

1.1 GENERAL

- .1 Due to nature of this Facility, and client operations therein, security regulations pertaining to site will be in place during the work resulting in need for:
 - .1 Control and limit movement of construction workers inside building;
 - .2 Escort and continuous supervision of workers by security personnel;
 - .3 Specific rules and regulations as specified in this section and as directed by the Departmental Representative to be stringently followed.
- .2 It is the Contractor's responsibility to:
 - .1 Submit necessary documentation required and obtain security clearances for all workers;
 - .2 Become familiar with and abide by security rules and regulations;
 - .3 Brief all workers and subcontractors in respect of the security regulations and ensure that they abide by all rules and directives.
- .3 The Departmental Representative will coordinate a pre-construction meeting between Contractor, Facility Management and Security Personnel who will provide details and directives on control and movement on site.
 - .1 Note that building's custodial responsibilities are currently being managed by Canada Revenue Agency.
- .4 Any infraction of site security regulations on the part of the Contractor, members of work force or any Subcontractor in his employ, could result in:
 - .1 Demand immediate removal of offending party from the site.

1.2 SECURITY PERSONNEL

- .1 Obtain and pay for the services of security personnel, employed by the Canadian Corps of Commissionaires to provide escort and security supervision of workers during the work inside the building
- .2 Commissionaires employed on this project must have a current Enhanced Security Clearance status issued by PWGSC.
- .3 Provide minimum of [1] Commissionaire to be on site at all times when work is carried out inside the building, having the following

responsibilities:

- .1 Limit movement of workers to within the boundaries established by the Departmental Representative for each work phase;
 - .2 Maintain security control list of workers authorized to be on site as determined by Contractor and the Departmental Representative;
 - .3 Manage the distribution and control of worker ID tags;
 - .4 Escort workers who need to circulate on site beyond the established boundaries of work, including the corridors, stairwells and elevators used for access to and from work areas.
 - .5 Escort and supervise short term visitors who need access to the work site such as for material deliveries or to conduct inspections.
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- .4 Provide additional commissionaires when required to perform supervision or escort function as may be needed due to Contractor's work operations in order that no worker is left unsupervised inside building and beyond main lobby.
 - .5 Ensure Commissionaire(s) are present on site for entire work shift including work breaks and time period after work shifts until all workers have left inside of the building.
 - .6 Commissionaire must stay within the actual construction area and provide surveillance of all workers ensuring that security rules and requirements are obeyed and to limit movement to approved work areas of site.
 - .7 Commissionaire must also escort workers from approved entrance doors and work area(s).
 - .8 Escort and supervision of workers by Commissionaire is required at all times regardless as to whether work shifts are in the daytime or during Facility off hours.
 - .9 Commissionaire shall report directly to the Departmental Representative and to the Facility security personnel and ensure that site security directives are obeyed by all workers.
 - .1 Empower Commissionaire with authority to remove any worker deemed non-compliant with security directives.
 - .10 Ensure Commissionaire is fitted with and wears approved safety hard hat, safety footwear and other personnel protective equipment appropriate to work in accordance with applicable Occupational Health and Safety requirements specified.

1.3 SECURITY CLEARANCE REQUIREMENTS

- .1 Personnels with valid PWGSC Reliability Clearance who are working

from 7 am to 5 pm do not required a commissionaire's escorts.

1.4 SECURITY CLEARANCE APPLICATION

- .1 Within 1 week following notification of acceptance of bid, submit application form for all workers who require security clearance.
 - .1 Make application for all workers as one submission to facilitate processing and minimize delays.
- .2 To obtain the PWGSC Reliability Status clearance, the following information is required for each applicant:
 - .1 "Personnel Screening, Consent and Authorization Form" (Form No. TBS/SCT #330-23E (Rev. 2006/02) completed by each worker, <http://www.tbs-sct.gc.ca/tbsf-fsct/330-23a-eng.asp>
 - .2 Contractor Declaration to Public Works & Government Services Canada (PWGSC Security Form "A") completed by Contractor attesting to having conducted an assessment of reliability for each worker applicant verifying employment and other reference data.
 - .3 Proof of applicant's identity consisting of a picture ID such as a Canadian Motor Vehicle Driver's License or other similar official ID card.
 - .4 Proof of applicant's Canadian citizenship consisting of a provincial issued birth certificate, baptismal certificate, citizenship certificate or passport.
 - .5 Include both forms along with a clear legible photocopy of the citizenship and identity documents submitted as one complete package for each applicant.
- .3 Fingerprinting will also be required if:
 - .1 Applicant indicates that he/she has a previous criminal conviction on Form #330-23E;
 - .2 Security clearance search process results in two persons with same identity and/or same name/initials, such as having the same name.
- .4 Departmental Representative will provide details as to what procedures, location and time where workers must go should fingerprints are needed.
- .5 Processing Time:
 - .1 The PWGSC departmental processing time to obtain all security clearances is estimated to be [4] weeks from date of receipt of required documentation.
 - .2 To avoid delays, prepare worker documentation as soon as possible, however submit documentation for each applicant as one package and send information for entire workforce as one submission.

Ensure forms are fully completed, signed and that all information and photo identification is clear and legible.

.3 Be aware that processing time for applicants with criminal convictions may take longer and could extend to 6 months duration.

.1 An interview with such applicant may also be required as part of the security clearance process.

.6 Facilitate workers security clearance process as follows:

.1 Prepare comprehensive list of workers who will require security clearance throughout project, including those of subcontractors.

.2 Provide copy of list to Departmental Representative.

.3 Coordinate and expedite submission of various subcontractors.

.4 Brief and assist applicants in preparing and submitting documentation.

.5 Review documentation of each applicant for completeness before submission.

.6 Have each worker keep a copy of their completed application form in case the initial submission gets lost.

.7 Submit documentation in an organized manner with transmittal letter clearly identifying project for which worker clearance is required.

.7 Send submission(s) directly to Departmental Representative or to the approved mailing address as directed by Departmental Representative.

.8 Persons who have not been successful in obtaining security clearance, upon documentation review by PWGSC, will not be allowed further access on site and cannot work on project any longer.

1.5 SECURITY PASSES

.1 Visitor or worker ID Tags are required for all personnel requiring access inside the building and beyond the main public lobby.

.2 ID Tags will be provided by the Facility Security, issued to Contractor for distribution to authorized workers which shall also be placed on the Security Control List specified below.

.3 All persons while on site, must wear the ID Tag issued to him regardless of daytime or nighttime work.

.4 Be responsible to obtain ID Tags before work commences, including those required by subcontractors, and continually control their distribution and use by workers. Submit request for tags as early as possible prior to commencement of work.

- .5 For the duration of this contract, anyone not in possession of the ID Tag will not be allowed access on site.
- .6 At end of project, return to Departmental Representative all tags issued to workers and to subcontractors.
 - .1 The Departmental Representative will levy a financial penalty in the form of a holdback assessment against the Contract for each pass not returned regardless of the reason the pass is not returned.
- .7 Immediately report any lost, stolen or destroyed ID Tags to the Departmental Representative.

1.6 SECURITY CONTROL LIST

- .1 Provide a list of employee names from workforce and from subcontractors who will be present at site during the course of work.
- .2 List to include each person's name, address and telephone number.
- .3 Submit copy of list to Departmental Representative and to Security Commissionaire for control of workers.
- .4 Update list as work progresses.
- .5 Ensure that each worker can provide proof of identity upon demand, when requested by Facility's Security Personnel, Departmental Representative or by Facility Management.

1.7 BUILDING ACCESS

- .1 Keys and door security access cards necessary for access to restricted areas may be issued at the discretion of the Building Manager. Follow all instructions in regard to use, care and disposition of all keys and access cards so issued.
- .2 Keys and security access cards given to the Commissionaire for his sole possession, as determined by Departmental Representative, shall not under any circumstances be given to any worker or subcontractor.
- .3 Do not, under any circumstances, make or allow workers to make duplicates of keys issued.
- .4 At end of project, return to Departmental Representative all keys [and access cards] issued. Departmental Representative will deduct from final contract payment, \$25.00 for each item not returned,

regardless of the reason.

- .5 Immediately report to Departmental Representative any lost, stolen or destroyed keys [and door security access cards].

1.8 SITE SECURITY

- .1 Where work of this contract requires use of a permanently locked door, it is Contractor's responsibility to ensure that door is unlocked and locked after each use or provide a competent security guard, posted at door, when door must remain open for an elongated period of time during a particular work shift.
 - .1 Notify Building Security when security doors will be used and stringently follow all directives to ensure building security is effectively maintained.
- .2 Where work of this contract results in removal of doors or walls (providing security to the exterior or between spaces and suites), erect temporary security hoarding over openings constructed in such a way to provide the same degree of security as doors/walls removed.
- .3 When work must be carried out during Off Hours or beyond the work hours previously agreed upon at start of work, provide notice within 48 hours beforehand to minimize impact on Facility's security and tenant operations.
- .4 Off Hours are defined in section 01 14 10

END OF SECTION