personnel, the security clearance of the vehicle's driver will be revoked immediately.

1.14. SEARCHES

- 1.14.1. All individuals and vehicles arriving on the institution's premises may be searched.

- 1.14.2. If the Warden has reason to believe that one of the Contractor's Employees is in possession of a prohibited item, the Warden may order a search of that individual.
- 1.14.3. The personal belongings of all the Contractor's Employees arriving at the institution may be checked to search for the residue of contraband drugs.

1.15. CONTACT WITH INMATES

- 1.15.1. It is prohibited to enter into contact with inmates, speak to them, give them anything or accept anything from them without specific authorization. Anyone who violates this order will be expelled from the site and have their security clearance revoked.
- 1.15.2. It is prohibited to photograph inmates or CSC employees. It is also prohibited to photograph sectors of the institution when such photography is not required for the execution of the present contract.

2. PRODUCTS

2.1. NO OBJECT

3. EXECUTION

3.1. ACCESS TO THE INSTITUTION

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

3.2. VEHICLE TRAFFIC

- 3.2.1. Vehicles may enter and leave the facility escorted through the vehicle access barrier, at the times specified by the Technical Authority for each site. Note that service barriers will be inaccessible during the lunch hour.

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

- 3.2.2. The Contractor must provide the Technical Authority forty-eight (48) hours' notice of the arrival of heavy equipment.
- 3.2.3. Vehicles carrying detritus or other material deemed impossible to search must constantly be monitored by CSC employees or security personnel who report to the Warden or must wait for an official head-count of the inmates to be conducted.
- 3.2.4. Before a commercial vehicle may be admitted onto the institution's perimeter, the Contractor or its representative must certify that the vehicle's content is essential to the execution of the work.
- 3.2.5. Entry will be refused to all vehicles carrying materials that the Warden believes pose a risk to institutional security.

3.3. CIRCULATION OF THE CONTRACTOR'S EMPLOYEES ON INSTITUTIONAL PREMISES

- 3.3.1. Subject to proper institutional security, the Warden will give the Contractor and the Contractor's Employees as much freedom of movement and autonomy as possible.
- 3.3.2. The previous paragraph notwithstanding, the Warden may:
 - a) prohibit access to sections of the institution;

- b) require that the Contractor's Employees be accompanied by CSC security personnel in designated sections;
- c) require that the Contractor's Employees remain on-site during coffee/health and lunch breaks, depending on the institution and the situation. The Contractor's Employees are not authorized to eat in the break room of CSC employees, but they may use another area designated by the Technical Authority.

3.4. UNINSTALLED EQUIPMENTS AND ACCESSORIES

- 3.4.1. The Contractor must submit all uninstalled devices, machines, equipment, accessories or hardware to the Technical Authority, who will ensure that they are destroyed or stored safely for later use. If so authorized by the Technical Authority, the Contractor must dispose of the object according to established security standards.

3.5. MONITORING AND INSPECTION

- 3.5.1. CSC security personnel will monitor and inspect the Contractor's Employees activities as well as related movement and vehicle traffic to ensure that established security standards are being followed.
- 3.5.2. At the start and throughout the duration of the work, CSC staff will convey to the Contractor's Employees the necessity of monitoring and inspections.

3.6. WORK STOPPAGE

- 3.6.1. At any time, the Warden may ask the Contractor, the Contractor's Employees, or Subcontractors not to enter the work site or to leave immediately if a security incident is in progress in the institution. The Contractor's Employees must note the name of the CSC employee issuing the request as well as the time and comply with the order as soon as possible.
- 3.6.2. Once notified, the Contractor must inform the CSC representative of work stoppage without delay.

3.7. WORK COMPLETION

- 3.7.1. Unless otherwise indicated in the contract, once the project is completed or the facilities handed back to the SCC, the Contractor must remove all materials, tools and equipment from the institution, as well as perform a final clean-up of the site.

END OF SECTION 01 35 13



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01 35 30 HEALTH AND SAFETY

1. GENERAL INFORMATION

1.1. SECTION CONTENT

- 1.1.1. The Contractor must manage their activities in such a way that people's health and safety and the protection of the environment take precedence over issues related to work costs and schedule.

1.2. REFERENCES

- 1.2.1. Part II of the *Canada Labour Code, Canada Occupational Safety and Health Regulations*
- 1.2.2. Canadian Standards Association (CSA)
- 1.2.3. Workplace Hazardous Materials Information System (WHMIS) / Health Canada
 - a) Material Safety Data Sheet (MSDS)
- 1.2.4. *Act respecting occupational health and safety*, R.S.Q., c. S-2.1
- 1.2.5. *Safety Code for the Construction Industry*, S-2.1 r.6
- 1.2.6. *CSC Health and Safety Programs*.

1.3. REQUIREMENTS OF THE REGULATORY BODY

- 1.3.1. The Contractor must comply with all legislation, regulations and standards that apply to the execution of the work.
- 1.3.2. Regardless of the publication date of standards indicated in the *Safety Code for the Construction Industry*, reference must be made to the version in force at the time it is applied.

1.4. DOCUMENTS TO BE SUBMITTED

- 1.4.1. At the request of the Technical Authority and according to the nature of the work, the Contractor must submit a description of special procedures and/or a site-specific prevention plan, within the delays mentioned in *section 01 14 00 – General requirements*. Upon receipt of the plan and at any time during the work process, the Technical Authority may require that the plan be modified or completed to better reflect the reality of the site. The Contractor must then make the required corrections prior to continuing work.
- 1.4.2. The Contractor must submit to the Technical Authority a copy of any inspection report, correction notice or recommendation issued by federal or provincial inspectors, within 24 hours of it being issued.
- 1.4.3. The Contractor must submit to the Technical Authority an investigation report for any accident that led to injury and for any incident that revealed a potential hazard, within 24 hours of said incident.
- 1.4.4. At the request of the Technical Authority, the Contractor must submit all Material Safety Data Sheets for controlled products used on the work site at least three (3) days prior to their use.

- 1.4.5. When applicable, the Contractor must submit to the Technical Authority copies of the training certificates that are required to implement the prevention plan, namely:
- a) General Health and Safety on Construction Sites course
 - b) Work likely to emit asbestos dust
 - c) Work in confined spaces
 - d) Lockout procedure
 - e) Wearing and Adjusting Personal Protective Equipment
 - f) Safe Forklift Operation
 - g) Elevating work platforms
 - h) And all other training required by the regulations

1.5. RISK ASSESSMENT

- 1.5.1. The Contractor must identify potential hazards related to each task performed on the work site.
- 1.5.2. The Contractor must plan and organize the work to eliminate risks at the source or ensure collective protection, thereby minimizing the need to use personal protective equipment. When personal protection against falls is required, workers must use a safety harness in compliance with Standard CAN/CSA-Z259.10-12. Safety belts must not be used to protect against falls.
- 1.5.3. Any equipment, tool or protective equipment that cannot be installed or used without compromising the health and safety of workers or the public will be considered inappropriate for the work to be performed.
- 1.5.4. When requested, the Contractor must submit to the Technical Authority the certificate of conformity for mechanical equipment as well as certificates proving said equipment is in good working condition. The Technical Authority can, at any time, upon suspicion of defect or risk of an accident, order the immediate stoppage of the equipment and demand a second inspection by a specialist of their choosing.

1.6. MEETINGS

- 1.6.1. At the request of the Technical Authority following the request for a call-up, the Contractor must attend all meetings that address health and safety issues relating to the work being carried out. The Contractor can bill CSC for this time at the management rate specified in the Base of Payment.

1.7. HEALTH AND SAFETY MANAGEMENT

- 1.7.1. The Contractor must accept and assume responsibility for all tasks and obligations relating to the health and safety of the site and its occupants.
- 1.7.2. The Contractor must comply with the health and safety programs in place at CSC. The Technical Authority will be able to provide the necessary elements to meet all requirements.
- 1.7.3. Upon request of the Technical Authority during a call-up, the Contractor must develop a site-specific prevention plan based on risk identification and must implement this plan from the beginning of the project to its final stage. Cost of production of this prevention plan may be billed to CSC according to the preestablished rates identified in the Contractor's detailed assessment sheet.

1.8. APPLICABLE MEASURES

- 1.8.1. The Contractor must always appoint a qualified individual as supervisor and health and safety representative.
- 1.8.2. The Contractor must take all necessary measures to ensure that the health and safety requirements listed in the contractual documents, federal and provincial regulations, applicable standards and site-specific prevention plan are implemented and respected, as well as comply with any correction order or notice issued by CSC without delay.

1.9. COMMUNICATION AND POSTED INFORMATION

- 1.9.1. The Contractor must take all necessary measures to ensure that on-site health and safety information is properly communicated. All the Contractor's Employees must be informed of the specifics of the prevention plan, their responsibilities and their rights upon arrival at the work site. The Contractor must emphasize right of his employees to refuse to perform a task if they feel that it could compromise their health, safety or physical well-being, or that of others on site.
- 1.9.2. The Contractor must define work areas and install barricades or other devices to delineate the work area and secure facility users, as well as post any signage necessary to inform and direct users. The Contractor must verify the installation of protective equipment with the CSC representative
- 1.9.3. The Contractor must keep a copy of the WHMIS data sheets on site.

1.10. UNFORESEEN HAZARDS

- 1.10.1. If a hazard that was not specified in the quote and not identified during the preliminary site inspection arises because of or during the execution of work, the Contractor must immediately stop all work, implement temporary protective measures for workers and the public, and notify the Technical Authority both verbally and in writing. When applicable, the Contractor must then make the necessary changes to the prevention plan so that work can resume safely.

2. PRODUCTS

2.1. NO OBJECT

3. EXECUTION

3.1. CONDITIONS OF THE PLACE OF WORK / IMPLEMENTATION

When applicable, the Contractor must take into account the following particularities:

- 3.1.1. WORK IN A CORRECTIONAL FACILITY see section 01 35 13.
- 3.1.2. WORK IN CONFINED SPACE
 - a) The Contractor's Employees must provide proof that they are certified to work in confined spaces.
 - b) The detailed assessment must take into account the working conditions of confined spaces. Exceeding the detailed assessment cannot be justified by the omission of this consideration.

- c) CSC has a confined space safety program and a risk assessment for each of the existing confined spaces. The Contractor must consult and comply with these documents.
- d) The Contractor's Employees must acquire a Confined Space Entry Permit and must comply with the institution's requirements in this regard.
- e) When working in confined spaces, the Contractor must provide a qualified sentry as well as all necessary equipment, including harnesses, carabiners and other personal protective equipment. Following advanced notice and upon presentation of the invoice, CSC will pay the costs associated with the rental / supply of tripods, lifelines and other required equipment. These items can be billed to CSC at the rate established in the Base of Payment under the category of special equipment.

3.1.3. PRESENCE OF ASBESTOS

- a) There are many asbestos-containing materials in CSC's installations. These materials have been characterized, and an inventory is taken annually. They are found particularly in the piping and ventilation insulation, but also in other materials such as joint compound, mortar, stucco, vinyl and acoustic tile, to name but a few. Before drilling or tampering with an existing material, the Contractor is responsible for asking the Technical Authority about the presence of asbestos.
- b) Inhaling asbestos fibre may be harmful to human health. If, during the course of the work, the Contractor discovers materials that resemble asbestos, they must halt all work and notify the Technical Authority immediately. The Contractor must not resume the work until reception of written instructions from the Technical Authority in this regard.

3.1.4. WORKING AT HEIGHTS

- a) The Contractor's Employees must provide proof that are certified to work at heights.
- b) The detailed assessment must take into account the conditions of working at heights. Exceeding the detailed assessment cannot be justified by the omission of this consideration.
- c) CSC has a safety program for working at heights. The contractor must consult and comply with it, particularly for work permit applications.
- d) When working at heights, the Contractor must provide all personal protective equipment, at no cost.

3.1.5. LOCK-OUT

- a) The Contractor's Employees must provide proof that they are certified to apply the lock-out procedures.
- b) CSC has a lockout program. The contractor must consult and comply with it, particularly for work permit applications
- c) The Contractor must provide the number of padlocks required during lock-out work, at no cost.
- d) In conjunction with CAN / CSA Z462 Workplace Electrical Safety, CSC - Quebec Region has developed its Regional Policy - Workplace Electrical Safety (Power Arcs). The Contractor must comply with the Policy.

3.1.6. ELECTRICAL SAFETY

- a) CSC has a workplace electricity policy. The contractor must consult and comply with it, especially for de-energization, risk analysis and field marking.
- b) All electrical work, mechanical work or other work on equipment and / or electrically powered must, without exception, be performed at zero energy. Padlocking procedures are required.

END OF SECTION 01 35 30



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01 74 11 CLEANING

Canada

1. GENERAL INFORMATION

1.1. MEASUREMENT FOR PAYMENT PURPOSES

- 1.1.1. The Contractor's Employees must foresee in their planning a period for site clean-up. No rate other than the normal rate for the workforce is applicable.
- 1.1.2. The rate for disposal of demolition and construction waste can be viewed in paragraph 2.6 of *section 22 10 00 – Technical requirements*.

2. PRODUCTS

2.1. NO OBJECT

3. EXECUTION

3.1. WORK SITE CLEANLINESS

- 3.1.1. The Contractor's Employees must keep the work site clean and free of debris and waste materials.
- 3.1.2. The Contractor must take all necessary action and obtain permits from the appropriate authorities to have debris and waste materials disposed of.
- 3.1.3. If requested by the Technical Authority, the Contractor must provide for debris and waste removal receptacles on the work site.
- 3.1.4. The Contractor's Employees must remove debris and waste materials from the work site at the end of every shift.
- 3.1.5. The Contractor's Employees must store volatile wastes in sealed metal containers and remove them from the work site at the end of every shift.
- 3.1.6. When applicable, the Contractor's Employees must clean up existing roads that have been used by the vehicles of the Contractor.

3.2. CLEANING OF DRILLING AND DEMOLITION WORK

- 3.2.1. All drilling and demolition work will be subject to a consultation with the Technical Authority prior to execution of the task. This consultation allows the Technical Authority to verify the asbestos registry in order to authorize the work.
- 3.2.2. The work must be carried out in accordance with the requirements of the CSC program for the management of asbestos.
- 3.2.3. **In all cases**, all debris caused by this work, whether in occupied or unoccupied spaces such as inter-ceilings, rooms or mechanical voids, must be completely collected and the surfaces cleaned by vacuuming.
- 3.2.4. Failure to comply to the clauses in the present section resulting in CSC needing to decontaminate and/or clean the debris will result in the production of a dissatisfaction and deficiency report. This report will be shared with the Contractor and the contractual agent.

3.3. FINAL CLEAN-UP

- 3.3.1. The Contractor's Employees must sweep and clean all surfaces affected by the work.
- 3.3.2. The Contractor's Employees must dust furniture, devices and other surfaces when there the work causes dust to be produced.
- 3.3.3. Failure to comply to the clauses in the present section resulting in CSC needing to clean the work site after the Contractor has left will result in the production of a dissatisfaction and deficiency report. This report will be shared with the Contractor and the contractual agent.

END OF SECTION 07 74 11



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22 10 00 TECHNICAL REQUIREMENTS

1. GENERAL INFORMATION

1.1. REFERENCES

- 1.1.1. National Building Code of Canada (NBC) 2015, including all amendments to date.
- 1.1.2. The *Act respecting occupational health and safety* (R.S.Q., c. S-2.1) and the *Regulation respecting occupational health and safety* (r.19.01) currently in effect.
- 1.1.3. Health Canada – Workplace Hazardous Materials Information System (WHMIS).
- 1.1.4. Material Safety Data Sheets (MSDS).
- 1.1.5. Chapter R-20 - *Act respecting labour relations, vocational training and workforce management in the construction industry*
- 1.1.6. National Fire Code of Canada (NFCC).
- 1.1.7. ANSI/AMCA 204-96 Balance quality and vibration levels for fans.

1.2. CODES

- 1.2.1. The Contractor must complete the work in accordance with the regulations listed in point 1.1, as well as any other applicable federal, provincial or municipal codes. In the event of any inconsistency or conflict, the stricter requirements will prevail.

1.3. QUALITY ASSURANCE

- 1.3.1. The Contractor must provide a copy of their licence issued by the *Régie du Bâtiment du Québec* (RBQ), in the categories required for the work, or minimally for the following category:
 - a) 15.8 Contractor – Ventilation

1.4. TASK DESCRIPTION

- 1.4.1. The scope of the mandate may include various inspection, maintenance, repair and construction work. These may include, without being limited to:
 - a) Installation, modification, adjustment and repair of ventilation air supply and extraction ducts;
 - b) Installation of devices and equipment on the air distribution network;
 - c) Installation and repair of access hatches, grilles and diffusers, fire dampers, balancing key actuators, etc.;
 - d) Flow measurement and air quality analysis;
 - e) Vibration analysis;
 - f) Sound level analysis;
 - g) Calibration of ventilation system.

2. PRODUCTS

2.1. LABOUR

- 2.1.1. The Contractor must be able to provide for both sheet metal worker and apprentice metal worker services.
- 2.1.2. The Contractor's Employee must provide proof that they have trade certificates issued by the *Commission de la Construction de Québec* to perform the work.
- 2.1.3. The contractor must also be able to provide the service performed by three types of specializations:
 - a) Vibration technician certified according to ISO 18436.2: 2003;
 - b) Air quality technician;
 - c) Ventilation balancing technician.
- 2.1.4. The Contractor must be able to provide more than one work team at a time. A work team is made up of either:
 - a) A journeyman; or
 - b) A journeyman and an apprentice; or
 - c) A specialized technician.
- 2.1.5. The Contractor must ensure that he has have the qualifications necessary to complete the tasks assigned to him, as described in paragraph 1.4.1.

2.2. EQUIPMENT LIST

- 2.2.1. The Contractor should have, at a minimum, the following equipment and materials when presenting for work at the institution:
 - a) Service truck :
 - Six (6), eight (8) and ten (10) foot step ladders
 - Twenty-four (24) foot ladder
 - Toolboxes with various basic manual tools
 - Lighting system;
 - Autonomous lighting system for confined and restricted areas;
 - Sufficient number of extension cords;
 - Metal snips;
 - Battery drill and impact driver;
 - 3/16 to 2-inch Hilti-type hammer drill;
 - Electric metal shears;
 - Electric reciprocating saw;
 - Workhorses;
 - 360-degree laser level;
 - All other tools and equipment required to carry out the above-mentioned tasks;

- Security harness for each employee;
- All other personal health and safety equipment.
- b) Cleaning equipment:
 - Broom and HEPA filter vacuum
 - Shovel
 - Garbage bags and bins
- c) Basic materials
 - Five Hundred (500) # 8 x 1 "Hex Self-Piercing Metal Screws
 - Five hundred (500) Teak Screws 5/16 "x 3/4"
 - One hundred (100) concrete screws
 - One hundred (100) foot of perforated strip 3/4 "
 - Fifty (50) dry wall anchors and masonry wall;
 - One (1) tube of duct sealer;
 - One (1) roll each of duct tape, tuck tape and aluminium tape;
 - One (1) can of urethane foam;
 - One (1) tube of elastomeric sealer;
 - One (1) tube of transparent silicone.
- d) As needed:
 - Autonomous lighting system (at least three (3) heads);
 - Generator, minimum 3500 watts.

2.3. PRODUCTION OF ASSOCIATED DOCUMENTS

- 2.3.1. Following a specific request by the Technical Authority, the Contractor may be required to perform related services, including but not limited to:
- a) Production of a detailed assessment;
 - b) Production of a list of materials;
 - c) Search for a specialized product or get quotes for such products;
 - d) Production and updating of a work schedule;
 - e) Production of work procedures specific to the work at hand or to health and safety;
 - f) Completing preventative maintenance sheets provided by CSC;
 - g) Production of a project binder with technical sheets and maintenance manuals for the products and devices installed;
 - h) Annotate drawings, plans and as-built drawings to permit the Technical Authority to update CSC installation plans.
 - i) Air quality reports, including but not limited to: temperature, humidity, fresh air ratio, CO₂, CO, COV, air particles and air movement;
 - j) Sound level report.

- 2.3.2. The hourly rate associated with this category of services is defined in the Basis of Payment.
- 2.3.3. When the Technical Authority considers the estimated number of hours for executing these tasks to be too high, the CSC reserves the right to ask the Contractor for additional explanations and to ask him to revise the quantities as needed.

2.4. SUPPLY OF MATERIALS

- 2.4.1. The CSC will provide the materials necessary to carry out the work. The Contractor may need to provide certain parts and basic materials upon request by the Technical Authority.
- 2.4.2. Should the Contractor provide materials, they must be indicated on the timesheet signed and approved by the Technical Authority at the end of every work day.
- 2.4.3. The Contractor must favour healthy and sustainable materials. For example, they should be exempt of Asbestos fibres.
- 2.4.4. Materials must be billed at market value with an additional pre-established percentage, as indicated in the invitation to tender. In case of doubt, CSC reserves the right to carry out verifications on submitted prices with three other suppliers. If the prices submitted by the Contractor are superior to the priced obtained by CSC, the Contractor may be required to reduce the cost of those materials.

2.5. SUPPLY OF SPECIAL EQUIPEMENT AND ASSOCIATED SERVICES

- 2.5.1. The Contractor must provide, upon request, all equipment or associated service which could be needed in order to complete the work requested by the CSC, for example: scaffolding, lift, or other equipment.
- 2.5.2. The equipment or service must be billed at market value with an additional pre-established percentage, as indicated in the invitation to tender. In case of doubt, CSC reserves the right to carry out verifications on submitted prices with three other suppliers. If the prices submitted by the Contractor are superior to the priced obtained by CSC, the Contractor may be required to reduce the cost of the equipment or service.

2.6. DISPOSAL

- 2.6.1. The Contractor may be responsible for the disposal of demolition and construction waste caused by the work, when requested by CSC.
- 2.6.2. Disposal must be billed at market value with an additional pre-established percentage, as indicated in the Base of Payment. In case of doubt, CSC reserves the right to carry out verifications on submitted prices with three other suppliers. If the prices submitted by the Contractor are superior to the priced obtained by CSC, the Contractor may be required to reduce the cost of disposal.

3. EXECUTION

3.1. EXISTING NETWORKS

- 3.1.1. When work requires connecting to existing networks, the Contractor must carry it out during the hours established by the Technical Authority while disrupting institutional activities and operations as little as possible.

- 3.1.2. The Contractor must submit the work schedule to the Technical Authority and obtain their approval at least 48 hours in advance regarding any interruption or disruption of existing networks or services. Interruptions will be carried out in accordance with the approved schedule and following notification of the Technical Authority.

3.2. PRESENCE OF ASBESTOS

- 3.2.1. Removing asbestos fibre can be a health hazard. If, during the course of the work, the Contractor discovers materials that resemble asbestos, they must halt all work and notify the Technical Authority immediately. The Contractor will not resume work until reception of written instructions from the Technical Authority in this regard.

3.3. QUALITY OF WORK

- 3.3.1. The Contractor must complete the work satisfactorily, with diligence, and according to industry standards.
- 3.3.2. Work must be completed with precision, ensuring good function and durability. It must be level, plumb, solid and completed.

3.4. EMERGENCY PROCEDURE

- 3.4.1. In case of a technical emergency during work, the Contractor must immediately inform the Technical Authority of the situation and try to limit the damage as much as possible while making sure not to endanger the health and safety of himself or others.
- 3.4.2. The Contractor must inform the Technical Authority of any additional work that may incur costs for CSC and wait for instructions before carrying them out.

3.5. INSPECTION AND ACCEPTANCE OF WORK

- 3.5.1. Any call-up work falling under this Standing Offer will be subject to inspection and acceptance by the Technical Authority.
- 3.5.2. If, following an inspection, the Technical Authority considers work quality to be insufficient or detects deficiencies, a dissatisfaction and deficiency report (annex IV) will be prepared. This report will be shared with the Contractor and the Contracting Authority to notify them that corrections need to be made in order for the project to be accepted.

END OF SECTION 22 10 00



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ANNEX I

RELEVANT SITES

LAVAL COMPLEX – 2 different addresses

Federal Training Centre – site 600

600 Montée Saint-François, Laval (Quebec) H7C 1S5

Federal Training Centre – site 6099

6099 Lévesque boulevard, Laval (Quebec) H7C 1P1

DONNACONA INSTITUTION – 2 different addresses

Donnacona Institution

1537 Road 138, Donnacona (Quebec) G3M 1C9

Marcel-Caron CCC

825, Kirouac Street, Quebec (Quebec) G1N 1J7

LA MACAZA INSTITUTION

321, chemin de l'Aéroport, La Macaza (Quebec) J0T 1R0

PORT-CARTIER INSTITUTION

1, de l'Aéroport Street, Port-Cartier (Quebec) G5B-2W2

JOLIETTE INSTITUTION – 3 different addresses

Joliette Institution

400, Marsolais Street, Joliette (Quebec) J6E 2K3

Lanaudière Parole Office

3, Papineau Street, suite 107, Joliette (Quebec) J6E 2K3

Laferrière CCC

202, rue St-George, Saint-Jérôme (Quebec) J7Z 4Z9

CORRECTIONAL COMMUNITY CENTRES - 4 different addresses :

Martineau CCC

10 345, Saint-Laurent boulevard, Montreal (Quebec) H3L 2P1

Ogilvy CCC

435, Ogilvy boulevard, Montreal (Quebec) H3N 1M3

Hochelaga CCC

6905, Hochelaga Street, Montreal (Quebec) H1N 1Y9

Correctional Service of Canada

Sherbrooke CCC

2190, Sherbrooke East, Montreal (Quebec) H2K 1C7

PRELIMINARY ASSESSMENT SHEET

SHEET METAL WORKER AND APPRENTICE SHEET METAL WORKER SERVICES

SO NUMBER: _____

Company:	Limit for individual orders:
Contact:	Date of request:
Email:	Phone:
	Work to be finished by:

WORK SITE	PROJECT MANAGER
Site:	Name:
Building:	Phone No:
Address:	Email:

DESCRIPTION OF REQUEST

Project:

Required elements:	Background check	<input type="checkbox"/>	Visite for survey	<input type="checkbox"/>	Health and safety meeting	<input type="checkbox"/>
	Production of a work schedule	<input type="checkbox"/>	Material list	<input type="checkbox"/>	Production of work procedures	<input type="checkbox"/>
	Work in confined spaces	<input type="checkbox"/>	Number of employees	<input type="checkbox"/>	Other:	<input type="checkbox"/>

MANDATE SPECIFICATIONS

Material:						
Inclusions:						
Exclusions:						
Special procedures:	Drilling/fixation required	<input type="checkbox"/>	Demolition	<input type="checkbox"/>	Supply of equipment	<input type="checkbox"/>
	Lock-out requires	<input type="checkbox"/>	Work at heights	<input type="checkbox"/>	Other:	<input type="checkbox"/>

ITEM	ITEM DESCRIPTION	QUANTITY	TYPE	RATE	SUB-TOTAL
A.1	Regular work hours Metal sheet worker journeyman (CCQ)		hr		- \$
A.2	Regular work hours Metal sheet worker apprentice (CCQ)		hr		- \$
A.3	Work done outside of regular work Metal sheet worker journeyman (CCQ)		hr		- \$
A.4	Work done outside of regular work Metal sheet worker apprentice (CCQ)		hr		- \$
A.5	Regular work hours Ventilation balancing bechnician		hr		- \$
A.6	Regular work hours Air quality technician		hr		- \$
A.7	Regular work hours Vibration analysis technician		hr		- \$
B.1	Preparation associated documents		hr		- \$
C.1	Materials		\$		- \$
C.2	Special equipment location and related services		\$		- \$
C.3	Waste disposal		\$		- \$
TOTAL BEFORE TAXES					- \$

Proposed dates	Start:	End:	Total:
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Note to the contractor: this preliminary assessment sheet must be completed to the best of your knowledge and in conformity with the various Technical Specifications sections as well as other related documents provided by CSC. The approximate amounts and totals will be adjusted in function of the reality and construction worker timesheets, as approved by the technical authority.

TECHNICAL AUTHORITY

Project:	Financial Code:
_____	_____
NAME	SIGNATURE
_____	_____
DATE	DATE

BUDGET MANAGER (ARTICLE 32)

_____	_____	_____	_____
DATE	TITLE	NAME	SIGNATURE

PRODUCTION OF THE CALL-UP

Released number:	Validity Period	from:	To:
_____	_____	_____	_____
NAME	SIGNATURE	DATE	

Updated:	2018-10-22	COPIE:	SCC	<input type="checkbox"/>	Contractor	<input type="checkbox"/>
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SECTION RESERVED FOR CSC

SECTION RESERVED FOR CONTRACTOR

TIME SHEET

NUMBER _____

Call-up number -YY-MM-DD _____

CSC REPRESENTATIVE / ESCORT	Company:	Call-up number:
	Service:	Name of technical authority:
	Site:	Telephone no. of technical authority:
	Building:	Contractor's work order number:
	Description of mandate:	
	License number :	Licensed type :

TIMESHEET APPROVAL BY CSC REPRESENTATIVE / ESCORT

Name: _____	Validation _____	Time : <input type="checkbox"/>	Cleaning : <input type="checkbox"/>
SIGNATURE	DATE		

DESCRIPTION OF WORK / EMERGENCY CALL

Work done:	_____
Billable materials:	_____
CSC materials used:	_____
Waste disposal:	_____
Special equipment and connected services:	_____

DESCRIPTION	Employee 1	Employee 2	Employee 3
Name of the contractor's employee			
Skill level			
A Arrival on site			
B Start of work			
C Morning break			
D Lunch			
E Afternoon break			
F End of work			
G Departure from site			
H (A to G) Subtotal			
I (C to E) Break and lunch total			
J (H-I) Total billable hours			

ADDITIONAL INFORMATION APPLICABLE TO EMERGENCY CALLS

Nature of the call: _____	Room affected: _____		
Name of escort: _____	Permanent work <input type="checkbox"/>	Temporary work <input type="checkbox"/>	
Special procedures:	Drilling/anchoring <input type="checkbox"/>	Demolition <input type="checkbox"/>	Work at heights <input type="checkbox"/>
	Asbestos registry verification <input type="checkbox"/>	Lock-out <input type="checkbox"/>	Confined space <input type="checkbox"/>

CONTRACTOR SIGNATURE

Name: _____	_____
SIGNATURE	DATE

TECHNICAL AUTHORITY'S APPROVAL

Nom: _____	_____
SIGNATURE	DATE

DISSATISFACTION AND DEFICIENCY REPORT

NUMBER

Call-up Number YY-MM-DD

Service:	Company:
Standing offer number:	Contact:
Event date:	Phone No:
Institution:	Email:

Description of initial mandate: _____

Building/room: _____

GENERAL DESCRIPTION OF EVENT

ADMINISTRATIVE	The contractor was present on the site within a reasonable delay for a visit of the work site.	No	<input type="checkbox"/>
	Comments:		
	The contractor completed all required documents, as requested.	No	<input type="checkbox"/>
	Comments:		
	The contractor proposed a reasonable timeline for the start of the work.	No	<input type="checkbox"/>
	Comments:		
	The contractor supplied a work team, as requested.	No	<input type="checkbox"/>
WORK TEAM	The emergency call was responded to within the delays outlined in the specifications.	No	<input type="checkbox"/>
	Comments:		
	All necessary information is found in the contractor's invoice.	No	<input type="checkbox"/>
	Comments:		
	The contractor informed his team of all specifications and particularities relating to the work.	No	<input type="checkbox"/>
	Comments:		
	The work team was aware of and respected the specifications of the standing offer specification.	No	<input type="checkbox"/>
HEALTH AND SAFETY	Comments:		
	The work team were present on site at the previously agreed upon time and place.	No	<input type="checkbox"/>
	Comments:		
	The work team was equipped with a service vehicle, tools and basic materials.	No	<input type="checkbox"/>
	Comments:		
	The work team had in their possession an inventory of their tools.	No	<input type="checkbox"/>
	Comments:		
EXECUTION	The work site was secured prior to work, and the work was performed safely.	No	<input type="checkbox"/>
	Comments:		
	The asbestos registry was consulted prior to any drilling or demolition work.	No	<input type="checkbox"/>
	Comments:		
	The work team wore appropriate protective equipment, as needed.	No	<input type="checkbox"/>
	Comments:		
	Toolboxes, scaffolding, ladders, vehicles and other such items were secured at all times on site.	No	<input type="checkbox"/>
OTHER	Comments:		
	The work team followed instructions and recommendations made by the CSC representative.	No	<input type="checkbox"/>
	Comments:		
	The work team had in their possession all tools and materials relating to the work at hand.	No	<input type="checkbox"/>
	Comments:		
	The work team possessed all skills, experience and knowledge required to perform the work.	No	<input type="checkbox"/>
	Comments:		
The work was completed according to industry norms and within a reasonable time frame.	No	<input type="checkbox"/>	
Comments:			
The work site was cleaned, organised and dusted.	No	<input type="checkbox"/>	
Comments:			
Timesheets were adequately filled out and given to the Technical Authority within the required delay.	No	<input type="checkbox"/>	
Comments:			
The work team informed the Technical Authority when they left the site.	No	<input type="checkbox"/>	
Comments:			
Other:	No	<input type="checkbox"/>	
Comments:			

TECHNICAL AUTHORITY

Name: _____

_____	_____
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SIGNATURE

DATE